

S37 – Home Working Checklist H&SHW01

Before permission is given for any employee to work at home, the following checklist must be completed. This is for us to assess the suitability of any proposed home working arrangements against current health and safety regulations.

We rely on your honesty in completing this checklist and retain the right to revoke any home working arrangements given, should any information provided prove to be inaccurate.

	No	Yes
1. Do you have a separate room that you can work in?	<input type="radio"/>	<input type="radio"/>
2. Is there room for a desk computer to fit comfortably on a desk?	<input type="radio"/>	<input type="radio"/>
3. Is there adequate room for a printer to be situated safely nearby?	<input type="radio"/>	<input type="radio"/>
4. Is there enough room for a computer user's chair to fit comfortably?	<input type="radio"/>	<input type="radio"/>
5. Is there a problem with trailing cables?	<input type="radio"/>	<input type="radio"/>
6. If so, would the provision of cable protectors reduce the risk of trailing cables to an acceptable level?	<input type="radio"/>	<input type="radio"/>
7. Is existing lighting adequate for computer work and reading?	<input type="radio"/>	<input type="radio"/>
8. If not, would replacing the light bulbs solve the problem?	<input type="radio"/>	<input type="radio"/>
9. Is the lighting likely to cause a glare problem?	<input type="radio"/>	<input type="radio"/>
10. Does your insurance cover currently allow you to work from home?	<input type="radio"/>	<input type="radio"/>
11. If not, can it be amended at your expense to allow you to do so? (We retain the right to ask for copies of any insurance documentation)	<input type="radio"/>	<input type="radio"/>
12. Do you have a smoke detector installed?	<input type="radio"/>	<input type="radio"/>
13. Would you be willing to obtain one at your own expense and install it?	<input type="radio"/>	<input type="radio"/>
14. Does any emergency escape route from the working area allow an easy and safe route to safety?	<input type="radio"/>	<input type="radio"/>
15. Is your electrical supply adequate for the extra demands of a computer and printer? (You may be asked to get your electrical supply tested at your own expense)	<input type="radio"/>	<input type="radio"/>
16. Do you have sufficient sockets for the computer and other equipment?	<input type="radio"/>	<input type="radio"/>
17. Do you have an effective circuit breaker (e.g. residual current device)?	<input type="radio"/>	<input type="radio"/>

This checklist has been completed to the best of my knowledge

Signed

Date

Note: A copy of this checklist will be kept on file for at least three years.

