

# HOMWORKING POLICY

Issued by – Human Resources  
Updated – December 2012



# Homeworking Policy

## 1. Introduction

- 1.1 The Homeworking Policy is part of Tendring District Council's flexible working arrangements. It is an important valuing diversity initiative aimed at transforming the way we work, improving service delivery and promoting work-life balance.

## 2. What is Homeworking?

- 2.1 Homeworking is where an employee uses his/her home as a work base for some or all of the time in the following ways:

- **Occasional homeworking** - the employee works from home on an occasional / ad-hoc basis and is normally present at a Tendring District Council office, for the majority of their working time in any year.
- **Homeworker for part of the week** – when an employee works from home on specific days or a number of days per week and at the Council workplace at other times.
- **Regular homeworking** – the employee works from home regularly and for a significant amount of their working time in any year.

- 2.2 These categories reflect the nature of current workflow patterns. Further details on the types of work that fall within the categories are in Appendix 1.

## 3. The Benefits

- 3.1 The benefits of homeworking can include:

- Improved productivity, flexibility and retention;
- Family friendly, supports work/life balance - and can reduce stress;
- Assists in a wider catchment area for recruitment and retaining a diverse workforce;
- Can make employment more feasible for disabled jobseekers;
- Helps rehabilitate employees who are on long term sickness;
- Potential to reduce travel - greener/ reduces 'carbon footprint'/lower occupational road risk;
- Supports flexible working and deployment of resources to meet changing business needs;
- Potential to allow scarce office accommodation to be used more effectively for collaborative work and meetings, reduces the pressure on office parking;
- Promotes smarter working.

## 4. The Costs

- 4.1 The costs associated with the setting up of homeworking arrangements mainly relate to the one-off provision of equipment and the ongoing costs of providing remote access to the network. The Council will not reimburse employees for any household costs associated with homeworking.

## **5. Suitability for Homeworking**

- 5.1 There is no automatic entitlement to work from home, managers (and for these purposes we mean the regular line manager) make the decision whether homeworking is appropriate and business benefits will always be considered.
- 5.2 Assessing the business case means considering how the service is currently delivered and being clear about the results expected from homeworking, such as reduced accommodation costs. The manager needs to consider how the results will be measured and discuss this with the employee.

## **6. Considering Applications for Homeworking**

- 6.1 An employee wishing to undertake homeworking on a regular basis can apply to their manager, setting out a business case (in writing). Occasional homeworkers do not need to provide a business case. Appendix 3 is a checklist to help employees assess their suitability for homeworking and consider the issues before discussing them with their manager. The discussion may involve other team members and may involve a group of workers for those that work with others to achieve their service objectives.
- 6.2 Managers are advised to complete Appendix 4, and review appendix 5 & 6 during the decision-making process. Appendix 5 is to be used as a guide to help consider if the employee has the appropriate skills and attitude to make homeworking successful and appendix 6 for considering the equipment requirements and costs.
- 6.3 In considering home working arrangements, like any other working practice, consideration will need to be given to the overall budget available. (Appendix 6)
- 6.4 The manager needs to keep a record of the reasons for refusing any request for homeworking and discuss these with the employee.
- 6.5 Employees who have current warnings/cautions under the Disciplinary and Capability procedures are not eligible to apply until their warnings have expired.

## **7. Review**

- 7.1 Each homeworking arrangement will be reviewed to monitor its effectiveness for both the employee and the Council. Review periods will be determined by the manager. The first review will usually be after a three month period. Subsequent reviews will occur annually, or as determined by the manager.

## **8. Guidance on Homeworking**

- 8.1 Staff that work from home are covered by the same Tendring District Council policies and procedures as all other employees. Arrangements for homeworkers therefore need to be organised so that employees can attend regular team and supervision meetings, meet with those they manage, participate in developmental activities and so on. Workloads need to be appropriately organised and quality and performance management maintained, whether an employee is a regular homeworker or is office based.

- 8.2 There will be differences in the way people interact when staff work from home and some aspects of management, taken for granted in the conventional office environment, need to be more explicit. Careful consideration should be given to the management guidelines for staff working from home at Appendix 8 and guidelines for managing homeworkers at Appendix 9.

