

Home Working Assessment

Purpose

This assessment helps us make sure your home workspace is safe and comfortable. Please complete it honestly - it is designed to protect you, not to catch you out.

If you identify any issues, let your manager know and we will work with you to find a solution.

Your workspace

- Do you have a dedicated workspace that is separate from your living space where possible?
- Is the area clean, tidy and free from trip hazards?
- Is there adequate lighting - natural and artificial?
- Is the room temperature comfortable?
- Is there adequate ventilation?

Your desk and chair

- Is your desk at a comfortable height for typing and reading?
- Is your chair adjustable and supportive?
- Are your feet flat on the floor (or on a footrest)?
- Is your screen at eye level, roughly an arm's length away?

Electrical safety

- Are all cables and plugs in good condition, with no signs of damage?
- Are sockets not overloaded?
- Is equipment positioned away from water sources?

Wellbeing

- Do you take regular breaks from your screen (at least every hour)?
- Do you feel connected to your team and manager?
- Do you have a way to separate work from home life at the end of the day?

What to do next

If you answered no to any of the above, speak to your manager. We can help with equipment, advice, or adjustments to your setup.

This assessment should be reviewed periodically - at least once a year, or whenever your workspace changes significantly.

Questions

Contact peopleteam@milbank.co.uk if you need support.

milbankgroup.co.uk

Version	Date	Author	Changes
V1	Aug 2024	Milbank Group	Creation
V2	30/04/2026	Milbank Group	Rewrite no substantive changes