



This guide is to help home-based and flexible workers (regular or ad-hoc) identify hazards associated with their work area and with working practices, in the home environment. Use this as *the basis* of an assessment, identify additional precautions that may need to be taken and then discuss the results with your line manager.

- The homeworker's guidance pack contains more information on some of these topics and can be used in conjunction with this assessment / checklist.
- The [Keeping you safe checklist](#) provides an overview of the BP requirements that are applicable to everyone in BP, including homeworkers. Check this periodically.
- Check your local HR Policy for details on formal homeworking and flexible working arrangements.

Hazard	Consequences/How affected	Examples of control measures	Checklist example	✓
Work area	An ill-defined or inadequate work area increases the likelihood of poor working practices and failure to effectively manage a safe working environment.	<ul style="list-style-type: none"> – Work area is suitable and adequate – e.g. a dedicated work space, or ideally a separate room such as a study. – Lighting is adequate and can be controlled to protect screens from glare and reflection – Ventilation and heating is adjustable and comfortable and there are no drafts 	• There is enough space to move around comfortably	
			• Is there daylight, adequate lighting / desk lamps?	
			• Can you protect your screen from glare e.g. close blinds?	
			• Do windows open and can you prevent drafts?	
			• Is the room temperature comfortable?	
Ergonomics and using screens	Eye strain and headaches or musculoskeletal disorders (particularly upper limb disorders) due to repetitive movements using display screen equipment or poor posture while sitting.	<ul style="list-style-type: none"> – Workstation is set up correctly to encourage correct posture – Take regular breaks - <i>Homeworkers sometimes forget to take breaks as there are fewer distractions at home</i> – Follow the ergonomic advice and guidance provided – Check whether you have suitable equipment (e.g. adjustable chair; desk; monitor; keyboard, laptop stand) 	• Is your ergonomic assessment up to date? (Use Remedy OES if available, or your local process)	
			• Set up and use your workstation as per the advice in the ergonomics section of the OS website	
			• Do you do simple exercises at your desk?	
			• Do you take regular breaks? Install RSI guard to help you manage your breaks.	
Manual Handling	Risk of injury (particularly lower back injuries or strains) from lifting from carrying or moving loads.	<ul style="list-style-type: none"> – Store heavy equipment in accessible places at waist height to avoid stooping, reaching overhead and twisting, when moving or lifting heavy or bulky loads. – Follow manual handling guidance if lifting is necessary. 	• Can you avoid using or moving very heavy items?	
			• Can you store heavy or bulky items at waist height?	
			• Are you aware of good manual handling techniques? Watch the video on the OS website.	
Work equipment	Cuts, burns, trapping, entanglement or electrical risks from using office equipment (e.g. paper shredders, electric fans or portable heaters).	<ul style="list-style-type: none"> – Check whether work equipment is safe and suitable for use and is maintained in a safe condition. – Use equipment as per the manufacturer's instructions. – Check whether work equipment is used only by people who have received adequate instruction. 	• Check that equipment cannot be activated unintentionally. Is it kept unplugged when not in use?	
			• Is the equipment out of reach of children?	
			• Keep hands, loose clothing and long hair away from moving parts (e.g. paper shredders)	
Electricity	Electric shock or fire.	<ul style="list-style-type: none"> – Plugs are correctly wired and maintained; – Plugs, leads, wires and cables are checked regularly and kept in a condition that does not cause harm. – Sockets are not overloaded – <i>Some BP sites regularly safety test portable appliances used for work activities e.g. laptops, printers, paper shredders. This may not apply in every country</i> 	• Plug sockets are not overloaded	
			• Do you visually inspect the wires, cables and plugs to check whether they are in good condition? <i>Check for cracked casing, frayed cables or signs of overheating like discolouration.</i>	
			• Have all your BP portable electrical appliances been safety tested? <i>Your local site may be able to arrange this for you. (UK PAT test or equivalent, if available).</i>	



Hazard	Consequences/How affected	Examples of control measures	Checklist example	✓
Slips, Trips and Falls	Physical injury due to poor housekeeping.	<ul style="list-style-type: none"> – Keep work areas tidy and clear of obstructions or objects lying around that may cause person to trip. – Clean spills up immediately – Arrange furniture in order to avoid trailing wires – Mats are securely fixed and do not have curling edges – There is adequate lighting. 	• Your work area is clear and tidy.	
			• There are no trailing cables on the floor.	
			• Is the floor in good condition and free from trip hazards?	
			• Is the area well lit?	
Isolation	Isolation - stress and depression.	<ul style="list-style-type: none"> – Seek regular face to face contact with line managers and colleagues – Homeworkers receive the same information and support as on-site workers, including information on social events. – Homeworkers receive information on health and safety issues e.g. site stand downs and entity initiatives 	• Is HSE information communicated to you?	
			• Do you meet colleagues or your line manager face to face regularly?	
			• Do you feel involved with your team?	
Fatigue	Exhaustion and ill-health from working long hours or without sufficient breaks, lack of structured breaks	<ul style="list-style-type: none"> – Take regular or planned breaks to avoid fatigue – Avoid working overtime or working late <i>Homeworkers can work extended hours and forget to take breaks due to fewer distractions less structured days</i> 	• Would you recognise the <i>signs of fatigue</i> ?	
			• Take regular and structured breaks - do you build breaks into your calendar?	
			• Avoid working though periods of ill-health	
Accidents, emergencies & fire	Injury , illness or exposure to a threat, by failing to respond appropriately or be prepared for an emergency.	<ul style="list-style-type: none"> – Have fire detection and response equipment at home – Have a first aid kit for minor injuries – Know what to do if you need to leave your home in an emergency – Respond promptly to any accounting for people exercise conducted by your business, as part of their crisis and continuity (C&CM) management plan. 	• Do you have smoke alarms fitted and do you test them regularly?	
			• Do you have an escape plan and are exit routes kept clear?	
			• Is there basic first aid provision at home?	
			• Are you familiar with your entity's accounting for people process?	
Security	Equipment theft Confidential information breach	<ul style="list-style-type: none"> – Never leave BP laptops, devices or documents accessible to 3rd parties. Ideally, lock them away when not in use. – Only access the internet on a secure Wi-Fi connection and the BP network via CrossLink, iRAS or iLink. – When making phone calls ensure you are not overheard discussing a sensitive topic. – Do not write passwords down, even at home. 	• Are BP devices and documents stored in a secure place or out of sight, when not in use?	
			• Do you shred confidential documents before you dispose of them, or use a confidential waste bin?	
			• Do you have a WPA2 encrypted Wi-Fi network with a strong password for you home Wi-Fi?	
			• Have you read the <i>secure homeworking guide</i> ?	
Other : Any other hazards	<i>Other considerations e.g. personal smoking etc.</i>			