University Occupational Health and Safety

FORM

******Homeworking checklist**

The following information is designed to help you establish good home working practices to minimise the risk of musculoskeletal problems and risks arising from other safety hazards whilst working from home. Please ensure that you have also read and signed a General Risk Assessment for Home Working.

This checklist should be completed, signed and dated and submitted to your line manager for review and follow up action if required. After completion of the checklist and when more complex concerns have been raised, these should be discussed with your line manager and if necessary remedial actions identified and implemented through the Risk Assessment for Homeworking. It should be noted the homeworking activities should be limited to DSE related activities. Any requests for non-DSE work related activities to be undertaken at home should be referred to the Head of Department and advice sought from SHaW.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Environment** | | | | **Information** | | | **Yes** | **No** | **What action, if any, is required?** | **Issue resolved** |
| Do you have adequate lighting in your working area e.g. use of lamp for task lighting/working side on to a window | | | | Try setting up your workspace with a window side on to your workspace and turn your screen away from the window. If this is not possible close the blind/curtain. | | |  |  |  |  |
| Is your working area free from slipping/tripping hazards (e.g. cables, leads, liquids on the floor etc)? | | | | Move any obstacle and re-route any trailing cables as appropriate. Clear up any spills. | | |  |  |  |  |
| Are all objects in your working area stored appropriately and securely? | | | | Ensure appropriate storage of materials. | | |  |  |  |  |
| Is there a tolerable level of noise in your working area? | | | | Consider other home occupiers, pets, children.  Use the normal channel through the local authority for reporting environmental noise issues. | | |  |  |  |  |
| Is there adequate space for you to work safely and comfortably? | | | | See further guidance and [information HSE Workstation Setup Video](https://www.youtube.com/watch?v=liaBs1-Zz3I), DSE setup and DSE pain information below. Take regular breaks. | | |  |  |  |  |
| **2. Working equipment / Electrical Safety** | | | | **Information** | | | **Yes** | **No** | **What action, if any, is required?** | **Issue resolved** |
| If you are using equipment taken from the University campus, does this have an in-date PAT testing sticker? | | | | If low risk office equipment (e.g. laptop computers) is taken from the University and there is no valid PAT sticker visible, or it has expired, checks to ensure cables and equipment are not damaged should be undertaken. Equipment should be used for its intended purpose only. Where there is damage to cabling or equipment, the equipment must not be used, and a replacement requested. Contact your line manager for further information. | | |  |  |  |  |
| Is all equipment free from any visual defects? | | | | Check for loose connections, missing screws, breaks in the insulating cable, broken components etc. | | |  |  |  |  |
| Are only strip adapters in use? | | | | Block adaptors should not be used. | | |  |  |  |  |
| Is there no more than 13 Amps being delivered through a single wall socket? | | | | A ‘socket calculator’ to assist in avoiding overloading sockets can be found here. <https://www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/overloading-sockets/> | | |  |  |  |  |
| Where multi pieces of portable electrical equipment are in use, is the total electrical load less than the fuse rating of the multi-way bar extension lead? | | | |  |  |  |  |
| **3. Display screen equipment** | | | | **Information** | | | **Yes** | **No** | **What action, if any, is required?** | **Issue resolved** |
| Have you completed the University's online DSE assessment (a mandatory requirement for DSE work on Campus)? | | | | This course is available through SHaW and provides information on how to set up the workstation for working on Campus, the principles of which can be transferred to the home workstation. Where complex needs are identified, it may be necessary following discussion with your line manager to complete the Display Screen Equipment On-Line Awareness Training. | | |  |  |  |  |
| Have you ensured that your worksurface provides adequate space to position your equipment? | | | | See further guidance and information in the [HSE Workstation Setup Video](https://www.youtube.com/watch?v=Af7q5j14muc&feature=youtu.be), DSE setup and DSE Pain information documents. Take regular breaks.  Where a chair being used on a surface with a low level of friction (i.e. laminated flooring, vinyl or tiles), it is advised to relocate the working area to another area, or to make use of a mat onto which the chair can be placed. This is a particular issue where a chair with castors is being used.  If you have concerns about your work tasks while working from home, discuss these issues with your manager | | |  |  |  |  |
| If you alter your worksurface to stand, are you able to position your equipment to maintain good posture? | | | |  |  |  |  |
| Does your chair provide you with adequate support? | | | |  |  |  |  |
| Is the flooring where the chair is used made of a material, which will assist in preventing un-wanted movement (i.e. carpet or a rug)? | | | |  |  |  |  |
| Is your chair pulled close to your desk/ table to ensure you maintain good posture? | | | |  |  |  |  |
| Does your sitting position enable you to have your elbows at right angles and your forearms horizontal to work at your keyboard or for writing? | | | |  |  |  |  |
| Are you able to have your feet flat on the floor with your hips slightly higher than your knees or use an item on the floor to support your feet to achieve this position such as footrest? | | | |  |  |  |  |
| Is your screen height appropriate set up at eye level? | | | |  |  |  |  |
| Do you have a comfortable keying position? | | | |  |  |  |  |
| If using a laptop, are you using a separate keyboard? | | | |  |  |  |  |
| Is your device suitable for the task? (If using a laptop, it is advisable to use a separate mouse) | | | |  |  |  |  |
