

Our policies, templates and other documentation are provided as guides, for your charity personnel and trustees, to review and amend in order to best serve the needs of your organisation. Trustees in particular, should always be aware of any adopted policy, its wording and implications. Trustees are responsible for the charity's governance. Trust Advice exists to support trustees and charity personnel; we cannot accept any liability for any result of the use, or reliance on, these guides. **Please contact us if you would like help understanding Trustee responsibilities.**

The Trust Advice Charity Essentials Library

Template for Homeworking Agreement and Self-Assessment of Homeworking Area

Updated: March 2021

Location	Assessment Details	
Homeworking address:	Homeworker Name:	
	Job Title:	
	Work Area:	Work office - [upstairs]
	Assessment conducted by:	
	Assessment Date:	
Office-based address:	Duration of homeworking:	[Permanent/Short term]

Please answer each question and, if required, complete any further information.

Working environment (homeworking area)	Yes, No, N/A	Please state further action required
Is the flooring in good condition, and free from tripping hazards?		
Is the lighting sufficient to carry out the work?		
Is the heating sufficient?		
If using portable heaters, are these on a steady surface and away from combustible materials?		
Is there enough space for all the furniture and equipment required?		
Is there sufficient ventilation/can windows be opened without risk to employee or others?		
Do you take particular care when making hot/cold drinks/snacks and using knives and other sharp objects during breaks?		

Electrical safety	Yes, No, N/A	Please state further action required
Is the electrical system in good condition (e.g. no signs of scorching or arcing sounds from sockets)?		
Are there enough sockets to prevent overloading?		
Does the employee undertake periodic visual checks of electrical equipment to identify any obvious faults (e.g. worn or damaged leads or plugs)?		
Is the electrical equipment used for homeworking in good condition and free from any noticeable faults?		
Safe Posture	Yes, No, N/A	Please state further action required
Does the chair provide sufficient lumbar (lower back) support?		
Is the employee able to sit with their shoulders in a relaxed position and their elbows at a 90-degree angle, with upper arms vertical and forearms horizontal, whilst using the keyboard and using the mouse?		
Is the work surface of a sufficient size to accommodate all the equipment required?		
Is there sufficient space in front of the keyboard for the employee to rest their hands in between typing?		
Does the employee have to read/refer to/copy from documents placed flat on the desk?		[Document holder is provided]
Is there sufficient space, below the work surface, to enable the employee to stretch their legs and/or change position?		
Can the employee's feet rest on the floor?		[Footrest is provided]
If a laptop is used, please specify the supplementary equipment.		[Separate Mouse/keyboard/screen/docking station is provided]
Is the employee likely to regularly use the telephone whilst using the keyboard or mouse?		[Headset is provided]
Is the employee aware of the importance of taking regular breaks from computer-based work?		
Has the employee experienced pain or discomfort when using the computer at home?		
Visual fatigue	Yes, No, N/A	Please state further action required
Is the screen positioned at the correct height and distance?		
Is the screen free from glare or reflections?		
Are the images clear and stable and the screen free from flicker?		
Has the employee had a recent eye-sight test?		
Has the employee suffered from headaches or visual discomfort when using the computer at home?		
Stress	Yes, No, N/A	Please state further action required

Is there sufficient separation from disruptions (e.g. children, pets, other family members)?		
Are there arrangements for keeping in contact with the homeworker?		
Is support/advice readily available to the homeworker to deal with IT problems or other specific work queries?		
Does the homeworker have access to sufficient training, information and instruction to undertake their work safely?		

Emergencies	Yes, No, N/A	Please state further action required
Are there regularly checked smoke detectors, and a fire extinguisher/blanket?		
Has the homeworker planned what they will do in the event of a fire, and is there a clear escape route?		
Can the homeworker access a first-aid kit?		

Action taken by employee to address any issues:	
Action taken by manager to address any issues:	
Name of Manager:	
Signature of Manager:	
Signature of homeworker:	

EMPLOYEE DECLARATION

By signing this form, I confirm:

- All of the information I have provided is accurate
- It is my responsibility to take action to ensure that I have a safe homeworking environment
- That I must review this assessment if my homeworking environment changes
- I understand the requirement to adhere to the organisation's policies and procedures is unaffected by the fact that I will be working from home
- [That this arrangement is temporary and is as safe as is practical under the emergency arrangements]

Please sign to confirm that you have read, understood and agree to the conditions relating to the homeworking arrangement.

Signed

Print

Date

Acknowledgements:

<https://www.acas.org.uk/>

<https://www.cipd.co.uk/>

www.gov.uk

www.hse.gov.uk

Supporting Documents

Please see our suite of documents on Homeworking:

- *Homeworking Policy*
- *Homeworking data protection policy*
- *Template for Homeworking Agreement and Self-assessment of Homeworking area*
- *Template for Homeworkers Data protection Checklist*

This is the end of the document:

We hope this has been helpful to you. Please get in touch if something isn't covered here you want to ask about. We will be very pleased to hear from you. If you would like more information, further details around membership or to upgrade your membership, visit: www.trustadvice.org.uk. Please also see our website for details of ways we can help you and services we offer.