Please find below a checklist for you to run through to help ensure your safety whil****st working remotely.

|  |  |  |
| --- | --- | --- |
| Risk | Yes/No | Action taken |

|  |
| --- |
| Desk Area |
| Do you have adequate space to work comfortably, without twisting or straining your upper body? |   |   |
| 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? |   |   |
| Would a desk lamp improve lighting? |   |   |
| Is your working area clutter free so that you can focus easily on the task? |   |   |

|  |
| --- |
| Display Screens Set-Up |
| Is your chair adjustable?A good seating position should have lumber support and your feet should be supported on the floor or on a solid object.  |   |   |
| Is your keyboard and mouse 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 the top of your screen at eye height?If you have a laptop use separate keyboard and mouse and raise your laptop to eye level using a raiser if possible or a pile of books if not. |   |   |

|  |
| --- |
| Fire and Electrical Safety |
| Have you checked that your smoke and CO2 detectors are functioning? |   |   |
| Do you know the route out of your house in an emergency? Keep routes clear of hazards.  |   |   |
| Have you undertaken a periodic visual inspections of electrical equipment to ensure that it is in a fit and proper state? |   |   |

|  |
| --- |
| Wellbeing  |
| Do you take regular breaks away from your workstation? You should move around hourly and stretch. |   |   |
| Do you sit with a good posture or are you hunched over the desk? |   |   |
| Are floor coverings, such as carpets and rugs, secure? |  |  |
| Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?  |  |  |
| Do you have the telephone number of a manager or supervisor in hard copy if IT fails? |  |  |
| Do you have a system for regularly ‘checking in’ with your employer if you are not visibly online each day? |  |  |