

Employee home working checklist

| | |
|-------------------------|--------------|
| Name: | Date: |
| Job title: | |
| Department: | |
| Contact details: | |

| | Yes/ No/ N/A/ Comments |
|--|------------------------|
| 1. Has home working been agreed with your manager? | |
| 2. Will you need to spend time or visit the office/branch on a regular basis? | |
| 3. If you supervise other staff, how will this be dealt with and what arrangements are in place to manage staff under your control? | |
| 4. How will you be kept up-to-date with new developments, e.g. changes in working practices, starters and leavers, and any corporate issues? | |
| 5. What days/hours are you going to work at home? | |
| 6. When can colleagues contact you at home? | |
| 7. Do you have any development needs to be more effective when working at home, e.g. greater IT skills, use of Zoom/ Teams, etc.? | |
| 8. What arrangements have been made with the IT Service to provide support? | |
| 9. Are you aware of the Government website and where to access advice concerning Covid-19? | |
| 10. If you are a manager, do you understand your responsibilities for the health and safety of homeworkers under your control? | |
| 11. Have you checked with your manager that any electrical equipment provided by the company has been checked by a qualified electrician and details recorded? | |
| 12. What arrangements have you made with your manager to have the periodic electrical checks carried out? | |

| | |
|--|--|
| 13. Where electrical equipment belongs to you, do you check cables/ plugs etc. to ensure they are in good condition and record that you have carried out this check? | |
| 14. What furniture and equipment, including a telephone, is being provided by the company? Can it be suitably accommodated in your home? | |
| 15. Is any furniture and equipment provided by you suitable for the job? | |
| 16. Where will you be working? Will it be separate from the day-to-day running of the home? Is it adequate for the job? | |
| 17. Can the work be kept secure and shut away when not working? | |
| 18. Will the work area be free from distractions? For example, what childcare arrangements are in place? | |
| 19. Is lighting, heating and ventilation adequate? | |
| 20. Have you carried out a homeworkers display screen equipment (DSE) self-assessment? | |
| 21. Have you rectified any issues raised as a result of the self assessment? This should be discussed with your manager/General affairs. | |
| 22. Have you been made or are you aware of the Homeworkers guidance for the use of DSE when working from home? | |
| 23. If IT equipment has been provided, is it adequate? Ideally Laptops should only be used continuously for short periods. | |
| 24. If your own IT equipment is to be used, is it compatible? Have you checked with the IT Service? | |
| 25. What arrangements are in place to record the hours you work? How will you ensure that you take regular breaks to satisfy the working time and DSE regulations and you do not work excessive hours? | |
| 26. Are you likely to require any additional IT equipment for work equipment for use in your home? | |
| 27. If there is a fire in the home how will you escape, particularly if you are working on an upper floor? | |
| 28. Are there smoke/fire alarms fitted in your home? If not, it is recommended that these are installed. | |

| | |
|---|--|
| 29. Is a fire extinguisher and first aid box available in the home? If not, consider if they are required. Note: fire extinguishers require annual checks. | |
| 30. Have you checked the rental or mortgage agreements to ensure that working at or from home is not prohibited? Are you insured to work from home? | |
| 31. How will you dispose of confidential waste? Note: This should be brought into the office for disposal. | |
| 32. All accidents or dangerous occurrences connected with work must be reported using the company's normal procedures, whether they occur in the home or elsewhere. | |
| 33. Please confirm you will notify your manager of any changes in your home working environment that may affect your safety or wellbeing. | |
| 34. If you are a new mother, you must not return to your work duties less than two weeks after giving birth and expectant or new mothers must not work from home whilst on maternity leave. | |

The employee

I agree to comply with all the requests, requirements and recommendations above.

Signed

Date

Line manager

I have discussed all the above requirements and confirm that the company's obligations towards the employee have or will be carried out.

Signed

Date

The information contained herein is based on sources we believe reliable and should be understood to be general insurance and risk management information only. The information is not intended to be taken as advice and cannot be relied upon as such.

Statements concerning legal, tax or accounting matters should be understood to be general observations based solely on our experience as insurance brokers and risk consultants and should not be relied upon as legal, tax or accounting advice, which we are not authorised to provide.

Marsh Commercial is a trading name of Jelf Insurance Brokers Ltd which is authorised and regulated by the Financial Conduct Authority (FCA). Not all products and services offered are regulated by the FCA (for details see <https://www.marshcommercial.co.uk/info/regulation/>). Registered in England and Wales number 0837227.
Registered Office: 1 Tower Place West, London EC3R 5BU.