

Assessment checklist for remote working

Name of remote worker:	
Work activity:	
Address, location:	
Phone number:	
Name of assessor:	
Date:	
Date of next review:	

General Working Environment	Yes / No	Management Action Required?	Done?
1 Environment			
Does the employee need additional task lighting?			
Do lighting or windows cause glare on their monitor?			
If windows cause glare, are curtains or blinds provided?			
Does the employee find the heating and ventilation acceptable?			

2 Electrical			
Is the fixed electrical system in good condition (e.g. no damaged sockets or wiring)?			
Does the employee know the arrangements for ensuring portable appliances are maintained safely and how to check them visually for faults?			

General Working Environment	Yes / No	Management Action Required?	Done?
Are there any faults on existing portable electrical equipment?			

3 Fire			
Are flammable materials (e.g. paper) and ignition sources (e.g. cigarettes) kept to a minimum?			
Do you have an escape plan in case of fire?			
Is there a smoke detector or fire alarm that is regularly checked?			

4 Workspace and storage			
Is there enough space for the employee to work comfortably?			
Does the work area provide enough privacy and freedom from disturbances?			
Does the employee have enough storage space? Is there adequate segregation from non-workers (e.g. children, pets)?			
Are there any slip or trip hazards?			

5 Miscellaneous			
Are there any concerns about managing working hours, workload or work–life balance?			

General Working Environment	Yes / No	Management Action Required?	Done?
Is the employee aware of arrangements for managing road risk?			
Is the employee aware of arrangements for lone working?			
Is the employee aware of arrangements and requirements for communication and reporting to the office base?			
Is the employee aware of how to get help on using computers or other equipment?			
Does the employee have to carry out significant manual handling? (If yes, you need to carry out a manual handling assessment)			
Are there any security concerns?			
Are there any other concerns? (Please specify)			

6 Workstation and computer use			
Does the employee know how to set up the workstation and chair for safe use?			
Is the screen clear, readable and flicker-free?			
Are the brightness and contrast adjustable and does the employee know how to adjust them?			
Are the employee's eyes level with the top of the screen?			

General Working Environment	Yes / No	Management Action Required?	Done?
Is the keyboard tiltable and is there space in front of it to rest hands when not typing?			
Are the screen, computer and keyboard kept clean?			
Is the chair adjustable and has it been adjusted to suit the employee's needs?			
Does the employee need a footrest? (Are the feet not flat on the floor when the chair is adjusted to the right height for typing?)			
Is there enough legroom for free movement?			
Are equipment and papers within easy reach?			
Is there enough space on the desk for work?			
Is the mouse or input device suitable?			
Does the employee need a document holder?			
Does the employee take adequate breaks from computer work?			
When using the computer, does the employee get aches, pains, tingling or pins and needles in the hands, arms, shoulders, neck or back? Do the symptoms persist after the employee has stopped working on the computer?			
Does the employee regularly suffer from blurred/poor vision, red/sore/dry eyes or headaches while using the computer?			

General Working Environment	Yes / No	Management Action Required?	Done?
7 Laptops			
Does the employee need a screen, keyboard, mouse or docking station? (These will be needed if the laptop is regularly used for long periods)			
Does the employee need a rucksack or trolley bag to transport the laptop?			
Is the employee over-reliant on handheld devices or smartphones for written communication? Do they need a full-size laptop or desktop computer?			
Are there any other concerns? (Please specify)			

If the employee fills in this form and the employer/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.