## **9. Contract of Employment**

- 9.1 Terms and conditions of employment remain unchanged except as follows:
- 9.2 When an employee is working at or from home, journeys made to the “normal” working base will not be reimbursed.
- 9.3 For other journeys , where the starting or finishing point is the employee’s home, the normal arrangements apply. A definition of which base any journey is to be measured from will be required i.e. home or office.

## **10. Health and Safety**

- 10.1 Health and safety legislation applies to the “workplace”. The workplace could be a desk in an office or an area set aside at home. A risk assessment of the work area will therefore be necessary and this can be carried out initially by the employee. Guidance and a self assessment questionnaire are attached at Appendices 11 & 12. The self assessment forms should be completed by all homeworkers. The forms should be returned to the individual’s line manager.
- 10.2 If a manager or employee considers it is appropriate for Corporate Health and Safety to assist with a home assessment they will do so. This is likely to be , in the following circumstances:
- If concerns are highlighted on the self assessment form
  - Where an employee has declared themselves to be disabled under the Disability Discrimination Act (DDA) and homeworking is considered a reasonable adjustment an initial assessment by a Health and Safety Officer and Access to Work is required. Further advice is available from Corporate Health and Safety.
- 10.3 Staff working from home should report any sickness or accidents whilst working from home, in line with usual procedures as detailed in the Staff Handbook.

## **11. Changing /Terminating the Homeworking Arrangements**

- 11.1 Homeworking arrangements will be reviewed as indicated above, to ensure that they meet service/ team and individual needs. An arrangement may be ceased or varied:
- by the manager, in consultation with the employee, giving one month’s notice.
  - by the employee, in discussion with their manager and giving one month’s notice, or less if the manager and employee agree that this is appropriate.

## **12. ICT and other equipment for homeworking**

- 12.1 For the avoidance of doubt, when logged onto the Council’s IT network, the Council’s IT policies cover staff whether working at home or in a Tendring District Council building.

- 12.2 Managers will decide what equipment if any, is supplied for home working, depending on the type of job, the category of the homeworker and what they have available at home. This decision needs to be made within the framework of equipment purchased by Tendring District Council and the subsequent support coverage will reflect the equipment priorities. Requests for equipment outside of this framework would be treated as an exceptional request, which would need to be supported by a business case from the Corporate Directors/Head of Department.
- 12.3 The majority of occasional homeworkers will be office based managers and will already be supplied with a laptop PC. For those without, the loan of portable IT equipment can be considered. The provision of a business phone line and/or broadband access to the network and any other related kit can also be considered as part of the overall assessment for homeworking.
- 12.4 Regular home workers will not have a designated desk at their work centre and when visiting the work centre will normally have access to hot desking facilities, where available.
- 12.5 Suitable desk, chair and storage space will need to be considered.
- 12.6 Any ICT equipment supplied by Tendring District Council for homeworking purposes will be recorded on the IT inventory.
- 12.7 All equipment must be returned or made accessible to Tendring District Council upon request. In the event of failure of equipment (if equipment is portable), the homeworker will be required to contact Liberata on #6599. The homeworker must ensure ICT equipment provided by Tendring District Council is not used by non Tendring District Council staff.
- 12.8 For advice and guidance on purchasing equipment for staff with disabilities, please contact the HR team.
- 12.9 Upon leaving employment all ICT and other equipment must be returned.

### **13. Insurance**

- 13.1 Tendring District Council's employer liability insurance covers employees working from home and, in line with the health and safety requirements above, the Council has a responsibility to provide a safe working environment, and the employee to ensure that relevant health and safety guidelines are followed. Failure to follow the relevant guidelines may jeopardise any claim against the Council. The same insurance provisions apply as in an office environment:

- All portable equipment should be locked away when the house is empty.

NB There is no insurance cover outside of the UK.

- 13.2 Tendring District Council may also provide other equipment / furniture, but these will not be subject to insurance and, where this is appropriate, losses will be covered by the Council.

