

RISK ASSESSMENT - Working from Home

Risk Assessment Checklist

Description of assessment.	Yes	No	N/A
When working from home are you generally alone?			
If answer is yes, do you feel comfortable with working alone?			
Do you have a procedure where you regularly contact colleagues?			
Have you a medical condition which would lead to increased risks if you are alone?			
Is your work secure from interference from other members of the household?			
Is access to your work on a computer password protected and is the password secure?			
Do you back up your work at least daily?			
Do you have easy access to a first-aid box, adequately stocked?			
Are you aware that home workers must report to the company any incidents or accidents which may arise from work activities?			
Do you have any electrical equipment supplied by employer?			
If answer above is yes, has it been inspected?			
For personal equipment used for work carry out the following checks, ensuring that electrical equipment is switched off first.			
<ul style="list-style-type: none"> • Check that plugs are not damaged 			
<ul style="list-style-type: none"> • Check the domestic electrical systems are adequate for electrical equipment 			
<ul style="list-style-type: none"> • Check plugs are correctly wired and maintained 			
<ul style="list-style-type: none"> • Check that the outer covering of the cable or wire is gripped where it enters the plug or the equipment 			
<ul style="list-style-type: none"> • Check that the outer cover of the equipment is not damaged, for example look for loose parts or screws 			
<ul style="list-style-type: none"> • Check leads, wires or cables for damage to the outer covering 			
<ul style="list-style-type: none"> • Check for burn marks or staining that suggests overheating 			
<ul style="list-style-type: none"> • Check that there are no trailing wires; if there are, tuck them out of the way, for example under a desk or table, to prevent accident 			
Your Computer			
Does the display screen have well-defined characters of adequate size and adequate spacing and is the image stable and flicker-free?			
Is the brightness and the contrast between the characters and the background easily adjustable, and can also be adjustable to suit ambient conditions?			
Is the screen able to swivel and tilt freely to suit the needs of the user?			
Is it possible to use a separate base for the screen, or is there some other method to achieve an appropriate screen height?			
Is the screen free of reflections and glare that may cause discomfort to users?			
The keyboard			
Is the keyboard separate from the screen and tiltable, to enable a comfortable position to be found during use?			
Is there enough space between the front of the keyboard and the edge of the work surface to provide hand/arm support (50mm)?			
Is the surface matt to avoid reflective glare?			
Do the arrangement of the keyboard and the function of the keys facilitate its use?			
Are the key symbols adequately contrasted and visible during normal use?			

Description of assessment.	Yes	No	N/A
The Work surface			
Does the work surface have low-reflectance, is it large enough for the task and does it accommodate a flexible arrangement of all necessary equipment and material upon it?			
Is the space sufficient to allow a comfortable working position to be achieved?			
The Chair			
Is the chair stable and does it allow easy freedom of movement and a comfortable position?			
Is the seat adjustable in height?			
Is the backrest adjustable in height and angle of tilt?			
Environment			
Is there sufficient space for workers to change position and to vary movement?			
Lighting			
Is the room lighting or task lighting (desk lamps, etc) satisfactory considering appropriate contrast, taking into account the type of work and the needs of the worker?			
Does glare and reflections on the screen or other equipment cause disturbance.			
Reflections and Glare			
Is the layout designed to prevent glare or reflections on the screen from windows, brightly coloured walls, etc			
Are windows fitted with adjustable coverings to control daylight falling upon the workstation (window blinds)?			
Ambience			
Is the general ambience of the workstation acceptable i.e. Noise, Humidity, Temperature?			
Interface Between DSE and User			
Is the software causing any discomfort or concerns affecting the operator?			
Is user aware that he/she is entitled to free eye sight tests and glasses (if required)?			
Comments and observations formed from this checklist.			
Homeworker's Name			
Homeworker's comments:			
Signature:			
Assessor			
Does this assessment suggest that corrective action is required?			
If there is a need for corrective action is this of an urgent nature?			
Are you of the opinion that the risks to Health and Safety of person working from home are acceptable and not likely to cause harm to the homeworker?			
Assessment carried out by (Name) _____ (Please Print)			
Date of assessment:			

Please complete and pass to supervisor or HR department