**Homeworker Hazard Checklist**

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| **Completed By:** | **Date:** |
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| **Slips, Trips & Falls Hazards** Are there any obstructions on the floor that could cause a slip, trip or fall from: |
|  | **Yes** | **No** |
| Office supplies, such as books, stationery, toner cartridges, etc? |  |  |
| Electrical equipment, such as printers, kettles, fan heaters, etc? |  |  |
| Trailing leads supplying computers, printers, fax machines, etc? |  |  |
| Loose or worn carpets or mats? |  |  |
| Uneven floors? |  |  |

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| **Falling Object Hazards** Are there any objects that could fall on people such as: |
|  | **Yes** | **No** |
| Goods or stores on shelves and racking? |  |  |
| Unstable freestanding stacks of goods or materials? |  |  |
| Loose electrical or mechanical equipment: lighting, pipework, ventilation equipment, etc? |  |  |

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| **Electrical Hazards** Is there any risk of persons receiving an electrical shock from: |
|  | **Yes** | **No** |
| Loose or broken: sockets, switches, light fittings, conduits and trunking, etc? |  |  |
| Worn, frayed or split cables? |  |  |
| Trailing leads? |  |  |
| Overloaded extension leads or multi socket adaptors? |  |  |
| Exposed cables into plugs, computer equipment, kettles, fan heaters, microwaves, food and drinks dispensers, etc? |  |  |
| Exposed live parts of electrical switchgear: controls, motors, pumps, etc? |  |  |
| Is any item of portable electrical equipment overdue for a Portable Appliance Test (PAT)? |  |  |
| Is any item of electrical equipment poorly or dangerously positioned? |  |  |

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| **Substance Related Hazards** Are there any substances used that could cause harm from contact or inhalation, such as: |
|  | **Yes** | **No** |
| Cleaning chemicals? |  |  |
| Solvents in inks, dyes, adhesives, etc? |  |  |
| Dusts from powdered goods or supplies? |  |  |
| Smoke or exhaust fumes? |  |  |
| Asbestos in fire retardant panelling, ceiling tiles or pipe lagging? |  |  |
| Has any staff member complained of any persistent or increasing allergic reactions: running nose or eyes, coughing, sneezing, itching skin, etc? |  |  |

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| **Fire Hazards** Are flammable materials stored or used in a manner that could cause a fire, such as: |
|  | **Yes** | **No** |
| Any flammable substances on or near sources of heat or direct sunlight? |  |  |
| Any flammable substances that are not correctly stored in flameproof cupboards (solvents, adhesives, etc)? |  |  |
| Any potential for a flammable substance to be spilled onto sources of heat or electrical equipment? |  |  |
| Waste paper in waste bins left overnight? |  |  |
| Covered convector heaters? |  |  |

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| **Display Screen Equipment**Does display screen equipment require assessment for: |
|  | **Yes** | **No** |
| Poorly positioned monitors? |  |  |
| Lighting creating glare on screens? |  |  |
| Poor seating position? |  |  |

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| **Manual Handling and Workstation Hazard**Do working positions pose a hazard that could cause muscular strains, such as: |
|  | **Yes** | **No** |
| Poor lifting positions? |  |  |
| Bad posture over desks or benches? |  |  |
| Repetitive twisting or turning? |  |  |
| Does any office furniture show signs of damage or imminent collapse (desks, chairs, benches, shelving, etc)? |  |  |

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| **Hygiene Hazard**Do sanitary provisions require improving to reduce the risk of infection or contamination, such as: |
|  | **Yes** | **No** |
| Improved hand washing and drying facilities? |  |  |
| The use of rubber or cotton gloves for assembly work? |  |  |

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| **Accidents and First Aid**Is a first-aid box required? |
|  | **Yes** | **No** |
| Are there any specific requirements for accident treatment? |  |  |
| Do accident records need reviewing? |  |  |

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| **Security Hazards**  |
|  | **Yes** | **No** |
| Do regular telephone checks need to be made to ensure the homeworker’s safety? |  |  |
| Are valuable equipment or goods stored at the homeworker’s premises? |  |  |
| Are homeworkers at an above average risk from personal attack due to their work? |  |  |