

**HOMEWORKING:
SELF ASSESSMENT CHECKLIST**



Thank you for completing this form. It will be used to assist the University in ensuring that your working conditions at home comply with current best practice.

Name:	Date of completion:
Address:	Department:

Fire	Yes	No	Comments
Is the work area tidy?			
Are waste materials regularly disposed of?			
Are exit routes clear?			
Do you have an escape plan?			<i>Know exactly what to do in an emergency</i>
Is a smoke alarm fitted?			<i>Alarms should be tested weekly & batteries as required or at least annually</i>
Do you have a suitable fire extinguisher readily at hand?			
Have you been trained how to use the fire extinguisher safely?			

Electrical Equipment <i>[either the University's or your own but used for University work].</i>	Yes	No	Comments
Any apparent damage?			<i>Cracked casing, missing screws, etc.,</i>
Any evidence of overheating?			<i>Look for discolouration</i>
Any obvious damage to leads or plugs?			
Are the cables secure in all plugs?			

Slips Trips & Falls [Work areas]	Yes	No	Comments
Floor coverings sound, and without defects?			
Are walkways clear of tripping hazards e.g. trailing cables?			
When seated at your desk can you move your legs & upper body together without twisting			

Working Environment	Yes	No	Comments
Is the temperature comfortable?			
Is the ventilation comfortable?			<i>No drafts.</i>
Do you have adequate lighting, including any necessary task lighting?			

Manual Handling	Yes	No	Comments
Do you carry out any abnormal Manual Handling activities?			
Have you read the Manual Handling Section of the AU Health, Safety & Environmental department website?			http://www.aber.ac.uk/safety-environment/english/handbook/proc_and_pracs/manual_handling/index.shtml

Display Screen Equipment (DSE)	Yes	No	Comments
Do you use DSE for more than an hour a day on a regular basis?			<i>If yes complete a separate DSE self assessment form - available from http://www.aber.ac.uk/safety-environment/docs/public/vduchecklist.pdf</i>
Are you aware of the University's policy on eye tests/provision of glasses for DSE users			<i>If no see guidance on the HR website: https://www.aber.ac.uk/en/hr/employment-information/eyetest/</i>

Driving	Yes	No	Comments
Do you drive on business?			
If Yes, is your vehicle insured for "business use"?			<i>Check documentation</i>
If required, has your vehicle a valid MOT?			
Do you hold a current driving licence?			

Working Alone	Yes	No	Comments
Have you discussed the need for a call in procedure with your manager?			
Do you carry a mobile phone?			
Do you require a personal attack alarm?			

Hazardous Substances / Processes	Yes	No	Comments
Will you be expected to carry out any work with hazardous substances?			<i>Other than normal domestic products or low risk commercial items [tipp-ex, etc]</i>
If yes, has a COSHH assessment been completed & passed to you for action?			
If yes, have you agreed with your manager on the provision of any personal protective equipment you may need?			

Accidents / first Aid	Yes	No	Comments
Do you know the procedure for reporting any accidents or work related illness?			<i>All work related accidents [including those that take place in your home whilst working] must be reported using the internal reporting procedures.</i>
Do you have a first aid kit available when working at home?			

Well-being	Yes	No	Comments
Do you suffer any discomfort or ill health that you believe has resulted from your work?			<i>If yes, report to your line manager &/or the HR Department.</i>

Security	Yes	No	Comments
Is final exit door secured by mortice deadlock?			
All other external doors similarly secured or by Morticed security bolts?			
Do key operated window locks secure all accessible windows? Laptop and confidential files locked away when not in use?			

University Supplied Equipment (list below)	Serial No.

Any other comments you have regarding your working environment, please list here: -

Employee Signature:

Date:.....

Risk Assessment Completed

Yes

No

Line Manager:.....

Date: