

## Homeworking Self-assessment Checklist

### Fire

	Yes	No	Notes
Is your work area tidy?			
Do you regularly dispose of waste materials?			Do not allow waste to accumulate in your work area (e.g. an over full wastepaper bin)
Are your exit routes clear?			Does anything inhibit you quickly getting out of your work area?
Do you have an escape plan?			Know exactly what you would do in an emergency and consider incorporating a household escape plan
Do you have a smoke alarm fitted?			An alarm must be fitted, tested weekly and the battery replaced annually

Issues and actions needed

### Electrical Equipment

	Yes	No	Notes
Are plugs, leads and the equipment you use in good condition?			Check for cracks/loose casing, missing screws, breaks in the insulation etc.
Is the equipment working as it was designed to?			Look for discolouration, signs of overheating
Where more than one appliance is powered from a single socket, is a proper fused multi socket adaptor used?			Appliances that use a lot of electricity, particularly heaters, should not be used with an adaptor.
Are the cables secure in all plugs?			The outer sheath must be secure in the plug grip

Issues and Actions needed

### Slips, trips and falls

	Yes	No	Notes
Are your floor coverings sound and without defects that could cause you to trip over?			
Are your walkways clear of tripping hazards e.g. trailing cables, boxes etc?			Move obstacles and re-route trailing cables as necessary
Manual handling – does your work require no or minimal manual handling activities			For example do you need to move furniture/computing/research equipment to enable you to work? If so, you may need manual handling training/assessment.

Issues and actions needed



**WORKING ENVIRONMENT**

Yes No

Can you provide a comfortable temperature range for working?			
Is the ventilation of your work area adequate?			
Is the lighting of your work area adequate for all tasks?			

Issues and Actions needed

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**ACCIDENTS/FIRST AID**

Yes No

Notes

Do you know the procedure for reporting any accidents or work-related illness?			If no, find out.
Do you have a First Aid kit available whilst working at home?			Have basic first aid materials available

Issues and Actions needed

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**CHILDREN**

Yes No

Notes

Will children be in your working area at any time?			Consider what adjustments need making to reduce hazards to them (and yourself)
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Issues and Actions needed

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**SECURITY**

Yes No

Notes

Can your laptop computer be locked away when not in use?			
If applicable, can confidential files be locked away?			

Issues and Actions needed

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Additional Notes or Comments

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