### **14. Planning Permission and Council Tax**

14.1 Employees are responsible for checking and resolving any homeworking restrictions in their mortgage agreement or lease or rental agreement. The homeworking arrangement does not affect an employee's Council Tax and payment of this will be the employee's responsibility.

## **15. Tax implications**

The home working categories will not give rise to adverse tax implications for employees or the Council as, for revenue purposes, the proposed homeworking categories do not fall within the very tight definition of homeworking used by the Inland Revenue.

## **16. Confidentiality and Security of Data**

16.1 Employees are required to keep any work data used at home confidential and secure. All work data remains the property of Tendring District Council and may be required at any time. All such data must be relinquished on request or when the business relationship ends.

16.2 Employees are not permitted to keep either electronic or paper files at home on a permanent basis. Tendring District Council has statutory obligations to fulfil requests for information under several acts of parliament such as Freedom of Information and Data Protection Acts and it has to be able to gain access to that information at short notice. Files that are part of work in progress may be stored at home until the work is completed. However, they must be returned to the employee's workbase, to be stored in accordance with our data retention policy. All electronic data must only be stored on the Council's secure network. No copy data can be stored in any other location.

## **17. Access**

17.1 As part of the homeworking arrangement the Council may require reasonable access to an employee's home, for example to:

- Ensure it meets health and safety requirements;
- Install, maintain, check or collect equipment or material that belongs to the Authority.
- To remove files stored either electronically or in paper format to comply with the Council's legal obligations in satisfying requests for information.

Any amendments to this policy will be agreed by the Corporate Director, Human Resources and in consultation with UNISON

# Appendix 1

## Categories of homeworking

### 1. Occasional homeworkers – office based

Available to individuals with duties that normally would require them to be present in a Tendring District Council office for the majority of their time in any working year. This would include staff requiring regular contact with peers or managers, or managers who need to be accessible to their team members, and staff providing direct support to other workgroups. For senior and middle managers the option to complete reports and similar pieces of work, or deal with backlogs of e-mails free from other distractions, at a time that suits the individual would be a key benefit. For other more junior staff, working from home from time to time might be appropriate to allow particular pieces of work to be completed or to allow the individual, for a short period of time, to continue to be productive while dealing with domestic arrangements or reintegrating back to work following a period of sick leave.

