

# 21 Managing Staff Remotely

This chapter is split into two parts:

**Part 1: Directive.** This part provides the direction that **must** be followed to help you comply with (keep to) health and safety law, Defence policy and Government policy.

**Part 2: Guidance.** This part provides the guidance and good practice that **should** be followed and will help you to keep to this policy.

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## Amendment record

This chapter has been reviewed by the Directorate of Defence Safety (DDS) together with relevant subject matter experts and key stakeholders. Any suggestions for amendments **should** be sent to [DDS-GroupMailbox@mod.gov.uk](mailto:DDS-GroupMailbox@mod.gov.uk)

Version No	Date published	Text Affected	Authority
1.2	Oct 2022	Interim update post-handover of policy from DSA to D HS&EP.	Dir HS&EP
1.3	5 May 2023	Release of two-part structure.	DDS

## Key terms and definitions

The following table sets out definitions of some of the key terms used in this chapter. Definitions for other JSP 375 health and safety terms are given in the master glossary on the [JSP 375 Defnet](#) or [Gov.UK](#) page.

Accountable Person (AP)	The person whose terms of reference state that they are responsible for making sure there are suitable and sufficient systems in place to control health and safety risks in their unit, estate (site) or platform. This term is used in place of CO, HoE, OC, Station Commander and so on, or as decreed by the Defence organisations.
Commander	A military person responsible for planning activities, supervising activities, and making sure that personnel under their area of responsibility are safe. This term refers to a role rather than the rank of Commander, and it can be a permanent or temporary role (for example, lasting for the duration of a training exercise). In parts of Defence this person could be referred to as a 'responsible person.'
Competent person	A person who has the training, skills, experience, and knowledge necessary to perform a task safely, and is able to apply them. Other factors, such as attitude and physical ability, can also affect someone's competence. (See <a href="http://www.hse.gov.uk/competence/what-is-competence.htm">www.hse.gov.uk/competence/what-is-competence.htm</a> for information on competence.)
Display Screen Equipment (DSE)	DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.
Lone working	A lone worker is a person who undertakes a specific activity unaccompanied or without immediate access to another person for assistance.
Manager	A person responsible for managing or supervising staff, planning activities, and making sure that personnel under their area of responsibility are safe. This could be a permanent or temporary role, and in parts of Defence this person could be referred to as a 'line manager,' a 'responsible person' or a 'delivery manager.'
Memorandum of Understanding (MOU)	A nonbinding agreement that states each party's intentions.
Occurrence	Refers to the terms Accident / Incident, Near Miss, Unsafe Act, Unsafe Condition and Dangerous Occurrence.
Remote working	Personnel habitually working at locations that are remote from their management chain of command and parent organisation, whether it be working on the move, working from home or working from satellite locations.

## **Must and should**

Where this chapter says '**must**,' this means that the action is a compulsory requirement.

Where this chapter says '**should**,' this means that the action is not a compulsory requirement but is considered best practice to comply with the policy.

## **Scope**

This policy applies to all those employed by Defence (military or civilian) as well as those working on behalf of Defence (for example, contractors). It applies to all Defence activities carried out in any location (UK or overseas).

# Part 1: Directive

## Introduction

1. This chapter sets out the direction and guidance on the health and safety issues related to Defence personnel working at locations that are remote from their chain of command and parent organisation, whether it be working on the move, working from home or working from satellite locations.

## Background

2. Modern technology allows people to balance home life commitments with work commitments and for Defence to be flexible in meeting its business needs. This has resulted in more people working remotely from their management chain of command and peers. Working remotely has also proven effective when Business Continuity Plans have been implemented, such as the restrictions of accessibility implemented in response to pandemics. These changes allow essential business to continue and can be temporary or enduring. This change in working patterns brings benefits to the business and Defence personnel but has the potential to introduce additional hazards that need to be managed.

3. The employer has a duty of care to personnel working at locations that are remote from the parent organisation (e.g. home or a workplace based at another establishment, unit or site) and who have restricted contact with their management or peers.

