






## Homeworker Self-Assessment Template

<b>Name:</b>			
<b>Contact Number:</b>			
<b>Address:</b>			
<b>Type or work activity:</b>			
<b>Date</b>		<b>Date of review:</b>	
<b>Working Environment</b>	<b>Y/N</b>	<b>Notes</b>	<b>Further Action</b>
Is your room well ventilated? Do windows open easily and without risk to anyone?			
Is your workspace warm and well-lit?			
Are your heating systems/portable heaters maintained in good working order?		Gas appliances must be maintained by a Gas Safe (CORGI) qualified engineer.	
If portable heaters are used, are these stable and positioned away from combustible materials?			
Are noise levels comfortable or do they affect your concentration?		Consider moving noisy items such as printers away from the working area.	
Is there sufficient space for all the furniture and equipment and for you to work comfortably?		There should be at least 3.7 sq. metres.	
Is the area free of clutter and possible trip hazards?			
Is the floor in good condition?			
Is there sufficient and secure storage space for equipment and documents used?			
<b>Your Desk</b>	<b>Y/N</b>	<b>Notes</b>	<b>Further Action</b>
Is the work surface large enough for all necessary equipment, papers etc.?		Create more room if you can by moving printers etc. elsewhere.	
Can you easily reach frequently used items?			
Do you read/refer to/copy from documents placed flat on the desk?  If you are using a document holder, is it positioned to minimise head and neck movements?		This may lead to awkward neck movements; avoid by using a document holder.	
Is there enough room for you to change position and vary movement?			

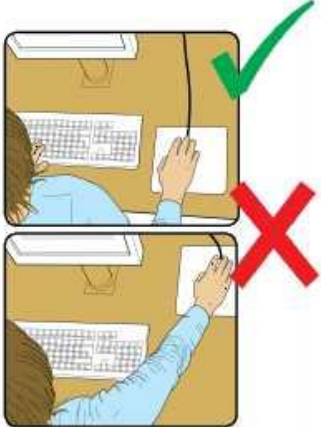
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Your Chair	Y/N	Notes	Further Action
<p>Does the chair have the following:</p> <ul style="list-style-type: none"> <li>• A working seat back height and tilt adjustment?</li> <li>• Sufficient lumbar support?</li> <li>• Working seat height adjustment?</li> <li>• A working swivel mechanism?</li> <li>• At least five working castors?</li> </ul>		The chair may need repairing or replacing if you are uncomfortable, or cannot use the adjustment mechanisms, or if the chair is unstable.	
Is the chair stable?			
Do you know how to adjust your chair correctly to properly support your back?		If not, you should learn how to do this. Manufacturers' websites often have instructions.	
Are the armrests at a height and length that enables you to sit at the right height and distance from your keyboard?		Armrests should be adjusted or removed to allow the chair to be pulled close to the desk.	
When working at the computer, are you able to place feet flat on the floor, without too much pressure from the seat on the backs of legs?		If your feet do not sit firmly on the floor or if there is pressure on the back of your legs, you should use a footrest.	
Display Screen	Y/N	Notes	Further Action
<p>Is the screen positioned at the correct height and viewing distance?</p> 		Your eye-line should be just below the top of the screen and the screen should be positioned directly in front of you at approximately an arm's length away.	
Does the screen swivel and tilt?		If not, and if you cannot position it so it is comfortable for you, the screen may need to be replaced.	
Is the screen free from glare or reflections?		Ideally the screen should be at right angle to windows, windows should be provided with blinds or curtains to	


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		prevent glare from falling onto the screen. Consider anti-glare filters for screens if windows/blinds are not suitable or effective.	
<p>Are characters clear and readable with good contrast? Is the text a comfortable size to read?</p> <p>Is the screen free from flicker &amp; are images clear &amp; stable?</p>		You can adjust the text size, brightness and contrast settings.	
<div style="border: 1px solid black; border-radius: 10px; background-color: #ADD8E6; padding: 10px; text-align: center; margin-bottom: 10px;"> <p>Health and safety</p> </div> <div style="border: 1px solid black; border-radius: 10px; background-color: #FF00FF; padding: 10px; text-align: center;"> <p>Health and safety</p> </div>			
Is the screen clean?			
<b>Keyboard/Mouse</b>	<b>Y/N</b>	<b>Notes</b>	<b>Further Action</b>
<p>Are you in a comfortable position when typing?</p>    		<p>Make room in front of keyboard for wrists to rest.</p> <p>Use a wrist rest for additional comfort.</p>	
Can your keyboard be tilted?			

