

| Name of remote worker:   |        | Address, location, phone number:  |        |
|--|--------|---|--------|
| Work activity:   |        |   |        |
| Name of person carrying out the risk assessment:<br>[name of remote worker]  |        | Date:   |        |
|  |        | If circumstances change, a further review will be required. Contact your supervisor accordingly.  |        |
| Working from home checklist  | Yes/No | Action required?  | Yes/No |
| <b>1 Environment</b>   |        |   |        |
| Do you find the heating and ventilation acceptable?  |        | <i>If no, adjust heating, open window or put a jumper on as required</i>                          |        |
| Do you find that lighting or windows cause glare on the monitor?   |        | <i>If yes, shut blinds/curtains, or move location to another room/part of the room</i>            |        |
| Do you need additional task lighting?  |        | <i>If yes, turn on all lights and open curtains as necessary</i>                                  |        |
| <b>2 Fire</b>  |        |   |        |
| Are flammable materials (eg paper) and ignition sources (eg cigarettes) kept to a minimum?                                     |        | <i>If no, remove flammable items from working environment/sources of ignition like cigarettes</i> |        |
| Is there a smoke detector or fire alarm that is regularly checked?   |        | <i>If no, check fire alarm and replace batteries as required</i>                                  |        |
| Do you have an escape plan in case of a fire?  |        | <i>If no, identify possible exits in case of a fire and ensure exits are clear</i>                |        |
| <b>3 Electrical</b>  |        |   |        |
| Are there any faults on existing portable electrical equipment?  |        | <i>If yes, contact IT for further information or seek information from your supervisor</i>        |        |
| Is the fixed electrical system in good condition (eg no damaged sockets or wiring)?  |        | <i>If no, move to an alternative socket</i>   |        |
| Do you know the arrangements for ensuring portable appliances are maintained safely and how to check them visually for faults? |        | <i>If no, contact IT for further information or seek information from your supervisor</i>         |        |

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| <b>4 Workspace</b>   |        |  |        |
| Is there adequate segregation from non-workers (eg children, pets)?  |        | <i>You may need to adjust your working requirements in order to deal with childcare needs. If so, speak to your supervisor.</i>                          |        |
| Is there enough space for you to work comfortably?   |        | <i>If no, assess your current environment and consider if a new location may be more appropriate</i>   |        |
| Are there any slip or trip hazards?  |        | <i>If yes, clear up or move hazard</i>   |        |
| <b>5 Workstation and laptop/computer use</b>   |        |  |        |
| Is the screen clear, readable, and flicker-free?   |        | <i>If no, could you enlarge text or increase brightness</i>  |        |
| Can you adjust the test, brightness and contrast settings and do you know how to adjust them?                              |        | <i>If no, please use the 'Help' function in settings on your laptop to adjust brightness</i>   |        |
| Is the keyboard tilt-able and is there space in front of it to rest hands when not typing?                                 |        | <i>If no, move your keyboard to allow mentioned distance or speak to HR in relation to a tilt-able keyboard</i>  |        |
| Are the screen, computer and keyboard kept clean?  |        | <i>If no, ensure you are regularly cleaning your screen using a dry cloth</i>  |        |
| Is there enough legroom for free movement?   |        | <i>If no, consider changing location or move your position to allow suitable room</i>  |        |
| Do you require a footrest? (Are the feet not flat on the floor when the chair is adjusted to the right height for typing?) |        | <i>If yes, please contact HR your or supervisor who can discuss options</i>  |        |
| Is the chair adjustable and/or does it suit your needs as far as possible?   |        | <i>If no, consider moving to a chair which is a more suitable height/adjust chair if adjustable</i>  |        |
| Are your eyes level with the top of the screen?  |        | <i>If no, adjust either your screen or chair to meet eye level or speak to HR or your supervisor about purchase of a "laptop raiser" or other device</i> |        |
| Are equipment and papers within easy reach?  |        | <i>If no, please move papers closer to you or change your location to closer to any papers you may require</i>   |        |
| Is there enough space on the desk for work?  |        | <i>If no, remove any unneeded items to allow more space</i>  |        |

| <b>Working from home checklist</b>   | <b>Yes/No</b> | <b>Action required?</b>  | <b>Yes/No</b> |
|--|---------------|--|---------------|
| Is the mouse or input device suitable?   |               | <i>If yes, please contact HR or your supervisor who can discuss options</i>            |               |
| Do you take adequate breaks from computer work?  |               | <i>If no, allow for further breaks in your day (get up and walk around every hour)</i> |               |
| <b>6 Miscellaneous</b>   |               |  |               |
| Are you aware of arrangements for communication and reporting to the office base/your team?  |               | <i>If no, please contact your supervisor to discuss</i>                                |               |
| Are there any concerns about managing working hours, workload or work-life balance including any issues with childcare as a result of school closures? |               | <i>If yes, please contact your supervisor to discuss</i>                               |               |
| Are you aware of how to get help on using computers or other equipment?  |               | <i>If no, please contact your supervisor or HR who can explain</i>                     |               |
| Are there any other concerns? (Please specify)   |               |  |               |

*\*Actions listed above in italics should be viewed as suggestions. As we are currently in unprecedented times, we accept not all actions suggested above will be possible but employees should try to emulate normal working environments as far as reasonably practicable and seek support from management to resolve any difficulties where possible*