

TEMPORARY HOMEWORKING CHECKLIST

To be completed by the employee to cover temporary homeworking arrangements whilst working from home due to the current Coronavirus pandemic. Any potential issues should be raised with a Line Manager as soon as possible. This assessment covers computer/desk-based activities only.

DISPLAY SCREEN EQUIPMENT		YES	NO	N/A
1.1	Do you have a suitable desk or table to work from?			
1.2	Do you have a suitable chair? <i>Ensure that consider your posture, in particular your back</i>			
1.3	Have you previously completed a DSE workstation assessment? <i>Wherever possible, you should apply the same principles when working from home</i>			
1.4	Do you use a laptop and if so, does it have a separate keyboard? <i>Use a separate keyboard where possible</i>			
ELECTRICS		YES	NO	N/A
2.1	Are wires/cables placed so they can't be damaged or tripped over?			
2.2	Are all sockets in good condition and free from cracks/damage?			
2.3	Is all electrical equipment in good condition and damage free?			
WORKING ALONE		YES	NO	N/A
3.1	Have you agreed how you will communicate with your manager?			
3.2	Have you agreed your working pattern and any hours etc recording required?			

COMMENTS:

ANSWERS:

YES answers require no further action

NO answers require further investigation – speak to your line manager in the first instance

Date: _____

Employee Name: _____

Employee Signature: _____