# Coronavirus – Home Working Arrangements – Audit Checklist & Follow up Actions

# Name: ………………………………………………

It may be necessary to make a rapid decision to deploy staff from office to homebased working. The Phase 1 Checklist below provides some immediate information to support the initial change from office to homeworking.

Where there is a longer term requirement to maintain homeworking solutions, more detailed assessments of the homeworking environment are required. Please refer to the TSA Homeworking Guide Appendix A & B for further risk management considerations. <https://www.tsa-voice.org.uk/-covid-19/safe-working-environments/home-working/>

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| --- | --- |
| Home Working Capacity Audit – Initial Emergency Assessment Phase 1 |  |
|  | **Yes/No + comments** | **Follow Up Action** | **By When** | **By Who** | **Action Complete** |
| Do you have any underlying health conditions that may put you into the ‘vulnerable’ group in respect of the Coronavirus |  |  |  |  |  |
| If necessary are you able to work from home? |  |  |  |  |  |
| Are there any additional considerations that may limit or present a problem for working at home e.g. childcare, carer etc.  |  |  |  |  |  |
| Do you have access to a Company Laptop |  |  |  |  |  |
| Do you have Internet access/good broadband connectivity at home |  |  |  |  |  |
| Personal and/or company Mobile Phone Please add number(s) |  |  |  |  |  |
| Landline number – if available please add number |  |  |  |  |  |
| Is there a suitable space within your home to create a safe working home hub i.e. desk, chair, quiet space etc? |  |  |  |  |  |
| Other requirements - Please detail |  |  |  |  |  |