

Appendix 1

Health and Safety Audit: Working from Home - Staff Self Assessment

This form must be completed by the employee planning to work from home and be counter-signed by their manager. The purpose of this form is to ascertain whether a full health and safety assessment should be undertaken on the employee's home environment by a risk assessor. This form should be completed and returned to Human Resources Department before it is agreed that a member of staff may work from home.

Name			
Address			
Telephone No			
Department			
Job Title		Please forward a copy of your job description with this completed form	
			Please tick the appropriate box
1	Do you anticipate spending more than 20% of your time working at your home?	Yes	No
	If yes do you anticipate spending more than 50 % of your time working at your home?	Yes	No
2	Do you have a room at home which will be used specifically as an office base?	Yes	No
	If you answered no to this question, within which room in the home will the work be undertaken?		
	How much space in this room will be required to carry out your role effectively?		
	Is there sufficient space within this room to carry out your role effectively?	Yes	No
	Is there adequate ventilation, reasonable temperature, and suitable lighting within the home to perform the role effectively and in comfort?	Yes	No

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3	Do you have suitable seating (i.e. office chair rather than standard chair) for your work regardless of DSE use?		
4	Will you be using DSE continuously for an hour or more at a time?	Yes	No
	Will you be using DSE every day?	Yes	No
	If not, how often will you be required to use DSE at your home base?		
5	Do you have adequate first aid provisions in the home? (e.g. plasters)	Yes	No
6	Are you likely to have to carry or move heavy loads in the home as part of your role?	Yes	No
	If yes, what manual handling activities will be undertaken in the home?		
7	Is your electricity supply suitable for homeworking? (e.g. are there sufficient sockets, etc?)	Yes	No
<p>If you believe there is additional information we may require in relation to health and safety issues of working at home, please set this out below.</p>			

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