



Home Working Risk Assessment Template

Use the following simple risk assessment to find out how safe your home working space really is. Take a look at the risks in the first column, answer 'yes' or 'no' as applicable and then make a note of what needs to be done to reduce or remove the risk if necessary.

Date 22.8.22

Assessor Elaine Field

Location of Assessment 179 High Street, Henley in Arden.

Risk	Yes/No	Action Required
------	--------	-----------------

Desk Area		
Do you have adequate space to work comfortably?	✓	
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?	X	
Is your working area warm, well-lit and well-ventilated?	✓	
Do you need a desk lamp to improve lighting?	X	
Is your working area clutter free so that you can focus easily on the task?	✓	

Display Screens Set-Up		
Is your desk chair set up correctly? Is your lower back supported, are there armrests and are your feet flat on the floor?	✓	
Do you have enough surface space on your desk to work comfortably?	✓	
Are your keyboard and mouse clean and 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 your display screen level with your eyes so it doesn't cause discomfort to your neck or head?	✓	
Can you easily reach everything that you need without twisting and straining your upper body?	✓	

Slips, Trip and Falls		
Are floor coverings, such as carpets and rugs, secure?	✓	
Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?	X	
Are stairways and corridors clear of trip hazards?	✓	
Is the floor area around your desk clear of boxes, papers and wires?	✓	

Lone Working		
Are you familiar with your employer's lone working health and safety policy?	✓	
Do you know the name and number of a manager or supervisor who you can get in touch with easily?	✓	
Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day?	✓	
Is your home kept secure whilst you're working there?	✓	
Are important files and laptops kept locked away securely when not in use?	✓	

Number of Actions Required	NONE
----------------------------	------

Date Actions Completed	N/A
------------------------	-----