

**APPENDIX 1: WORKING FROM HOME RISK ASSESSMENT**

Date	
	Assessor
Location of Assessment	

Risk	Yes/No	Action Required
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Desk Area		
Do you have adequate space to work comfortably?		
Is there enough space underneath your desk to stretch your legs?		
Are there trailing electrical cables around your working area that need to be tied up?		
Is your working area warm, well-lit and well-ventilated?		
Do you need a desk lamp to improve lighting?		
Is your working area clutter free so that you can focus easily on the task?		

Display Screens Set-Up		
Is your desk chair set-up correctly? Is your back supported, are there arm rests and are your feet flat on the floor?		
Do you have enough surface space on your desk to work comfortably?		
Are your keyboard and mouse clean and within easy reach without having to stretch?		
Is your display screen clean and positioned so there is no glare from a window or light?		

**APPENDIX 1: WORKING FROM HOME RISK ASSESSMENT**

Is your display screen level with your eyes so that it doesn't cause discomforts to your neck or head?		
Can you easily reach everything you need without twisting and straining your body?		

<b>Fire and Electrical Safety</b>		
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Are smoke detectors working and checked regularly, e.g. every month?		
Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?		
Does any electrical equipment spark or show signs or burns and so needs removing from use?		
Do any wires look damaged or frayed and so need removing from use?		
Do you regularly inspect your electrical equipment to check for signs of wear and tear?		
Do you switch off equipment when not in use?		
Do you have emergency arrangements in place in case of fire?		

<b>Stress and Welfare</b>		
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Do you take regular breaks away from your workstation?		
Do you carry out regular stretched at your desk to avoid stiff or sore muscles?		
Do you sit with a good posture or are you hunched over the desk?		
Do you have easy access to first aid equipment if required?		
If you regularly use a computer, do you have your eyes tested every year?		

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Can you easily reach everything that you need without twisting and straining your body?		
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<b>Manual Handling</b>		
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Are all the items that you need for work within easy reach?		
Are heavy items stored on lower shelves to avoid the need to lowering them?		
Do you know how to correctly pick-up, carry and lower heavy items?		

<b>Slips, Trip and Falls</b>		
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Are floor coverings, such as carpets and rugs, secure?		
Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?		
Are stairways and corridors clear of trip hazards?		
Is the floor around your desk clear of boxes, papers and wires?		

<b>Lone Working</b>		
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Are you familiar with your employer's lone working health and safety policy?		
Do you know the name and number of a manager or supervisor who you can get in touch with easily?		
Is your home kept secure whilst you're working there?		
Are important files and laptops kept locked away securely when not in use?		

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Number of Actions Required	
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Date Actions Completed	
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