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Are the characters on the keys easily readable and do the keys function correctly?	Keep the keyboard clean. Replace if characters still can't be read.	
If using a laptop, is a separate keyboard used?	A separate keyboard is a requirement	
Is your mouse placed next to your keyboard? 	The mouse is best placed close to the keyboard.	
Does your mouse work properly? Does it work smoothly?	Cleaning may be required.	
Is there support for your wrist and forearm?	Support can be gained from the desk surface or arm of a chair. If not, a separate supporting device may help.	
Do you know how to adjust the software settings to adjust device for speed and accuracy of pointer?		

**Check your posture (if possible, ask someone to take a photograph of you in normal seated position).**

Posture	Y/N	
Is your head upright, not bent down or backwards?		
Is your head facing forwards most of the time?		
Is your trunk held straight?		
Is your lower back supported?		
Do you sit right back into chair?		
Are your shoulders relaxed?		
Are your arms relaxed by sides, elbows below shoulders?		
Are your forearms horizontal?		
Are your wrists in line with forearms?		

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Do you regularly use the telephone whilst using the keyboard or mouse? <i>(If yes, use a headset).</i>			
Does clutter under your desk prevent you from sitting comfortably or moving your legs?			
Are you aware of the importance of taking regular breaks from computer work before fatigue sets in?			
Have you ever experienced pain or discomfort when using the computer at home?  If so, do symptoms persist when you have stopped computer work?		If you are experiencing regular or severe pain, you should contact Worksafe UK for further advice.	
<b>Software</b>	<b>Y/N</b>	<b>Notes</b>	<b>Further Action</b>
Is the software user-friendly and easy to use?			
Does the software respond quickly and give clear feedback and messages?			
Are you able to operate all the software you are expected to use as part of your job?			
<b>Stress</b>	<b>Y/N</b>	<b>Notes</b>	<b>Further Action</b>
Is there sufficient segregation from disruptions e.g. children, pets, other family members?			
Are there arrangements in place for you to keep in regular contact with your line manager?			
Are there any concerns about managing working hours, workload or work/life balance?			
Are there arrangements in place for regular personal development reviews?			
Is support/advice readily available to you to deal with either IT problems or other work queries?			
Do you have access to sufficient training, information and instruction to be able to work safely?			
<b>Emergency arrangements</b>	<b>Y/N</b>	<b>Notes</b>	<b>Further Action</b>
Does the accommodation have a smoke alarm?			
Is it checked regularly?			
Are flammable materials (e.g. paper) and ignition sources (e.g. cigarettes) kept to a minimum?			

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Have you identified what the course of action is in the event of a fire?		Plan the escape route and what to do if the route was unavailable due to fire/smoke, e.g. having tools to break double-glazed windows etc. Seek professional advice from local fire service if necessary.	
Have you got access to a stocked first-aid kit?			
Please confirm that you have checked your home insurance and are adequately covered.			
<b>Electrical safety</b>	<b>Y/N</b>	<b>Notes</b>	<b>Further Action</b>
Are there any signs of scorching on sockets?			
Is there sufficient number of sockets to prevent overloading?			
IF you are using extension leads, are they the fused and switched type?		Cables and extension leads should be positioned so that they are not subject to excessive wear or damage and do not present a trip hazard.	
Is your electrical equipment in good working order and free from visual faults?			
Do you know how to check portable appliances for signs of wear and tear or damage?		Guidance here: <a href="https://www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/visual-checks/">https://www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/visual-checks/</a>	
Are there arrangements in place for PAT testing?			
<b>Miscellaneous</b>	<b>Y/N</b>	<b>Notes</b>	<b>Further Action</b>
Do you carry out significant manual handling?		If yes, a manual handling assessment/ training is required.	
Are there any security concerns?			
Do you have any pre-existing medical conditions?			

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Are there other people in your household?	If no, follow HSE advice on lone working. <a href="https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm">https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm</a>	
Are there any other concerns? (Please specify)		
<b>Any other action to be taken by employee to address any issues</b>		
<b>Any other action to be taken by employer to address any issues</b>		
Signature:		

If the employee fills in this form and the supervisor does not personally see the office, it's a good idea to attach a photograph or plan of the room showing the workstation and where the windows, doors and sockets are located.