




Glasgow Life: Interim Homeworking Display Screen Equipment Assessment



Everyone working at home should complete this assessment with their line manager.



Date of assessment: _____ Date of next review: _____

Question	Yes	No	Manager's notes
Workspace 			
Are you working from an adequate space or spaces within your home?			
During the work day, are you likely to be distracted by others in your home?			
ICT connectivity 			
Do you have full access to all ICT connectivity that you would normally have in your office/ workplace?			
Do you require any additional hardware/ software to support extended working from home?			
Work area 			
Do you have a desk or table to work from at home?			
Do you have a chair to sit on at your desk or table? Is your lower back supported?			
Can you easily reach everything that you need without twisting and straining your upper body?			
Do you have a separate monitor, keyboard and mouse?			
If you have a separate keyboard, can you raise your monitor/laptop screen to eye level (either via a stand or by using solid household items)?			

Question	Yes	No	Manager's notes
Display screen 			
Is your display screen clear and positioned so that there is no glare from a window or light?			
Fire and electrics 			
Are your smoke detectors working and checked regularly (i.e. every month)?			
Do you switch-off equipment when not in use?			
Health and safety 			
Do you sit with a good posture and not hunched over your work area?			
Are you able to carry out regular stretches at your work area to avoid stiff or sore muscles?			
Do you take regular short breaks (5 mins) away from your screen and work area each hour?			
Is the floor around your work area clear of boxes, papers and wires?			
Lone working 			
Do you have contact details for your line manager and do you feel you can get in touch with them easily if needed?			
Do you have a system for regularly checking in with your line manager if you are not visibly online each working day?			
Is your home kept secure whilst you're working there?			
Are important files/laptops etc stored away safely when not in use?			

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Employee name: _____

Manager name: _____

Service Area: _____

Agreed actions (bullets):