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# Homeworking Self Assessment Checklist

The aim of this checklist is to assist you in assessing the health and safety of your home working environment by listing the main areas of assessment and the issues within each to be on the lookout for.

It is not intended to cover the areas to be assessed where home working is anything other than office work. If you answer no to any items, it is likely that a risk assessment for that issue will need to be done.

Name	
Job title	

	Answer yes or no. Please give further details for any 'no' answers
<p><b>Fire</b>            Do you have a clear escape route in the event of a fire?            Are all combustible materials (including paper) stored safely and away from any possible sources of ignition?            Are all possible ignition sources secure?            Is there a working smoke alarm nearby?</p>	
<p><b>Electrical Equipment</b>            Can you confirm that there is no visible damage (including any signs of overheating) to sockets, plugs and leads?            Are all cables secure in plugs with no inner cores of the cable visible?            Where more power outlets are required, training extension boards (preferably incorporating surge protection) are used <u>not</u> multi-way blocks?            Are there sufficient power outlets?            Are there power outlets in the right place, to avoid trailing leads for example?            If your company has a policy of PAT (Portable Appliance Testing), has your electrical equipment been tested?</p>	
<p><b>General Equipment</b>            Is the equipment supplied suitable for the job being done?            Have you have received all the training you require on the equipment provided?            Is there a safety guard on all equipment that requires it?            Is Personal Protective Equipment available and used where required?</p>	



<p><b>Working Environment</b>          Is your working area suitable in terms of heating, lighting and ventilation?          Do you have sufficient space to work?          Do you have sufficient separation from other individuals in the home, particularly children?          Please confirm that there are no trip or slip hazards, such as trailing wires.</p>	
<p><b>Security</b>          Can all entrances, exits and windows be secured?          Can any equipment and sensitive data be secured when not in use?          Can you confirm that any 'office' equipment is not causing an additional burglary risk?</p>	
<p><b>Manual Handling</b>          Have you had training in manual handling techniques, if moving heavy or bulky loads?          Please confirm that there are no tasks that require you to stretch across work surfaces or shelves or lift heavy or bulky items above shoulder height that do not have a current risk assessment?          Please confirm that there is no need for additional lifting and handling aids for any tasks to be undertaken?</p>	
<p><b>Display screen workstation</b>          Have you had your eyes tested if you are having any form of eye strain?          Do you have a footrest if you need one?          Have you read the HSE booklet "Working with VDUs"?          Is the screen free from glare and flicker? (Having light sources, such as windows, at right angles to the screen is usually best.)          Is the screen clear and readable, including the fine detail?          Can you adjust the brightness and contrast to prevent eyestrain?          Can you adjust the screen height, tilt and swivel?          Is the keyboard tiltable and separate from the screen?          Can the chair be adjusted to the right seat height and back height and tilt?          Is the desk at the correct height for you to work?          Is there sufficient space under the desk to allow free movement?</p> <p>Please note that you should take time to review your health after one month to ensure there are no problems.</p>	
<p><b>Remote working alone</b>          Please confirm that you do not undertake any tasks that would, for safety, require more than one person present.          Please confirm that there are no health reasons against you working alone.          If the work is not at your home</p> <ul style="list-style-type: none"> <li>• Has a lone working risk assessment has been done for the location?</li> <li>• Have you read the HSE booklet "Working Alone in Safety"?</li> </ul> <p>Is there safe entrance to and egress from the workplace?</p>	



<p><b>Hazardous Substances</b>          Have you identified any hazardous substances used? (These will have orange, yellow or red warning labels.)          Is there a risk assessment for any hazardous substances used? (Normally such risk assessments will tell you to follow the manufacturers guidance when handling.)</p>	
<p><b>Accidents / First Aid</b>          Do you have a defined way of reporting work related accidents, injuries, diseases and dangerous occurrences?          Do you have a first aid kit available?</p>	

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