4. Flexible working patterns that require personnel to be managed remotely are often referred to as: working from home, homeworking, hybrid working, telecommuting, teleworking, e-commuting, e-work, remote working, mobile working and so on.

5. Further information and guidance on flexible working patterns and other associated information (e.g. security, working patterns, flexible working requests) can be found within Service Personnel Policy – Service Conditions documents (for Service personnel), and Policy, Rules & Guidance (PRG) documents (for civilian personnel), Defence Instructions and Notices (DINs), Defence Advice Notices (DANs), and site instructions, which are available on the Defence Intranet.

## Key health and safety legislation

6. Employers have a general duty under the Health and Safety at Work etc. Act (HSWA) to maintain safe working arrangements for their employees. There is a further duty on employers under the [Management of Health and Safety at Work Regulations 1999](#) to carry out a risk assessment of the hazards to which their employees are exposed.

7. The principles of this legislation are extended worldwide by [Secretary of State for Defence policy statement on health, safety and environmental protection](#).

## Policy Statements

8. Defence has established the following policy statements to provide direction on the managing of staff working remotely, which **must** be followed.

- a. **Policy Statement 1.** Commanders, managers and Accountable Persons (APs) have the same health, safety and welfare responsibilities for all Defence personnel (irrespective of the location at which they work, whether at home or other locations) and **must** make sure that appropriate furniture, equipment and services are provided to those who work remotely.
- b. **Policy Statement 2.** Commanders, managers and APs **must** make sure that appropriate risk assessment is carried out and recorded for the working conditions and activities at the remote workplace and **must**, so far as is reasonably practicable, make sure that those working at remote locations are not placed at greater risk compared to those working at a Defence establishment, unit or site.
- c. **Policy Statement 3.** Personnel **must** make sure that they comply with all safety control measures and bring any health and safety concerns that they may have about the workplace or work activity to the attention of their commander, manager or AP.
- d. **Policy Statement 4.** Commanders, managers and APs **must** make sure that periodic health and safety checks of working practices and arrangements are conducted and any control measures that have been put in place are effective.
- e. **Policy Statement 5.** Commanders, managers and APs **must** make sure arrangements are put in place to monitor the health, safety and welfare of Defence personnel who work remotely and make sure that any safety improvements are made when identified and approved.

### Policy statement 1

Commanders, managers and Accountable Persons (APs) have the same health, safety and welfare responsibilities for all Defence personnel (irrespective of the location at which they work, whether at home or other locations) and must make sure that appropriate furniture, equipment and services are provided to those who work remotely.

9. This chapter **must** be applied equally for managing Defence personnel working remotely and have restricted contact with their management or peers (e.g. at home or at a workplace based at another establishment, unit or site), as to those working within the parent organisation's main location.

10. Management practices may differ in their application, e.g. how communications are maintained or how checks of working conditions are conducted, but the outcomes **must** provide the same levels of protection to all workers, regardless of location.

## **Policy Statement 2**

Commanders, managers and APs **must** make sure that appropriate risk assessment is carried out and recorded for the working conditions and activities at the remote workplace and **must**, so far as is reasonably practicable, make sure that those working at remote locations are not placed at greater risk compared to those working at a Defence establishment, unit or site.

11. Commanders, managers and APs **must** identify hazards and the risks that may arise from them and decide whether reasonable steps are being taken to manage them. This **must** be done through suitable and sufficient risk assessment (JSP 375, Volume 1 Chapter 8 – Safety risk assessment and safe systems of work), following the five-step risk assessment process:

- a. **Step 1** – Identify the hazards;
- b. **Step 2** – decide who might be harmed and how;
- c. **Step 3** – evaluate the risks and identify suitable and sufficient control measures;
- d. **Step 4** – record and implement findings; and
- e. **Step 5** – review the risk assessment and update as necessary.

12. Those undertaking the risk assessment **must** engage with the personnel who are conducting the work activity to make sure all hazards are suitably identified, safe working practices are effective and control measures are workable.

13. Display Screen Equipment (DSE), where used, **must** be subject to an assessment in accordance with Defence policy (JSP 375, Volume 1 Chapter 12 – Display Screen Equipment).

14. The findings of the risk assessments and any necessary control measures to be implemented (e.g. the provision and use of appropriate furniture, special equipment, supplies, services such as primary health care and medical insurance for overseas activities) **must** be explained and copied to all personnel engaged in or affected by the activity.

15. Commanders, managers and APs **must** be satisfied that the control measures are effective, suitable and clearly communicated to all affected personnel, fully implemented, maintained, and used properly.

16. Where any infectious diseases or other restrictions may affect work activities or the working environment, the risk assessment **must** be reviewed in line with Defence and Public Health direction and guidance.

17. Health and Safety Advisers can be consulted to provide help and guidance on the best way to conduct and manage assessments, assist with any required training and provide advice on specific health and safety issues.

### **Policy Statement 3**

Personnel **must** make sure that they comply with all safety control measures and bring any health and safety concerns that they may have about the workplace or work activity to the attention of their commander, manager or AP.

18. All personnel **must** comply with the safety control measures implemented following risk assessment. Personnel **must**:
- a. take reasonable care for their own health and safety and that of anyone else who might be affected by their acts or omissions;
  - b. co-operate with their commanders, managers and APs as necessary to allow compliance with statutory and policy requirements;
  - c. make sure they report any occurrences or ill-health to their commander, manager or AP and in accordance with their host or parent establishment, unit or site safety occurrence reporting procedures;
  - d. inform their commander, manager or AP of any health, safety or welfare concerns without delay; and
  - e. not deliberately or recklessly interfere with, or misuse, anything provided in the interests of health, safety and welfare.
19. Personnel lodging in a satellite office or workplace **must** make sure that they comply with all host organisation health and safety arrangements and co-operate with their commanders, managers and APs and bring to their attention any concerns that they may have about workplace or work activity health and safety issues.
20. When working from home, personnel **must** make sure that they and other persons, who may be affected, including other residents and visitors, do not interfere with and are not endangered by work activities undertaken using Defence provided equipment.

### **Policy Statement 4**

Commanders, managers and APs **must** make sure that periodic health and safety checks of working practices and arrangements are conducted and any control measures that have been put in place are effective.

21. Commanders, managers and APs **must** have arrangements in place to provide assurance that remote working practices are being conducted safely. The level of checks and their frequency is dependent on the risk.
22. Health and Safety Advisers can be consulted to provide help and guidance on the best ways to provide assurance of safe working practices.

### **Policy Statement 5**

Commanders, managers and APs **must** make sure arrangements are put in place to monitor the health, safety and welfare of Defence personnel who work remotely and make sure that any safety improvements are made when identified and approved.

23. Working remotely can increase stress levels and may impact a person's mental health. Therefore, in addition to the workplace checks required by Policy Statement 4, checks on personnel welfare and wellbeing are required. This can be achieved by regular engagement with all persons working remotely to maintain knowledge of organisational developments and personal development whilst minimising the negative effects of restricted contact.

24. Commanders, managers and APs **must** review risk assessments and make sure that the workplace and work activities remain safe and that all control measures and welfare arrangements are suitable and being maintained. If anyone believes or identifies that the control measures being applied are ineffective, or additional control measures are required, the commander, manager or AP **must** be informed.

25. Where risks are thought not to be effectively managed, the commander, manager or AP **must** make sure the risk assessment is reviewed and, where necessary, the control measures amended or additional control measures implemented. These actions **must** also be taken following an occurrence. In these circumstances the commander, manager or AP **must** decide if restricting, stopping or pausing the activity is required.



## Part 2: Guidance

This part provides the guidance and good practice that **should** be followed using the Plan, Do, Check, Act approach and will help you to keep to this policy.

### PLAN - identify problems and opportunities

#### Policy Statement 1

**Commanders, managers and Accountable Persons (APs) have the same health, safety and welfare responsibilities for all Defence personnel (irrespective of the location at which they work, whether at home or other locations) and must make sure that appropriate furniture, equipment and services are provided to those who work remotely.**

1. All remote working **should** be adequately planned to make sure all policy requirements are effectively met, reviewed and amended where necessary.
2. Not all work can be effectively conducted remotely, some locations might not be suitable for remote working and not all personnel are able to work remotely. Commanders, managers and APs **should** talk with personnel to identify any concerns or issues that may impact remote working. If remote working is not possible or not considered appropriate, commanders, managers or APs **should** agree alternative arrangements for people to work in their parent organisation's establishment, unit or site or seek alternative suitable premises.
3. For Defence personnel working remotely from their management, additional training may be required such as; understanding good DSE workstation set-up, safe practices for manual handling, risk assessment and personal safety issues. The 'softer aspects' of working remotely or in isolation also need to be addressed, for example being self-disciplined, planning the day, managing time, communicating with managers and peers. Without training and support these issues could lead to increased work-related stress problems.
4. In some situations, it may be more practical to train Defence personnel who work remotely to conduct their own risk assessments, DSE assessments, manual handling assessments etc. so that they become a competent assessor. In these circumstances the effectiveness and accessibility of training **should** be considered as remote working may make attending full-time training courses more difficult. Use of on-line or e-courses **should** be considered where appropriate and available.
5. Where Defence personnel are based at another Government department or Defence establishment, unit or site or in commercial premises, a formal agreement or Memorandum of Understanding (MOU) **should** be in place. This **should** detail safety responsibilities, occurrence reporting procedures and how health, safety and welfare problems should be resolved.

## DO - implement potential solutions

### Policy Statement 2

**Commanders, managers and APs must make sure that appropriate risk assessment is carried out and recorded for the working conditions and activities at the remote workplace and must, so far as is reasonably practicable, make sure that those working at remote locations are not placed at greater risk compared to those working at a Defence establishment, unit or site.**

6. **Risk Assessment** - The risk assessment **should** consider all aspects of the work environment, the persons undertaking the work as well as the activities being conducted. The five-steps risk assessment process, as described in JSP 375, Volume 1 Chapter 8 (Safety risk assessment and safe systems of work), is a logical process that can be adapted to cover all assessment requirements.
7. If the business need requires Defence personnel to work from multiple locations, the risk assessment **should** identify suitable equipment including any ancillary equipment e.g. when frequently using a laptop at a remote location a docking station may be required linked to a full-size separate monitor, keyboard and mouse.
8. Where the workplace is located in domestic premises, the risk assessment **should** not include normal household areas or functions (e.g. kitchens and making refreshments). It **should** assess safe access and egress, the potential of harm to any other residents, family and visitors both social and official as well as any hazard posed by pets. Defence personnel working at home are not expected to be carrying out hazardous processes or using specialist equipment that would require provision of firefighting equipment or specialist first aid equipment.
9. Due to the conditions under which most remote working is authorised, the risks are likely to be low and the actions taken to protect personnel will be straightforward. However, risk assessment in accordance with Defence policy and guidance **should** still be conducted.
10. When risk assessing remote working, commanders, managers and APs **should** consider all hazards including, but not limited to, the following:
  - a. **The work environment** - Is there adequate space to conduct the task, is access to the workplace safe. A worker's own furniture or equipment may not be suitable or sufficient to conduct work safely. DSE assessments help identifying what workers need dependent on their work situations and circumstances.
  - b. **Work equipment** - Commanders, managers and APs **should** make sure all equipment is safe to use in the remote location. Commanders, managers and APs are only responsible for the equipment provided to the worker. Remote working personnel **should** routinely visually check any equipment used in connection with their work to identify damage or wear e.g. electrical cables and plugs, office furniture and so on. Advice **should** be given, where necessary, on the hazards that may be more prevalent when working remotely, especially at home, such as the potential to overload extension cables.

c. **Health and wellbeing** - People who are deprived of social contact through work can feel isolated or disconnected, bringing on pressure and stress or aggravating pre-existing mental health problems. Commanders, managers and APs **should** establish how to keep in touch with their remote working personnel e.g. regular online catch-up meetings or where necessary and practical, face to face visits.

d. **Computers and laptops** - Defence use of computers and laptops comes under the policy and guidance contained in JSP 375 Vol 1 Chapter 12 (Display Screen Equipment) and requires commanders, managers and APs to make sure an assessment is conducted where DSE is used for an hour or more on a daily basis. Where people are working from home, it may be beneficial to train those personnel to competently conduct their own DSE assessment.

e. **Workplace checks** - In most cases remote working site visits are not required. However, visits might be necessary:

- (1) to meet any special requirement, such as for a worker with a disability; or
- (2) if the work activity includes any significant hazards like tools or chemicals.

