

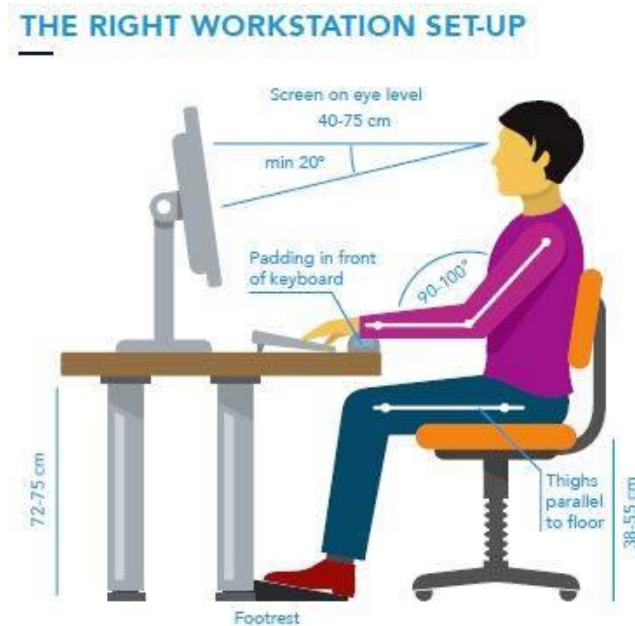
Health and Safety Homeworking Checklist

“Applying science to the art of management.”



Name		Date of assessment	
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The following diagram shows the correct home workstation set up



Risk Assessment

Thereafter, use the following simple risk assessment to find out how safe your home working space really is. Take a look at the risks in the first column, answer as applicable and then make a note of what needs to be done to reduce or remove the risk if necessary.

Issue				Action
Describe the lighting at your home workstation	About right	Too bright	Too dark	
Do you get distracting reflections on your screen?	Never	Sometimes	Constantly	
What control do you have over local lighting?	Full control	Some control	No control	
At your workstation, is it usually	Comfortable	Too warm	Too cold	
Are you distracted by noise from work equipment?	Never	Occasionally	Constantly	

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Chair	Yes/No	Action required
Can you adjust the height of your seat?		
Can you adjust the height and angle of the backrest?		
Is the chair stable?		
Does it allow movement?		
Is the chair in a good state of repair?		
If your chair has arms, do they get in the way?		
Desk Area	Yes/No	Action required
Is the desk surface large enough for you to have all your equipment where you want?		
Is there enough space under the desk to stretch your legs?		
Is the height of the desk suitable?		
Are there trailing electrical cables around the area which could cause trips, slips and falls?		
Is the area clutter free so you can focus on your task?		
Does the desk have a matt surface (non-reflecting)?		
DSE	Yes/No	Action required
Can you easily adjust brightness/contrast between the characters on screen and background?		
Does the screen tilt and swivel freely?		
Is the screen image stable and free from flicker?		
Is the screen at a height which is comfortable for you?		

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Keyboard	Yes/No	Action required
Can you raise and lower the keyboard height?		
Can you easily see the symbols on the keys?		
Is there enough space to rest your hands in front of the keyboard?		
Are your keyboard and mouse clean and within easy reach, without having to stretch?		
General hints & tips		
<ul style="list-style-type: none"> • Maintain regular hours. Set a schedule, and stick to it...most of the time. ... • Create a morning routine. • Create, as far as is possible, a dedicated office space • Schedule breaks...and take them!. • Ensure your fluid intake is good, a lot of people rely on others to make coffee and tea at work. This won't be the case working from home • Change task regularly, stand up stretch your legs • Keep in contact with others, there is comradery in the office, there will be less distraction working from home • Don't keep the biscuits too close 😊 		

On completion return the form to your line manager so that any actions can be undertaken

For further information and help with health and safety generally, risk assessments, COSHH assessments, factory and construction site health and safety or with the internationally recognised ISO 45001 health and safety standard please contact mwoods@stadius.co.uk or call him on 07976 426 286.