| If using a separate mouse, have you ensured it is close to the keyboard to prevent overreaching? | | | |  |  |  |  |
| Have you ensured that there is adequate support for your lower arm/wrist when using the device? | | | |  |  |  |  |
| Do you have concerns regarding your work tasks? | | | |  |  |  |  |
| Do you have concerns regarding your software? | | | | Contact the appropriate Information Services Helpdesk for your work area by email for advice and support and if these concerns are impacting on your ability to work effectively advise your manager. | | |  |  |  |  |
| **4. Wellbeing** | | | | **Further Information** | | | **Yes** | **No** | **What action, if any, is required?** | **Issue resolved** |
| Do you have concerns about your work impacting on your health and wellbeing? | | | | If you have concerns about the impact of work on your health and wellbeing speak with your manager in the first instance.  Further advice is available from [Safety Health and Wellbeing](https://www.strath.ac.uk/safetyhealthwellbeing/), [Occupational Health Service](https://www.strath.ac.uk/wellbeing/occupationalhealth/) including [Physiotherapy](https://www.strath.ac.uk/wellbeing/occupationalhealth/earlyaccessphysiotherapyclinic/), [Disability and Wellbeing](https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/disabilitysupport/) and [Human Resources.](https://www.strath.ac.uk/professionalservices/hr/)  See Further guidance/information section below for agile working and wellbeing guidance whilst working from home. | | |  |  |  |  |
| Do you take regular mini breaks from your seated position every 30minutes to stand up and stretch? | | | |  |  |  |  |
| Do you take a short break (5-10 minutes) every hour to move away from your desk and move around? | | | |  |  |  |  |
| Have you taken some exercise away from your desk in the middle of your working hours? | | | |  |  |  |  |
| When sitting, have you ensured that you are have adopted good posture? | | | |  |  |  |  |
| **5. Communication** | | | | **Further Information** | | | **Yes** | **No** | **What action, if any, is required?** | **Issue resolved** |
| Are there arrangements in place to enable regular contact with manager/team members? | | | | Arrange regular contact with both your team members as well as your manager to ensure that any issues are reviewed and addressed. | | |  |  |  |  |
| Are you able to communicate with your manager/team members easily? | | | | E-mail, video calling and phone calls are ways in which to keep in touch with line managers and colleagues. Ensure that the daily number of meetings by phone or video is manageable and if you have concerns – speak with your manager. | | |  |  |  |  |
| **6. Fire Safety** | | | | **Further Information** | | | **Yes** | **No** | **What action, if any, is required?** | **Issue resolved** |
| Does your home have interlinked (mains wired or battery powered - radio linked) fire/smoke detection and separate carbon monoxide detection where required? | | | | Ensure that any fire detection equipment is tested weekly, or once a month as a minimum.  Home Fire Safety Checks may be available through the local fire and rescue service.  Guidance on the new home fire alarm legislation is available at the [Fire and smoke alarms: changes to the law - gov.scot (www.gov.scot)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.scot%2Fpublications%2Ffire-and-smoke-alarms-in-scottish-homes%2F&data=04%7C01%7Cpamela.loughlin%40strath.ac.uk%7C6ef06a5b68be45632eb108d9d44ee33d%7C631e0763153347eba5cd0457bee5944e%7C0%7C0%7C637774257609350278%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=RUm%2BahwNbZpgt2LHS%2FbHWq6rn%2FpqvMck0ePk47vZdmY%3D&reserved=0) | | |  |  |  |  |
| Is your **working area** free from combustible materials, and sources of ignition are minimised? | | | | Do not allow waste material to accumulate in your work area. | | |  |  |  |  |
| Are you able to escape from your working area easily? | | | | Discuss escape route with other home occupiers. Home fire risk assessments may be available through the local fire and rescue service. | | |  |  |  |  |
| **7. First Aid** | | | | **Further Information** | | | **Yes** | **No** | **What action, if any, is required?** | **Issue resolved** |
| Have you ensured that you have access to first aid materials within your working environment or within easy access in your home? | | | | For minor injuries home first aid kits may be adequate. Access to local services: Accident and Emergency or Minor Injuries and calling NHS 24 on 111. Contact the emergency services for life threatening situations by dialling 999. | | |  |  |  |  |
| **8. Incidents / Accidents** | | | | **Further Information** | | | **Yes** | **No** | **What action, if any, is required?** | **Issue resolved** |
| Are you aware of the University process of reporting an incident / accident? | | | | Use the [Safety Incident Reporting Webform](https://safe360.info-exchange.com/safetyincidents). | | |  |  |  |  |
| **9. Additional Comments** | | | | | | | | | | |
|  | | | | | | | | | | |
| **10. DECLARATION** | | | | | | | | | | |
| **10.1 Staff Member** | | | | | | | | | | |
| I confirm that all the information given above is as accurate as possible. | | | | | | | | | | |
| Signature |  |  | Name | |  | Date | | | | |
| **10.2 Line Manager** | | | | | | | | | | |
| I confirm that I have spoken with the staff member above. Where any outstanding points need to be addressed actions, are listed below | | | | | | | | | | |
| Signature |  |  | Name | |  | Date | | | | |

**Further guidance/information:**

* [Display Screen Equipment Online Awareness](https://bookings.strath.ac.uk/Home/Course/235)
* [Posturite – Agile Working Advice](https://www.strath.ac.uk/media/ps/safetyservices/covidhomeworking/Posturite_-_DSE_Agile_Working_Advice.pdf)
* [Posturite – DSE Pain Information](https://www.strath.ac.uk/media/ps/safetyservices/covidhomeworking/Posturite_-_DSE_Pain_information.pdf)
* [Posturite – DSE Setup Helpful Hints](https://www.strath.ac.uk/media/ps/safetyservices/covidhomeworking/Posturite_-_DSE_Setup_helpful_hints.pdf)

* [Wellbeing and Working from Home Hub](https://www.strath.ac.uk/coronavirus/wellbeingworkingfromhomehub/)
* [HSE Temporary Working at Home - Workstation Setup Video](https://www.youtube.com/watch?v=Af7q5j14muc&feature=youtu.be)