

Ahead



MANAGEMENT GROUP

Working from Home Checklist

Building fair and effective standards into our business



Table of Contents

Document Control	3
Document History	3
Signatories	3
Document Storage	3
Health & Safety Checklist for AheadMG Staff Required to Work from Home	4

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Document Control

Document History

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07/06/2017	Andy Fox	V1.0	Baselined version
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Signatories

Name	Role	Sign off Date
Andy Ewell	AheadMG Delivery Director	05/06/2017
Neil Hickman	AheadMG Finance Director	05/06/2017

Document Storage

All versions of the policy will be stored on our website <https://www.aheadmg.com/new-starters/>

Health & Safety Checklist for AheadMG Staff Required to Work from Home

It is policy for AheadMG to ensure that each homeworker has a safe environment from which to work and that AheadMG provided equipment should not cause health and safety concerns for the member of staff.

All staff who work from home should use this Checklist. You should complete the checklist and flag up in the 'comments' section any areas where there may be potential problems and what you intend to do about them. Your line manager will need to be happy that your home environment is suitable, and therefore it is likely that a visit to your home will be necessary to verify this.

Name of User (print):

Home address:

Date Completed:

Please comment/ tick as appropriate (attach comments on supplementary sheet if desired) :

	Risk Factors	Yes	No	Comments
General Health				
	Are you suffering from any pain or serious musculo-skeletal discomfort when using your PC/Laptop?			
	Do you experience neck or backache while working at your computer?			
	Do you experience headaches while working at your computer?			
	Do you experience pain or discomfort in your hands or forearms, or numbness in your hands or fingers while working at your computer?			
	Do you experience eye problems (such as tiredness or blurred vision) when working at your computer?			
	Do you have any particular needs as a result of pregnancy or disability?			
Home Set-Up				
Furniture	Is the chair you work from comfortable providing you with sufficient lumbar support?			It is recommended that the chair has: <ul style="list-style-type: none"> • Seat back height and tilt adjustment • Seat height adjustment • Swivel mechanism • Five-star swivel base
	Are you able to achieve a set-up at a desk or table that is comfortable and enables you to keep your forearms approximately horizontal, with your feet flat on the floor and			If not, you will need a footrest

	eyes at roughly the same height as the top of the display screen?			
	Is the small of the back supported by the chair's backrest?			
	Are your feet placed flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, you will need a footrest
	Is the work surface large enough for all the necessary equipment, papers etc?			
	Can the user comfortably reach all the equipment and papers they need to use?			
	Are surfaces free from glare and reflection?			
	Do you need to use a document holder to avoid neck and shoulder strain?			
Keyboard	Are you able to leave space in front of your keyboard to rest your wrists?			
	Are you able to look at the screen with your keyboard directly in front of you when seated at your computer chair, and find a comfortable keying position?			
	Is the keyboard separate from the screen (unless it is a laptop)?			It is recommended that if using a laptop for any prolonged period of work an external keyboard should be used.
	Are the characters on the keys easily readable?			
	Does the keyboard tilt?			
Mouse, Trackball etc.	Is the device suitable for the task it is used for?			It is recommended that if using a laptop for any prolonged period of work an external mouse should be used.
	Is the device positioned close to the user?			
	Is there support for the user's wrist and forearm?			
	Does the mouse work smoothly at a speed that suits the user?			
	Can the user easily adjust the software settings for speed and accuracy of the pointer?			
Display Screen	Can your screen be adjusted or tilted to the correct height (i.e. when your eyes are level with top of the screen)?			
	On your screen are the characters clear and readable and the text size comfortable to read?			
	Is the image stable i.e. free from flicker and free from glare and reflections?			It is recommended that if using a laptop for any prolonged period of work an external monitor should be used.
	Are the brightness and/or contrast controls adjustable to prevent eyestrain?			
Laptops, Tablets	Like using desktop equipment people should be trained on how			

	to minimise the risk and follow the principles outlined above. This includes achieving an anatomically correct position, angling the screen so it can be seen clearly with minimal reflections, and taking frequent breaks if work is prolonged. Laptops should be placed on a firm surface at the right height for use.			
Software, Equipment Provided	You will be required to bring equipment into an AheadMG office for testing, inspection and maintenance as and when requested. Are you able to comply with this requirement?			Work equipment provided by AheadMG - AheadMG has a duty to ensure that any equipment provided for the purpose of work is: safe, correct for the job, adequately maintained and proper information, instruction and training in its use is provided.
	List the equipment used for work activity but not supplied by AheadMG and indicate if it is safe and "fit for purpose".			Work equipment not provided by AheadMG - It is advisable that the member of staff ensure any equipment used, which is not supplied by the company, is safe and fit for purpose. This requires it to be used and maintained in accordance with the manufacturer's instructions.
	Please outline your access to a stable broadband connection. What average download speeds are you able to achieve?			
	You must only use software supplied by AheadMG for work purposes. Is the supplied software suitable for the task?			
Temperature	The minimum temperature in a workplace should be at least 16C but a temperature of around 21-24C is normally considered comfortable for sedentary work. Are you able to provide and maintain this level of heating when required?			
	In hot weather a fan plus, increased ventilation may be necessary to achieve a comfortable working temperature. Are you able to achieve a comfortable working temperature during periods of hot weather?			
Lighting	It may be necessary to use task lighting (a portable desk lamp or similar) to provide a suitable level of lighting. This will improve the light level where required without causing glare on your screen from ambient light. Do you have a desk lamp or similar?			
Ventilation	Is there adequate ventilation – for example if you have converted an area of your home into a study / office is there a means of providing ventilation?			

Home Safety – Fire				
	Have you a smoke alarm/detector, and you regularly check/replace batteries?			You are advised to check the alarm on a weekly basis and replace the batteries annually.
	Is your work area is kept clear of waste materials/piles of unnecessary paper?			Ensure that your work area is kept clear.
Home Safety – Electrical Safety				
	Is the plug for the computer in safe working order and free from discoloration or any visible damage?			
	Is the outer covering of the computer cable and wiring intact?			
	Is the outer covering of the cable securely covered at the point where it enters the plug?			
	Are there burn marks or staining on or around the plug/ socket where the computer is used?			
	Are there any trailing cables?			Please ensure that any trailing leads are avoided, diverted or suitably covered in your work area.
	It is recommended that you turn off the electrical supply to the computer after use, can you do this?			
Home Safety – First Aid				
	Please confirm you have a first aid box in the house?			Please ensure you maintain a suitable first aid box in your home.
Accidents at Home	There is a requirement to report accidents at work even when they happen in your home.			
Slips, Trips, Falls				
	There are no obvious trip hazards which can be removed e.g. trailing cables/boxes in walkways?			
	Is there sufficient space available?			
	Can you move about freely without bumping, twisting, stepping over or climbing on things?			
	Is there suitable storage space available for the work and are the floor and walls designed to take any additional loading caused by the work and equipment?			
Home Insurance				
	You must make your buildings and contents insurers are aware that you carry out work from home.			Please note that if you don't make your insurers aware of the full circumstances, all or part of your insurance may be invalidated.

What to do next?

The completed form should be submitted to your line manager.

A home visit may be necessary to verify the comments made on this form. Following that a decision will be made as to whether the environment and / or equipment identified is adequate to allow you to work from home.

For more information on Security, IT controls and Data Classification please refer to the AheadMG suite of policies available on our website <https://www.aheadmg.com/new-starters/>

To be completed by line manager

On the basis of the information above I agree / do not agree to working from home.

Signed:

Date:

Comments: