

Name of worker:		Line Manager:	
Signature:		Signature:	
Date:		Review date:	
<b>General working environment</b>	<b>Y/N</b>	<b>Management action required?</b>	<b>Done?</b>
<b>1 Environment</b>			
Does the employee find the lighting available acceptable?			
Does the employee need additional task lighting such as a desk lamp?			
If lighting or windows cause glare, are curtains or blinds provided?			
Does the employee find the heating and ventilation acceptable?			
<b>2 Electrical</b>			
Is the fixed electrical system in good condition (e.g. no damaged sockets or wiring)?			
Are there enough sockets?			
Is all portable electrical equipment tested in suitable intervals?			
Has the employee been given guidance how to check portable appliances visually for faults?			
Are there any faults on existing portable electrical equipment?			

This is a generic document, you may need to amend it to suit your business activities, this document is dated January 2024

General working environment	Y/N	Management action required?	Done?
<b>3 Fire</b>			
Has the employee been given guidance on fire prevention?			
Are flammable materials (e.g. paper) and ignition sources (e.g. cigarettes) kept to a minimum?			
Does the employee have an escape plan in case of fire?			
Is there a smoke detector or fire alarm that is regularly checked?			
<b>4 Workspace and storage</b>			
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?			
<b>5 Workstation and computer use</b>			
Has the employee been given guidance on safe set-up and use of their workstation (including laptops) and how to use appropriate software?			
Has the employee been given guidance on troubleshooting, maintenance and how to get help on using computers or other equipment?			
Has DSE self-assessment been completed?			
Have any issues highlighted by the employee in the DSE self-assessment been actioned?			

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General working environment	Y/N	Management action required?	Done?
<b>6 Miscellaneous</b>			
Has the employee read and understood the organisation's policy and safe working procedures relating to home working?			
Has the employee been given guidance on health and safety when working at home?			
Has the employee been given guidance on arrangements for lone working?			
Has the employee been given guidance on arrangements and requirements for communication and reporting to the office base?			
Does the employee have good access to organisational information (email, intranet, newsletter)?			
Has the employee been given guidance on safe lifting and handling of work equipment?			
Has manual handling risk assessment been completed for employees who carry out significant manual handling?			
Has the employee been given guidance on arrangements for managing road risk?			
Are there any concerns about managing working hours, workload or work-life balance?			
Are there any security concerns?			
Are there any other concerns? (Please specify)			

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# S P E C T R A

**Spectra can assist with any issues regarding employees working remotely from an H&S and HR perspective.**

**We also run regular Webinars on HR and H&S topics, check out our Eventbrite page.**



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