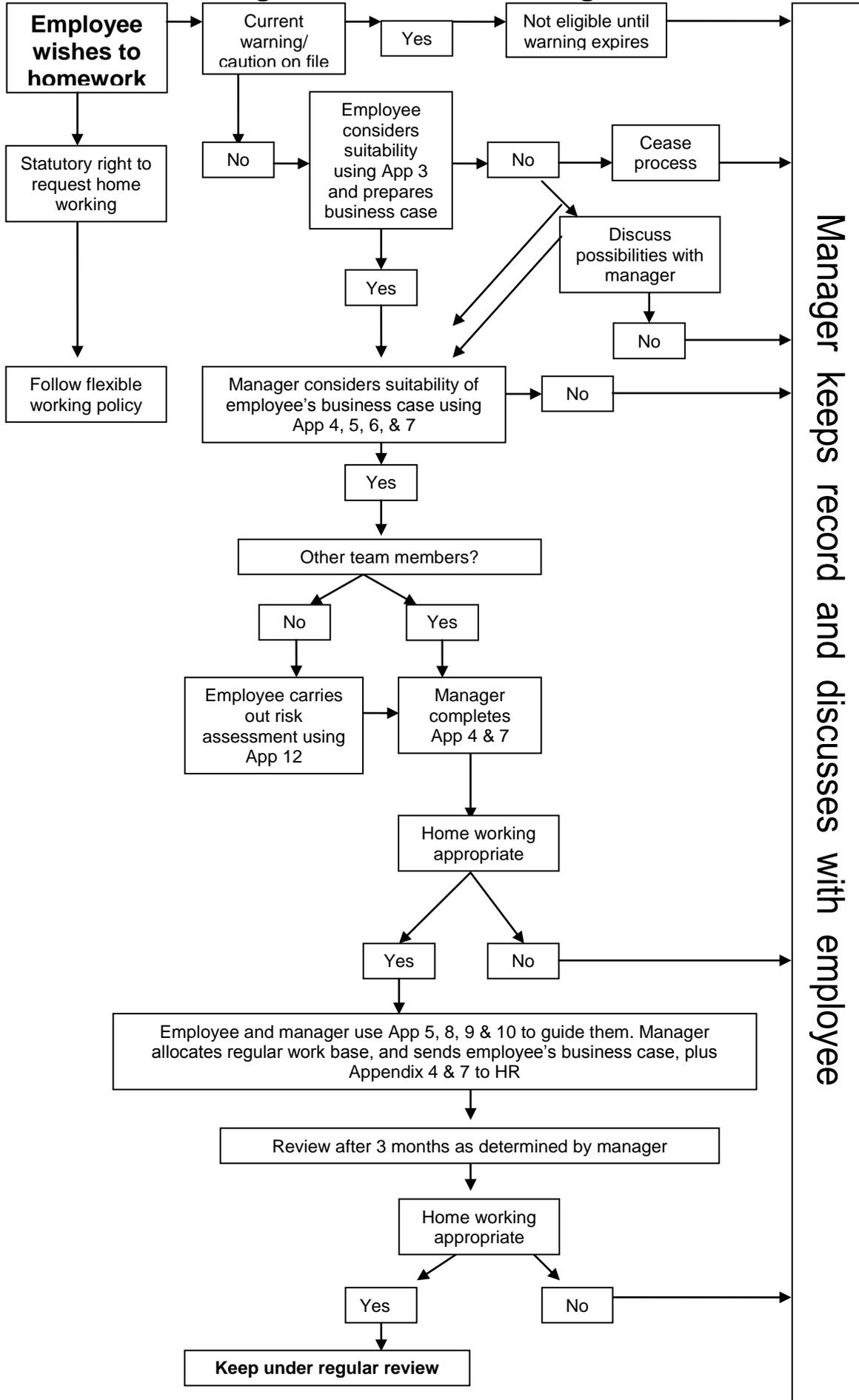
### 2. Homeworker for part of the week

When an employee works from home on specific days or a number of days per week and at the Council workplace at other times. For senior and middle managers the option to complete reports and similar pieces of work, or deal with backlogs of e-mails free from other distractions, at a time that is agreed in advance would be a key benefit. For other more junior staff, working from home on specific days might be appropriate to allow particular pieces of work to be completed.

### 3. Regular homeworkers

Available to individuals with duties that could be carried out from their home for a significant proportion of their working time in any year. The individual would typically be carrying out project based pieces of work that include periods of document review, data analysis and report writing that could be carried out remotely, interspersed with collaborative work needing face to face contact. The individual would usually need minimal support and direct supervision, outside the regular one to one meetings with their line manager.

### Guidance for Managers on the Homeworking Process



### Employee Checklist

- Are there any benefits that your team/department/the Council would gain from your proposed homeworking arrangement?
- Do you envisage requiring any additional technology/resources?
- Do you envisage any additional costs?
- Have you thought how your working practices might need to change? (Appendix 4 can assist here).
- Can you demonstrate your flexibility if customer requirements appear to conflict with your proposed homeworking arrangement?
- Do your colleagues require any additional briefing/technology to support your proposed arrangement?
- In your opinion would working from home impact on any of the following?
  - external customers
  - internal customers
  - your colleagues
  - your manager
  - the people you manage
- How will you communicate effectively when you are away from the office?
- Do you have an area at home with suitable space to homework?

**Guide to support decision making**

To be completed by line managers to assist preparation of business case

THE WORK	COMMENTS:
1. Is the work self-contained/how much of it can be carried out away from the office?	
2. Is the work measurable? (e.g. report writing/project work)	
3. Can the work be carried out without frequent supervision and checking?	
4. Does the work require supervision/management of others? Can this be carried out effectively with a homeworking arrangement?	
5. Is there little need/dependence on large numbers of paper files or other work based records/equipment which cannot be accessed from other locations?	
6. Is a high proportion of time already spent away from the office on outside visits?	
7. What category of homeworker would the employee be i.e. occasional or regular?	
THE LOCATION	COMMENTS:
8. Does the home where the work will be carried out meet health and safety requirements?	
9. Is the home environment conducive to work and not subject to frequent interruptions/distraction/noise?	
10. Is there enough space to work comfortably?	

