

# UCU Employee Safety Checklist for Temporary Homeworking

To assist members in ensuring that the working environment is as safe as reasonably practicable, the following Employee Safety Checklist may be used in line with the adapted [HSE Home Working Guidance](#) and all other safety duties that still apply.

The completed document can be passed to the relevant line manager to assist in the monitoring of safety and to support any requests for additional resources that may be needed to assist home working for individual members.

Hazards	Yes/ No	Controls
<b>Workstation</b>		
Workstation		<ul style="list-style-type: none"> <li>•Is the employers work equipment fit for purpose and maintained with the manufactures recommendations?</li> </ul>
Display Screen Equipment		<ul style="list-style-type: none"> <li>•Are you able to use the equipment and workstation to the required standards?</li> </ul> <p><i>If you have special requirements such as a disability or are pregnant than a full risk DSE assessment should be completed</i></p>
Electrical Installations		<ul style="list-style-type: none"> <li>•Carry out visual checks on electrical items before use</li> <li>•Do not overload plug sockets</li> <li>•Seek to ensure trailing cables do not cause trip hazards</li> </ul>
<b>Environment</b>		
Lighting and Temperature		<ul style="list-style-type: none"> <li>•Seek to ensure the lighting is sufficient around your work area</li> <li>•Is your working area temperature suitable?</li> <li>•Does it have adequate ventilation?</li> </ul>
Slips & Trips		<ul style="list-style-type: none"> <li>•Ensure your work area is clear of slip &amp; trip hazards</li> </ul>
Access and Egress		<ul style="list-style-type: none"> <li>•Ensure your access and egress is maintained at all times to maintain fire routes</li> </ul>
<b>Welfare Facilities</b>		
Welfare		<ul style="list-style-type: none"> <li>•Ensure you take regular breaks</li> <li>•Is the space available adequate for the tasks to be carried out?</li> </ul>
<b>Stress/Mental health</b>		
Workload/Performance / Transfer to new methods of working		<ul style="list-style-type: none"> <li>•Seek to ensure that the demands on your time are proportionate with the new way of working</li> <li>•Has the employer identified who to contact if you have any concerns?</li> <li>•Are your employer's mental health support policies and systems adequate for you?</li> <li>•Consider whether a stand-alone stress risk assessment is required in your case</li> </ul>

**Identification of any problems/ Requests for support:**

Look to identify any outstanding resources or support that you may need here:

**Employee**

Name:

Department/Address:

Employee contact details:

Employer contact name/number:

Date: