

Home Working: Self Assessment / Line Manager Checklist

This checklist is primarily aimed at line managers of regular or permanent home workers (i.e. those who will be working from home for more than 40% of their time. However, much of the information in it and the home worker self assessment checklist will be useful for those who work from home on a more occasional basis.

Name of Home Worker:		Date of Completion:	
Address:		Job Title:	
		Department:	

Subject Area	Yes	No	N/A	Comments
Fire				
Is the work area tidy?				
Are waste materials regularly disposed of?				
Are exit routes clear?				
Do you have an escape plan?				
Is a smoke alarm fitted?				
Do you have a suitable fire extinguisher readily at hand?				
Have you been trained how to use it safely?				
Electrical Equipment				
Is there any apparent damage to cables or casing?				
Is there evidence of overheating (look for discolouration)?				
Is there any damage to plugs or sockets?				
Are cables secure in all plugs?				
Is all Council supplied equipment in date for annual PAT testing?				
Slips, Trips and Falls				
Are floor coverings sound and without defects?				
Are walkways clear of obstruction and tripping hazards (e.g. trailing leads)?				
Display Screen Equipment (DSE)				
Have you completed Part 1 of the DSE assessment form?				
Has Part 2 of the DSE assessment form been completed for you work station (Permanent home workers only)?				
Has Part 3 of the DSE assessment				

Subject Area	Yes	No	N/A	Comments
form been completed (only if required as a result of Part 2).				
Have you seen the Council's guidance on use of DSE (including laptops, notebooks, PDAs etc)?				
Have you seen the Council's other guidance on safe use of DSE (comfortable seating, zones of reach etc)?				
Security				
Do you carry a Council provided mobile phone.				
Do you require a personal attack alarm?				
Do you ensure your doors are kept locked if your work station is in a position where you cannot see or hear anyone approach?				
Do you operate a call in procedure with your line manager				
Do you ensure that you do not give out your address or personal phone details?				
Have you facilities to ensure that any confidential files taken home can be locked away when not in use?				
Working Environment				
Is the temperature comfortable (Minimum 16°C)?				
Do you have adequate lighting including task lighting (desk lamp etc) as necessary?				
Is the level of ventilation comfortable (e.g. no draughts)?				
Accidents / First Aid				
Do you know the procedure for reporting accidents or work related injury / illness?				
Do you have a first aid kit available at home?				
Manual Handling				
Do you carry out any significant manual handling activities associated with your home working?				
Have you attended any manual handling training?				
Driving				
Do you drive on business?				
Is your vehicle insured for business use?				

Subject Area	Yes	No	N/A	Comments
Does your vehicle have a valid MOT certificate where required?				
Do you hold a current driving licence?				
Personal Wellbeing				
Do you suffer from any medical condition that may affect your ability to work from home?				
Are you aware of the Council's policy on stress management?				
Hazardous Substances				
Will you be using any hazardous substances whilst working from home?				
If so, have you seen the relevant COSHH assessment for their use?				
Do you require and personal protective equipment and if so has it been provided?				

List of Equipment Provided by Cornwall Council		Serial / Model Number Where Relevant	
Any Other Comments Regarding Your Home Working Environment			
Home Worker Signature:		Date:	
Line Manager Signature:		Date:	