

Working from Home Self-Assessment Checklist



Health, Safety and Welfare Advisory Service.



Working from Home Self-Assessment Checklist

An employee of the Isle of Man Government may work from home as agreed by their terms and conditions of employment or by exercising flexible working opportunities.

Homeworking may involve working only at home, or partly at home and partly at the office. Employers are required to carry out a risk assessment of homeworking, identifying any hazards and deciding whether steps have been taken to prevent harm to employees or anyone else who may be affected by their work.

This self-assessment enables managers to support the risk assessment process.

Once completed, this self-assessment must be returned to your line manager.

The manager is responsible for reviewing the assessment and agreeing the suitability of the workspace.

For employees contracted to work from home, it may be necessary for adjustments to be made to ensure the safety and security of the workspace. For these instances it may also be necessary for the Employer to provide suitable provisions to ensure the health and safety of this employee. This may include furniture such as an operator chair or desk.

At any point during the assessment completion or review, the manager or employee may request the support from the central Health, Safety and Welfare Service who can attend the employee's home and provide support.

If you have any questions regarding the process or self-assessment document, please contact the Health, Safety & Welfare Advisory Service for support. They can be contacted by phoning 686999 or e-mail: SafetyAdvice@gov.im



Background Information

Name:

Job Title:

Government Department:

Home Address:


Date:

Managers Name:

Workspace Arrangements

Question	Response	Comments
Have you read through the HSE Guidance Document ' Working with VDUs ' or IOM Government Guidance ' Guide to Setting up a Workstation ' Comment: if no, please refer to these documents for guidance	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Do you work remotely using visual equipment? i.e. travelling between sites/hot desking	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Do you work from Home using visual equipment for more than 40% of your working week? Comment: if yes, line manager will consider a home assessment being carried out or reviewing working arrangements	<input type="checkbox"/> YES <input type="checkbox"/> No	
Are you currently in any discomfort at the workstation – this includes pain and discomfort in the wrists, fingers, neck, back, arms, legs etc Comment: If yes, line manager to consider desk side assessment review to ensure that all provisions are available for the employee to reduce discomfort.	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Do you suffer from eye strain/headaches whilst working with your visual display equipment? Comment: If yes, review IOM Government Guidance ' Guide to Setting up a Workstation '	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Does your optometrist know that you work with Display Screen Equipment? Comment: If no or unsure, make them aware at your next appointment	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
If spectacles are required for use whilst working with the display screen, are these in use whilst at work?	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	



<p>Have you completed a Desk Side Assessment within the last 12 months of your home workstation?</p> <p>Self Assessment</p> <p>Comment: If not, please complete a self assessment which is relevant for your home workstation</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Do you have adequate space to work comfortably?</p> <p>Comment: If no, it is important that space is found to reduce the risk of musculoskeletal discomfort</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Is there enough space underneath your desk to stretch your legs?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Are there trailing electrical cables around your working area that need to be tied up?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Is your working area warm, well-lit and well-ventilated?</p> <p>Comment: employee must provide appropriate environmental conditions provisions</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Do you have sufficient lighting?</p> <p>Comment: employee must provide appropriate provisions</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Is your working area clutter free so that you can focus easily on the task?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Do you feel comfortable at your workstation?</p> <p> 13 Tips for Productive Homeworking</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Are you familiar with how to adjust your?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No	
<p>Is the chair stable on flooring and allow for easy movement and comfort?</p> <p>Comment: If chair is on carpet it may be necessary for the employee to consider purchasing a chair mat to prevent musculoskeletal discomfort. This is not the responsibility of the employer.</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Can you adjust the height of your chair?</p> <p>Comment: Chair, not provided by employer, it is recognised that chairs adjustable in height can reduce the risk of musculoskeletal discomfort</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Can the small of the back (lumbar curve) be supported by the chair's backrest?</p> <p>Comment: Chair, not provided by employer, should be adjustable in height and provide ergonomic features to reduce musculoskeletal discomfort.</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	



<p>Can you adjust the height and tilt of the back rest?</p> <p>Comment: Chair, not provided by employer, must be adjustable in height and provide ergonomic features to reduce musculoskeletal discomfort.</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Is there a 2-4 inch gap between the front edge of the seat and the back of your knees</p> <p>Comment: Chair, not provided by employer, must be suitable for employee to reduce the risk of musculoskeletal discomfort.</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Can you get your chair close enough to the work surface to use equipment without over reaching?</p> <p>Comment: Appropriate work surface is important to reducing the risk of musculoskeletal discomfort.</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Can you put your feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p> <p>Comment: Foot rests must only be used when feet cannot be placed flat on the floor.</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Does the chair have a swivel mechanism?</p> <p>Comment: Chair, not provided by employer, must be suitable for employee to reduce the risk of musculoskeletal discomfort.</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Does the chair have 5 castors or glides?</p> <p>Comment: Chair, not provided by employer, should be suitable for employee to reduce the risk of musculoskeletal discomfort.</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Are arm rests fitted to the chair?</p> <p>Comment: Arm rests fitted do support ergonomic principles for an operator's chair.</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>If arm rests are fitted, are they adjustable in height?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	

