



**UNIVERSITY OF
CAMBRIDGE**

Health and Safety Office

Safety Inspection checklist for working at home

Item		Yes	No
Health	Have you found out if the homeworker has any medical conditions, for example diabetes, that might have an impact on the homeworking arrangements?		
	Does the homeworker know how to report any injury, illness or incident that might be related to work?		
	Is the homeworker pregnant, has she recently given birth/ is breastfeeding?		
Information and Training	Has the homeworker been shown how to complete the self-assessment questionnaire?		
	Has the homeworker been given health and safety training and information on general homeworking issues, on issues specific to the job, and on basic electrical equipment safety?		
The home	Are there any pets in the house?		
	Are there any children, disabled or elderly people who need caring for in the house while the homeworker is working?		
	Is the work carried out in a separate, lockable room?		
	Do you have a list of all equipment supplied to the homeworker?		
	Have you carried out safety checks on all equipment supplied?		
	What (if any) of their own equipment does the homeworker use?		
	Is the size of the room adequate, bearing in mind the equipment supplied and the work tasks?		
	Is the lighting sufficient?		
	Has a qualified electrician checked the wiring?		
	Are there sufficient numbers of electrical sockets for the equipment?		
	When was the equipment last tested?		

		Yes	No
Display Screen Equipment	Is the homeworker satisfied that the DSE can be used with comfort (issues include screen glare, adjustable seating, configuration of screen and keyboard, desk size)?		
	Have you taken steps to ensure the homeworker takes adequate breaks from DSE work?		
	Are you ensuring that the homeworker is not working excessive hours or otherwise struggling with the work?		
	If the homeworker is using a laptop, what advice and additional equipment have been provided?		
Emergencies	Have you provided fire extinguishers and smoke detectors, and are homeworkers trained to use them?		
	Has the homeworker received basic first-aid training?		
	Has a first-aid box been supplied?		
	Has the homeworker been informed about the importance of uncluttered exit routes, in the event of a fire or other emergency?		
Staying in touch	Have you planned frequent contact with the homeworker by e-mail, phone and in person?		
	Have you instructed the homeworker on the need for regular visits to other offices?		
	Have you planned contact with the homeworker?		
	Do the contact arrangements cover work-related, social and union/staff representative activities?		
	Has the homeworker been instructed on where they should meet clients?		