11. Is there adequate storage to maintain confidentiality and ensure security of Council property?	
<b>THE TEAM</b>	<b>COMMENTS:</b>
12. Is the employee flexible so that team/service needs can be met? This might include working from the team location rather than home to cover absence of other colleagues at short notice?	
13. Is the employee willing to co-ordinate their time to ensure that team links are maintained?	
14. If the employee manages others, have they considered their supervision and management responsibilities? The impact of homeworking on their team?	
15. What will the effect of this proposed homeworking pattern be on the rest of the team? Has it been discussed with them? Are there any issues to be resolved?	
16. Has consideration been given to how the pattern of working will impact on appropriate and fair cover in the office? E.g. telephones/visitors	
<b>THE PERSON</b>	<b>COMMENTS:</b>
17. Is the employee able to be self-motivated and self-disciplined?	
18. Is the employee covered by the Disability Discrimination Act and is homeworking considered to be a reasonable adjustment?	
19. Are they able to work with minimal direct supervision?	
20. If they manage or supervise others, are they able to do this on a homeworking arrangement?	

21. Can outputs be maintained if the proposed new homeworking pattern is agreed?	
22. Are measures in place to ensure that regular contact is maintained with the employee, including meetings?	
23. Is an employee applying under the statutory right to request flexible working?	

### Suitability for Homeworking

You need to be satisfied that the employee has the appropriate skills and attitude to make home working successful. Consider the following:

- ability to work independently with minimum supervision.
- ability to cope with minimal face to face intervention.
- level of relevant knowledge/skill.
- ability to communicate - knowing when and how to raise problems.
- ability to communicate with team.
- ability to set own goals and priorities and work on own initiative.
- If managing others, ability to set goals and priorities of others, manage appropriately and supervise delivery of service.
- productivity and reliability.
- time management skills – can the employee schedule their work so as to deliver on time, manage others if appropriate, and avoid becoming a workaholic.
- ability to balance work and domestic responsibilities.
- home working environment, is it secure and free from interruptions.
- ability to take on greater personal responsibility.
- levels of self discipline and self motivation.

## Appendix 6 – List of possible home working equipment dependent on the Business Case

Listed below is the complete range of facilities which can be supplied as required by business need. Items required should be recorded within Appendix 12 under the 'Approved Equipment' section. Health and Safety Issues will be addressed as part of individual assessments following the submission of the self assessment form to the relevant line manager.

### ICT

Equipment	Approximate Initial cost	Approximate recurring cost
<b>Mobile laptop facilities (hardware and software):</b> <ul style="list-style-type: none"> <li>• Standard</li> <li>• Lightweight</li> </ul>		
<b>Mobile User Standard Pack</b> (Short Keyboard, Mouse, Backpack, Laptop Riser)		
Number pad		
USB Hub		
Mains extension lead 4-gang		
<b>Printer</b> <ul style="list-style-type: none"> <li>• Small size monochrome laser printer</li> <li>• Portable colour inkjet</li> <li>• Multi-functional device - Printer, Scanner, Copier (must be supported in business case)</li> </ul>		
<b>Communications</b> <ul style="list-style-type: none"> <li>• Telephone line and ADSL Broadband including router - both are necessary for Broadband use.</li> </ul>		

**NOTE :This equipment list is indicative and subject to review as employees may wish to utilise their own equipment**



## Appendix 8

### Guidelines for Employees Working from Home

Consider your wider work approach:

