





























Questions	Yes / No	Comments
<b>6. Environment</b>		
<ul style="list-style-type: none"> <li>• Are there any manual handling issues relating to you working remotely?</li> <li>• Is the work area free from trip hazards – including the tidying of cables and leads?</li> <li>• Does the route to your workplace involve using a loft ladder?</li> <li>• Are there access problems if you carry large or heavy items?</li> <li>• Is the general lighting adequate?</li> <li>• Can you eliminate strong light sources / reflections?</li> <li>• Is the temperature and ventilations adequate and free from draughts?</li> <li>• Is the work area free from distracting noise?</li> <li>• Will your remote working activities involve significant use of the telephone?</li> <li>• Are you intending to use a mobile phone for this purpose or will you have access to a land line?</li> <li>• In relation to your electrical equipment is there any evidence of damage to plugs or leads?</li> <li>• Is there any evidence of overheating?</li> <li>• Are combustible materials kept away from sources of heat?</li> <li>• Do you have a smoke alarm fitted?</li> <li>• Do you know what action to take in the event of a fire?</li> </ul>		
<b>7. I.T. Equipment</b>		
<ul style="list-style-type: none"> <li>• I have a suitable broadband internet connection and good wi-fi or a cable to the router</li> </ul>		

**Line managers response to employee’s self-assessment of the proposed working arrangements**

<p>Actions taken in relation to any risks identified:</p>
<p><b>I have reviewed the employee’s request for remote working with their line manager and:</b></p> <p>a) I agree to the proposed occasional remote working arrangements  <b>OR</b> <i>(delete as appropriate)</i>  b) I do not agree to the proposed remote working arrangements for the following reasons:</p> <p><b>Signed:</b>.....</p> <p><b>Date</b> .....</p>













