

## Home working: Employee Factsheet

If you work from home, your employer must carry out a risk assessment of your work activities. This may be in person, or by use of a questionnaire and will help decide if sufficient steps have been taken to prevent harm to you or anyone else who may be affected by your work.

### What are your responsibilities?

If you use electrical equipment provided by your employer as part of your work, your employer is responsible for its maintenance. However, your employer is only responsible for the equipment they supply. Electrical sockets and other parts of your domestic electrical system are your responsibility. It is also recommended that you carry out the following basic checks on a regular basis:

- electrical equipment is turned off before it is checked
- plugs are not damaged
- the outer covering of the cable or wire is gripped where it enters the plug or the equipment
- the outer cover of the equipment is not damaged, for example look for loose parts or screws
- leads, wires or cables do not have damage to the outer covering
- there are no burn marks or staining that suggests overheating
- there are no trailing wires.

If electrical equipment is damaged, the employer should be notified so that repairs or replacements can be made.

If your employer provides any control measures, you must use them properly. If your employer provides you with personal protective equipment, for example gloves or a mask, in addition to providing other control measures (but only in cases where other measures are insufficient, on their own, to adequately control exposure), you are responsible for using it.

If you habitually used Display Screen Equipment as part of your work, you will be entitled to an eye test and you should also have a workstation assessment which may be undertaken by questionnaire. Your employer must provide you with information on how to obtain this.

If you have any concerns about the safety of your home working arrangements, you should speak to your employer or manager. Home workers should notify their employer of any accidents or incidents that occur whilst they are working. In some cases the employer will provide the employee with a first aid kit, dependent on the work activities.

### Did you know?

#### Fact 1

Approximately 3.1 m employees consider home as their work base and 30% of employees work at home as part of their work.

#### Fact 2

94% of these people are women.

### Insurance

Working from home may affect your domestic insurance cover. Home workers are responsible for making enquiries with their own insurance providers.

You will be entitled to training commensurate with the work activities undertaken, and Safety Representatives appointed by a recognised Trade Union elected Representatives of Employee Safety can represent home workers in consultations with employers about health and safety matters.

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