- set work hours and communicate these to colleagues, those you manage, your manager.
- do not regularly work in excess of 48 hours per week in a rolling 17 week period, as required by the Working Time Directive.
- take regular breaks.
- keep office area separate to area used by family, if possible, and avoid mutual interference.
- keep work and equipment, safe, secure and organised.
- keep in regular contact with those you manage, colleagues and manager call into the relevant work location (e.g. Town Hall, Pier Avenue etc.) on a regular basis
- keep your manager advised on work progress and alert any appropriate colleagues, including your manager, if there are any problems.
- review relevance and convenience of home working on a regular basis.
- ensure health and safety risk assessment is carried out and recommendations are actioned. This process should be reviewed following any change to the working practice, the work environment, after an accident or injury or annually, whichever is the sooner.
- maintain professional conduct and image.
- actively engage in personal development plans.
- obtain timely and constructive feedback.
- ensure you access regular information e.g. newsletters, vacancy list etc.
- develop trust with your manager.
- develop trust with and motivate any staff you manage.
- be disciplined and self motivating.
- adhere to archiving procedures, do not keep excessive files / documentation at home.
- regularly review your homeworking practice to assess that is still appropriate.

### Managing Home Workers

#### A different approach to managing

Managing an employee who works from home presents different management and motivation challenges. To enable staff to work successfully at home:

- have an open, positive attitude towards home working.
- be able to trust the employee to do the job without constant face to face supervision.
- establish clear, measurable objectives and targets for the employee and monitor their attainment
- provide timely and constructive feedback.
- facilitate open communication amongst the team and be proactive in facilitating team working.
- assist employees to create work patterns that are conducive to home working
- ensure that personal development plans identify skills that may be underdeveloped as a result of home working.

#### Making home working successful

Where you line manage staff who work from home:

- ensure agreement is reached with home worker about attendance at meetings, when contactable, regular supervision meetings, regular contact, targets and work tasks etc.
- ensure training opportunities and personal development plans are developed and progressed.
- ensure adequate time is agreed when the homemaker will be in the office to interact with colleagues / those they supervise.
- discuss responsiveness e.g. phone contact and regularly checking/ responding to emails.
- ensure regular two way communication and exchange of information e.g. forwarding newsletters, vacancies and career development opportunities etc.
- be available to offer support, guidance and supervision to the home worker as well as giving timely and constructive feedback.
- be proactive about encouraging interaction with colleagues/ those supervised.
- review home working arrangements on a regular basis.
- Keep records of location and responsibility of manual files or data and regularly review.

- be aware of potential problems and be proactive about client/colleague feedback and tackling concerns promptly.
- be flexible.
- be aware of policies, procedures and processes as they affect home working and staff working at home
- be aware of the impact of the work programme on the patterns of working, including the proportion of time spent at home and contact with the office.

### Allocation of Work Centre

Management will allocate a work centre when a homeworking arrangement is agreed. The work centre should be the nearest base to someone's home where it is possible for them to have access to a desk and the network for any IT updates. The work centre may be changed in the future, in accordance with the usual Council rules.

It will:

- be somewhere the individual can work when not at home.
- provide access to a hot desk.
- provide access to other appropriate facilities.
- usually be where team/ supervision meetings are held.
- take account of the location of the employee's manager.
- take account of the location of those supervised by the employee, if appropriate.
- be as close as possible to the employee's home if there is an equally balanced choice of alternative locations.

### Guidance on Minimum Health and Safety Standards for all Categories of Homeworkers

All homeworkers must satisfactorily complete the Introduction to Health and Safety E Learning Course on the TDC intranet site, TREVOR.

Please also refer to the Workstation Policies on the Council's Intranet

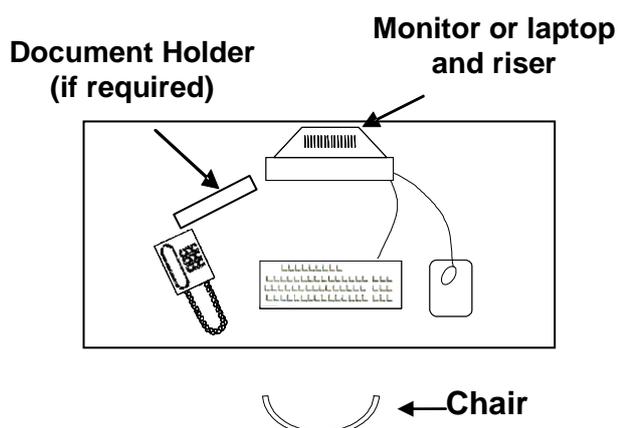
#### 1. Glare or Reflection on the Monitor / Screen

