

Your homeworkers checklist

This homeworkers checklist is designed to help you and your team monitor the practicalities, health and wellbeing of staff members working from home.

Name of home worker:

Date

✓ Health & Safety and Equipment	Notes
Has a health and safety risk assessment of your home working environment been carried out?	
Has a Display Screen Equipment (DSE) assessment of your home working environment been carried out? <i>A DSE assessment evaluates your screen placement, keyboard/mouse and overall desk needs etc.</i>	
Have you been provided with the necessary equipment and technology to fulfil your job role? <i>If not, please state what equipment or technology is needed in the notes section.</i>	
Do you have sufficient internet connectivity to perform your work duties?	
Have you reviewed and signed a homeworking policy agreement provided by your employer?	
✓ Mental Health & Wellbeing	Notes
Do you have regular 1-2-1 meetings scheduled in?	
Do you attend regular team catch-ups to keep up-to-date with the latest organisation news and current projects within your team?	
Do you take regular breaks to help maintain/improve your performance and productivity?	

Working from home over long periods of time can start to affect your mental health and wellbeing. To help combat this, make sure you take the necessary steps to help maintain your own positive wellbeing. Examples include:



Leaving your house at least once a day for some fresh air



Taking full lunch breaks away from your workspace



Maintaining regular contact with your colleagues



Managing stress levels by taking small breaks

For more back to work information and resources

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