

Safety & Wellbeing Information Sheet – Working from Home



This information sheet aims to give employees a basic introduction to issues that need to be considered when working from home. Employees have an important role in keeping everyone safe whilst working at home.



If you work from home, your line manager will arrange for a site specific risk assessment of your work activities. This process will help decide if sufficient steps have been taken to prevent harm to you or anyone else who may be affected by your work.

You may find that a few different risk assessments/checks are needed to ensure all the significant risks have been given due consideration.

If you use a computer for working at home then a specific assessment will be undertaken to ensure it is being used in a manner that will minimise any discomfort. For example using a laptop on the kitchen table is unlikely to be safe and appropriate for anything other than a few minutes of use and if you are using a computer at home a standard kitchen or dining room chair will not meet the expected workplace standards. If you are considered a “display screen equipment (DSE) user” you will be entitled to an eye test and the findings of your workstation assessment will be needed to help the optician complete this. You should seek advice from your line manager about the eye test and how this can be arranged.

It is likely that you will use electrical equipment such as a computer or printer provided by your Service. Your line manager will be responsible for the maintenance and repair of the equipment but you will need to report any defects and make the equipment available for inspection (or complete and record the inspection yourself). Make sure you are familiar with the inspection and testing scheme for your work equipment. The Council is only responsible for the equipment they supply. Electrical sockets and other parts of your domestic electrical system are your responsibility.

Your line manager will also give you specific guidance on the first aid and incident reporting measures that are most appropriate. If you use specialist equipment beyond the standard stationary items normally used in a workplace then you can also expect some guidance on how to use, inspect, maintain and report faults to such equipment.

As a result of the risk assessment process a “system of work” or procedures manual may well be developed and will deal with a range of identified hazards (possibly including chemicals and manual handling) You are required to implement any defined control measures and bring to your line manager’s attention any concerns you have about the way in which you are working.

Remember to consider the impact of your work on yourself, other members of the family or visitors to your house. Make sure you prevent trailing cables and keep equipment out of reach of those who may not understand how to use it safely.

Additional information and support on working at home can be obtained from **Safety & Wellbeing team** healthandsafety@northlan.gov.uk