- Care should be taken with the positioning of the workstation screen to ensure that there is no direct light –glare- on the screen and the amount of reflections are minimised.
- This should be checked when the monitor is switched off (black background).
- Glare and a large number of reflections may lead to eyestrain and cause the user to change their sitting position, which in turn may cause muscular skeletal problems.
- If it is not possible to remove glare from the screen blinds should be fitted or overhead lights switched off and a low dispersant desk lamp used.

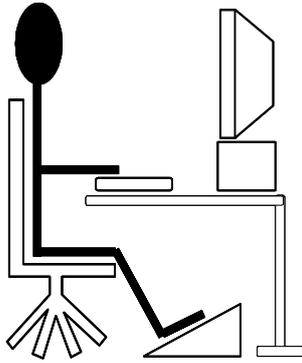
#### 2. Laptops

- Within the Council we use laptops for extended periods. Therefore laptops need to be used in conjunction with a riser, remote keyboard and mouse to reduce the risk of developing problems associated with poor posture, static muscle work and repetitive movements with hands, arms, wrists etc under strain.
- If you do not have these accessories please contact your line manager.

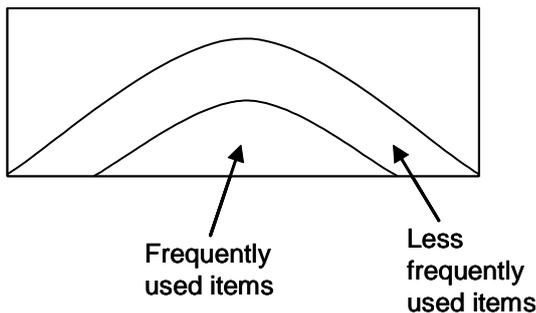
#### 3. Workstation



- This set up also applies to table tops and rectangular desks.
- For left handed users change side of phone, mouse, document holder.
- The monitor keyboard, user and chair should always be in a straight line



- Adjust seat height so that your forearms are parallel with desk.
- If your feet do not reach the floor use a footrest.
- Adjust the height of the back rest so that your lower back is supported
- Adjust the height of the screen so that when you look straight ahead your eyes are level with the top of the screen.



- Ensure that the position of the keyboard and mouse are close enough so that you are not reaching forward to use them
- Ensure all items you regularly use are close so you don't over reach

- Don't sit at your workstation for too long, get up from your workstation for a few minutes every 30-60 minutes, this gives your eyes and muscles that have been in use a chance to rest and recover.

#### 4. Workplace

- There should be sufficient space, the guidance in the Workplace Regulations states 11 cubic metres (max height 3 metres).
- The surface of the desk / table top you are using should be large enough, it should also be high enough (for most people this will be 70-74cm, if you are tall this may need to be increased).
- The area should be free of trip and slip hazards and obstructions; this also includes drawers and cupboard doors.

#### 5. Electrical Safety

Is your electrical supply safe?

- Permanent sockets should be available for each piece of electrical work equipment, if you need to use an extension cable this must not be overloaded and must be powered via a mains socket not via another extension lead.
- Items plugged into the extension lead should not exceed the fuse rating 13 amps the table below gives amp ratings of typical items of equipment.
- Ideally the extension block should be fixed to the desk.

Electrical Item	Amps while in use	Typical fuse /A	Notes
4 gang extension	-	13	Must be powered by mains socket
Ansa-phone	1	3	
Calculator	1	3	
Camera charger	1	3	
Desktop printer	3	5	
Fan	1	3 or 5	
Fan heater	12	13	Must be powered by mains socket
Kettle	10	13	Must be powered by mains socket
Lamp	1	3	
Laptop	3	5	
Laser printer, Laser jet	5 or >	7 13 large	Must be powered by mains socket
Mobile phone charger	1	3	
CRT Monitor	2 5startup	5	
TFT monitor	2	3	
Palmtop / PDA	1	3	
Scanner (modern)	1	3	
Tower unit	2 5start up	5	

It is advisable that all electrical equipment with a plug on the end is tested annually, this includes extension blocks and IEC leads. Do not use any equipment that does not have a current test certificate.