Fire and Electrical Safety

<p>Are smoke detectors working and checked regularly? i.e. every month?</p> <p>https://www.gov.im/categories/home-and-neighbourhood/emergency-services/fire-and-rescue-service/community-fire-safety/smoke-alarms-and-sprinklers/</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Do you regularly dispose of household waste, including papers, to prevent a build-up of fire 'fuel'?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Does any electrical equipment spark or show signs of burns and so needs removing from use?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	



Do you regularly inspect your electrical equipment to check for signs of wear and tear? https://www.gov.im/categories/home-and-neighbourhood/emergency-services/fire-and-rescue-service/community-fire-safety/electrical-safety/	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Do you switch off equipment when not in use?	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Do you have emergency arrangements in place in case of fire? ie suitable escape route/fire fighting equipment? https://www.gov.im/categories/home-and-neighbourhood/emergency-services/fire-and-rescue-service/community-fire-safety/plan-your-escape/	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	

Manual Handling




Question	Response	Comments
Are items that you need for work within easy reach?	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are heavy items stored on lower shelves to avoid the need for lowering them?	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you know how to correctly pick up, carry and lower heavy items?	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	

Slips, Trips and Falls

Question	Response	Comments
Are floor coverings, such as carpets and rugs, secure?	<input type="checkbox"/> YES <input type="checkbox"/> No	
Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?	<input type="checkbox"/> YES <input type="checkbox"/> No	
Are stairways and hallways clear of trip hazards?	<input type="checkbox"/> YES <input type="checkbox"/> No	
Is the floor area around your desk clear of boxes, paper and wires?	<input type="checkbox"/> YES <input type="checkbox"/> No	



Lone Working, Stress and Welfare Arrangements

Question	Response	Comments
<p>Are you familiar with your Department's Lone Working Health and Safety Policy?</p> <p><small>Comment: If no, manager to make employee aware of policy</small></p>	<input type="checkbox"/> YES <input type="checkbox"/> No	
<p>Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day?</p> <p><small>Comment: An agreement should be made between employer and employee on how they will keep in contact to ensure health, safety and wellbeing during working hours</small></p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Has an agreement been made between employer and employee to agree keeping in touch through, for example:</p> <ul style="list-style-type: none">  Phone/Skype/email  Planned meetings at the main office  Planned meetings at the homeworke's home <p><small>Comment: An agreement should be made between employer and employee on how they will keep in contact to ensure health, safety and wellbeing during working hours</small></p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Is your home kept secure whilst you are working there?</p> <p><small>Comment: This is to ensure safety and security of employee and data.</small></p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Has an agreement been made on how often the employee will attend the main office?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Has an agreement been made on how performance will be monitored and managed?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Has an agreement been made on how often the homeworking arrangement will be reviewed?</p> <p><small>Comment: If no, you should agree a time period for a review on arrangements.</small></p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Do you take regular breaks away from your workstation?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Do you carry out regularly stretches at your desk to avoid stiff or sore muscles?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<p>Do you sit with a good posture or are you hunched over the desk?</p>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	



Do you have easy access to first aid equipment if required?	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	
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Security

Question	Response	Comments
Does your home insurance cover working from home? Comment: Although more relevant for formal contracted home workers; it is still recommended that you check with your insurance provider to ensure that your insurance covers your amount of home working.	<input type="checkbox"/> YES <input type="checkbox"/> No	
Have you informed your mortgage provider/landlord of your plan to work from home and to confirm that this is allowed under their mortgage or rental agreement? Comment: Although more relevant for formal contracted home workers; it is still recommended that you check with your provider to ensure that you are not breaching any terms and conditions.	<input type="checkbox"/> YES <input type="checkbox"/> No	
Is your home fitted with an intruder alarm? Comment: If no, the manager to agree suitable arrangements to ensure the security of data	<input type="checkbox"/> YES <input type="checkbox"/> No	
Is your workstation based on the ground floor of your home environment? Comment: If no, the manager must assess the risk taking into consideration the fact that ground floor working areas are considered higher risk for attracting theft opportunities.	<input type="checkbox"/> YES <input type="checkbox"/> No	
Do you have dependents in your home whilst working? Comment: If yes, manager must ensure that they are satisfied that there will be no interference with the working area or agreed conditions.	<input type="checkbox"/> YES <input type="checkbox"/> No	
Is your home fitted with CCTV which covers entry points into your property? Comment: If no, the manager to agree suitable arrangements to ensure the security of data	<input type="checkbox"/> YES <input type="checkbox"/> No	
Are important files, devices and laptops kept locked away securely when not in use? Comment: If no, how will employee ensure the security of these items?	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> Unsure	

Signature of Employee and Date:

Signature of Line Manager and Date:

Review Date:



Manager review notes

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HEALTHY AND WELL

