



Working from home

Risk assessment checklist for
creative freelancers

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Your work as a creative freelancer can take you to a lot of different places.

If you are working from home, it is important to make sure you are well prepared and able to manage any risks you may face while working.

To help you with this, we have developed this free risk assessment checklist, this covers potential risks you may face while working from home, including:

- ✓ Working environment
- ✓ Electrical equipment
- ✓ Stress
- ✓ Emergency arrangements

This risk assessment checklist is to be used as a guideline and is not likely to cover all scenarios and risks. It is designed as a starting point for you to use as a template as you develop a Risk Assessment document based on the activities and risks that are unique to your organisation.

Working environment

Potential risk	Date checked
Is there sufficient ventilation? Can windows be opened without risk to you or others?	
Is there sufficient lighting for you to carry out your work safely?	
Is there sufficient heating? Are heating systems/ portable heaters maintained in good working order? (Gas appliances must be maintained by a Gas Safe (previously CORGI) qualified engineer)	
If portable heaters are used, are these positioned to prevent toppling and away from combustible materials?	
Is there sufficient space for all the furniture & equipment used?	
Is the flooring in good condition and free from trip hazards?	
Is there sufficient safe & secure storage space for any equipment and documents used for your work?	

Electrical equipment

Potential risk	Date checked
Is the fixed electrical system in good condition e.g. no signs of scorching or arcing on sockets?	
Are there sufficient numbers of sockets to prevent overloading?	
If extension leads are used, are these the fused and switched type? (Cables and extension leads should be positioned so that they are not subject to excessive wear or damage and do not present a trip hazard).	
Is electrical equipment used for home working in good condition and free from any visual faults?	
Do you undertake regular visual checks of electrical equipment to identify any obvious faults such as worn or damaged leads or plugs?	

Stress management

Potential risk	Date checked
Do you have sufficient segregation from disruptions e.g. children, pets, other family members?	
Do you have access to support to help deal with either IT problems or other specific work queries?	
Do you make arrangements to take regular breaks during the work day?	
Do you have sufficient training, as well as access to information and instruction to help you carry out your work confidently?	
Do you have the correct equipment to do your job properly?	

Emergency arrangements

Potential risk	Date checked
Does the location you use for home working have a working smoke alarm?	
Have you identified what you will do in the event of a fire? (You should plan your escape route and also what you would do if the route was unavailable due to fire/smoke, e.g. having to tools to break double-glazed windows etc.)	
Do you have access to a first-aid kit?	

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