

TSHE 129 - Feedback checklist for remote workers

Name of remote worker & clock no.:		Address, location, phone number:	
Work activity:			
Line manager		Date:	
Feedback from remote worker	Y/N	Management action required?	Done?
Are you happy with the arrangements for communicating with your manager or other team members? - Face to face? - By telephone?			
Provide details (if required):			
Do you have good access to organisational information (e.g. by email, intranet)?			
Provide details (if required):			
Has a risk assessment been done for your workstation, work environment and activities? This is provided for you (issued with checklist)			
Provide details (if required):			
Have you been given guidance on: - Health and safety when working at home? - Safe set-up and use of your workstation (including laptops)? - How to use appropriate software?			
Provide details (if required):			
Do you take regular breaks from computer work?			
Provide details (if required):			
Do you have any concerns about managing your working hours or workload?			
Provide details (if required):			
Do you know how to report health and safety concerns, accidents and ill health?			
Provide details (if required):			
Please detail any health and safety concerns you would like to raise now.			
Provide details (if required):			