STFC checklist for line manager with staff working from home

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| **1. Good mental health** | **Yes** | **No** |
| Do you have controls in place for staff who work at home alone? |  |  |
| Do you know where to look for information on STFC policies and resources for stress, anxiety or depression? |  |  |
| Do staff take regular breaks away from their desk, e.g. short walk before work or during lunch break? |  |  |
| Are there opportunities, both online and face-to-face, to catch up with colleagues regularly to chat about issues either work or non-work related? |  |  |

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| **2. Lone working** | **Yes** | **No** |
| Are you aware of all pre-existing medical conditions for your staff?  *Note: some staff may not be suitable for working at home alone, contact HR should you wish Occupational Health advice.* |  |  |
| Do you have controls in place for staff who work at home alone during the day? |  |  |
| Do you know where to look for information on STFC policies and resources for stress, anxiety or depression? |  |  |

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| **3. Using DSE equipment at home** | **Yes** | **No** |
| Have staff completed a workstation assessment for your set-up at home? |  |  |
| Have staff completed DSE training within the last 5yrs? |  |  |
| Have staff raised any DSE issues with you and have they been suitably addressed? |  |  |
| Do you regularly check your DSE equipment for any signs of overheating or cable damage through use, e.g. bare wire exposure? |  |  |
| Is your staff’s work electrical equipment in date regarding PAT testing? |  |  |
| Is your home workstation laid out in a way that would avoid unwanted trips or falls? |  |  |

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| **4. Incident reporting** | **Yes** | **No** |
| Do you and your staff know how to report any occupational injuries, ill-health or SHE related learning opportunities on SHE Assure (STFC database to record incidents)? |  |  |