**Checklist for setting up homeworking**

Checklist for employers and employees to use when setting up homeworking, including homeworking because of the coronavirus (COVID-19) pandemic.

This checklist can be used or adapted to make sure the employer and employee have everything in place to work from home. You should keep it as a record of actions taken.

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|  | **Action** | **Completed**  (date and notes) |
| 1 | Employer to carry out a health and safety risk assessment of the employee’s homeworking environment.  If a full assessment is not possible during the coronavirus pandemic, employer to provide information on working safely and ask employee to complete a self-assessment. |  |
| 2 | Employer to make sure employee has or is provided with necessary equipment and technology, and agree who will be responsible for costs. |  |
| 3 | Employer to make sure IT support is in place, including providing any necessary training. |  |
| 4 | Employer to provide guidance and any policies around work equipment and technology. For example, how to report any IT issues and rules around data protection and information security. |  |
| 5 | Employee to check there are no issues working from home with their home insurer, mortgage provider, landlord or tax authorities. |  |
| 6 | Employer to check insurance covers employees working from home. |  |
| 7 | Employer and employee to agree any arrangements around expenses, including what can be claimed, how, when and what is taxable. |  |
| 8 | Agree how and when to communicate with each other. |  |
| 9 | Agree how performance will be monitored and managed. |  |
| 10 | Agree how often the employee will attend the main place of work, in line with any government rules related to coronavirus. |  |
| 11 | Agree:   * when and how often the homeworking arrangement will be reviewed * when any trial period will be assessed * what will happen if there are any issues with homeworking arrangements |  |
| 12 | Employer to put arrangements in writing and issue a homeworking policy. |  |
| 13 | Employer to make a consent form. Employer and employee to sign it to show agreed details of the homeworking arrangement. |  |
| 14 | If a permanent homeworking arrangement is agreed, employer to amend the employee’s contract to reflect the homeworking agreement where necessary. |  |