Electric and communications cables may be vulnerable to damage if they are untidy, cables should be managed carefully to reduce the risk of damage and remove any potential trip hazards.

Over 90% of electrical faults may be picked up by visually checking equipment before it is plugged in.

- Check the plug to ensure that it is not loose, cracked, chipped or scorched, the cable should be restrained by the cable grip, there should be no exposed insulation showing from the core cables.
- Check the cable for cuts, crush damage and kinks it is very difficult to identify internal damage and if in any doubt the cable should be checked by a competent person.
- The point at which the power cable enters the equipment should be checked for damage, scorching etc.
- You will be required to take all portable equipment to the nearest work base (e.g Town Hall, Pier Avenue, Weeley offices etc.) for testing as legislation requires.

## **6. Fire Safety**

There should be a mechanism to warn of fire, a smoke detector(s) should be in place and tested weekly. It is good practice to replace the batteries on an annual basis. The exit route from your workplace should be unobstructed and care should be taken to minimise the build up of combustible materials particularly beneath open staircases.

## **7. First Aid**

A small basic first aid kit should be available. If you require a kit please contact the Council's Corporate Health and Safety team.

## **8. Others in the Home**

Consideration must be made to others at home e.g. children who may be exposed to harm because of electrical supply arrangements or equipment. Any hazardous substances used at work must not be taken home. Controls must be introduced to protect others from these hazards as appropriate.

## **9. Contacts**

If you need any additional information or advice please contact the Corporate Health and Safety Team.

**Homeworker:  
Health and Safety Self Assessment Questionnaire**

Name:

Job Title:

Categorisation of homeworker: regular or occasional (circle category)

Line Manager:

Department:

Date:

Return to Corporate Health and Safety

<b>Workstation</b>	<b>y/n n/a</b>	<b>Comment /Problem</b>
Is your workstation positioned so that there is minimum reflection or glare on the screen?		
Do you use a laptop, laptop with docking station and remote monitor or desk top?  If you use a laptop do you use a riser, remote keyboard and remote mouse?		
Do you have a chair on a 5 wheeled base whose seat adjusts for height and whose backrest adjusts for height and angle?		
Is your chair adjusted so that your arms are parallel with the desk surface?		
Does this adjustment mean that your feet no longer reach the floor and you need a footrest?		
Is the chair adjusted so that it comfortably supports your back?		
When seated are your eyes level with the top of the monitor or laptop screen when you look straight ahead?		
<b>Workplace</b>		
Is the work surface (desk or table) large enough?		
Do you have sufficient storage?		
Do you have sufficient space?		
Within the work area, are all floor surfaces free from slip and trip hazards?		
Is the electrical supply safe? Do you have adequate permanent sockets for all equipment required? If you are using a 4 gang extension		

<p>block have you checked start up and running ampage of equipment to ensure that it is not overloaded?          Are all power cables and comms cables tidy?          Has all portable electrical equipment issued to you been tested within the last 12 months?</p>		
<p>Have you considered who may be exposed to harm because of electrical supply arrangements or equipment ?</p>		
<p>Are smoke detectors in place and tested weekly?          Is the immediate exit route within your home unobstructed?          Have you identified any areas of combustible materials e.g. under stairs?</p>		
<p>Do you have a small basic first aid kit?</p>		
<p><b>Work Organisation</b></p>		
<p>Is your work organised to enable regular contact with manager, colleagues and clients and participation in meetings and training opportunities?</p>		
<p>Do you take regular breaks away from the Computer?</p>		
<p>Do you have any health issues associated with or related to work?</p>		
<p>Are you aware of the Eye Test scheme?</p>		
<p><b>Other Issues</b></p>		
<p></p>		
<p><b>Sign Date</b></p>	<p></p>	