

## Health and Safety Home Working Risk Assessment

Use the following simple risk assessment to find out how safe your home working space really is. Take a look at the risks in the first column, answer 'yes' or 'no' as applicable and then make a note of what needs to be done to reduce or remove the risk if necessary.

| Desk Area  | Yes/No | Suggested Improvements / Comments |
|--|--------|-----------------------------------|
| Do you have adequate space to work comfortably?  |        |                                   |
| Is there enough space underneath your desk to stretch your legs?   |        |                                   |
| Are there trailing electrical cables around your working area that need to be tied up?                                     |        |                                   |
| Is your working area warm, well-lit and well-ventilated?   |        |                                   |
| Do you need a desk lamp to improve lighting?   |        |                                   |
| Is your working area clutter free so that you can focus easily on the task?  |        |                                   |
| Display Screens Set-Up   | Yes/No | Suggested Improvements / Comments |
| Is your desk chair set up correctly? Is your lower back supported, are there armrests and are your feet flat on the floor? |        |                                   |
| Do you have enough surface space on your desk to work comfortably?   |        |                                   |
| Are your keyboard and mouse clean and within easy reach, without having to stretch?  |        |                                   |
| Is your display screen clean and positioned so there is no glare from a window or light?                                   |        |                                   |
| Is your display screen level with your eyes so it doesn't cause discomfort to your neck or head?                           |        |                                   |
| Can you easily reach everything that you need without twisting and straining your upper body?                              |        |                                   |
| Fire and Electrical Safety   | Yes/No | Suggested Improvements / Comments |
| Are smoke detectors working and checked regularly, e.g. every month?   |        |                                   |
| Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?                                 |        |                                   |
| Does any electrical equipment spark or show signs of burns and so needs removing from use?                                 |        |                                   |
| Do any wires look damaged or frayed and so need removing from use?   |        |                                   |
| Do you regularly inspect your electrical equipment to check for signs of wear and tear?                                    |        |                                   |
| Do you switch off equipment when not in use?   |        |                                   |
| Do you have emergency arrangements in place in case of fire?   |        |                                   |
| Stress and Welfare   | Yes/No | Suggested Improvements / Comments |
| Do you take regular breaks away from your workstation?   |        |                                   |
| Do you carry out regularly stretches at your desk to avoid stiff or sore muscles?  |        |                                   |
| Do you sit with a good posture or are you hunched over the desk?   |        |                                   |
| Do you have easy access to first aid equipment if required?  |        |                                   |
| If you regularly use a computer, do you have your eyes tested every year?  |        |                                   |
| Can you easily reach everything that you need without twisting and straining your upper body?                              |        |                                   |
| Manual Handling  | Yes/No | Suggested Improvements / Comments |