Use of self-assessment checklists can be an effective way of checking safety without the need for site visits. However, they have limitations and **should** only be used where the risk is low. If self-assessment and or questionnaires are to be used, their format, training requirements and management **should** be included within the risk assessment. The checklists at Annex A and B can be used to help identify potential hazards and risks. Checklist B can also be adapted to provide confirmation that safety controls are in place.

f. **Work / life balance** - Those working remotely, especially at home, can sometimes work longer hours, making them tired and stressed. Commanders, managers and APs **should** speak regularly about workloads, demands and training needs. Remote workers **should** be encouraged to take regular breaks and use their annual leave. Commanders, managers and APs **should** make sure people are not working too long to meet unrealistic deadlines or feel obliged to answer emails outside normal working hours.

g. **Emergencies** - Commanders, managers and APs **should** make sure remote workers know what to do in an emergency. Emergency procedures **should** include guidance on how and when remote workers **should** contact their commanders, managers or APs, including details of any emergency contact numbers. Consideration **should** be given to what action **should** be taken if a remote worker cannot be contacted, e.g. the holding of emergency contact details for the remote worker.

h. **Lone working** - Lone working presents its own risks which need effective management. Commanders, managers and APs **should** identify lone workers in their risk assessments and make sure Defence Lone Working policy and guidance (JSP 375, Volume 1 Chapter 18 - Lone working) is consulted and its requirements met.

- i. **Reporting occurrences for remote workers** - If an occurrence (including occupational ill-health) occurs at home which is directly related to work being undertaken on behalf of Defence, it **should** be reported to the parent establishment, unit or site in accordance with Defence safety occurrence reporting and investigation requirements. Occurrences at a host site, **should**, in the first instance, be reported in accordance with the host establishment, unit or site reporting procedures. In all cases the commander, manager or AP **should** be informed at the earliest opportunity. Further policy and guidance on occurrence reporting is available at JSP 375, Volume 1 Chapter 16 – Safety occurrence reporting and investigation.

### **Policy Statement 3**

**Personnel must make sure that they comply with all safety control measures and bring any health and safety concerns that they may have about the workplace or work activity to the attention of their commander, manager or AP.**

11. Personnel are required to comply with the control measures identified by risk assessment and tell their commander, manager or AP about any ineffective control measures or safety concerns and report any new hazards not previously identified in the current risk assessment. Regular routine contact with commanders, managers and APs **should** help to maintain effective means of reporting any concerns.
12. Self-assessment can also be used to identify compliance with control measures or areas where greater control is needed. However, arrangements **should** also be in place to make sure commanders, managers or APs can be contacted at the earliest opportunity when safety concerns are identified.
13. Defence equipment provided for homeworkers to undertake their work flexibly is to be used for that purpose only and **should** not be used by family members or other residents or visitors to the home.

### **CHECK - assess the results**

#### **Policy Statement 4**

**Commanders, managers and APs must make sure that periodic health and safety checks of working practices and arrangements are conducted and any control measures that have been put in place are effective.**

14. Safety checks are an effective way of making sure the control measures identified by the risk assessment are being suitably implemented and are effective in reducing risk to an acceptable level. JSP 375 Chapters 2 (Office & General Workplace Safety) and Chapter 4 (Workplace Inspections) provide guidance on what needs to be checked and how.
15. The level of checks and their frequency is dependent on the risk. It is important to keep a balanced and proportionate approach for remote workers. In most cases, such as home working, it is not necessary to visit them to make sure they are working safely. Questionnaires or self-assessment tools can often be used to make sure that the hazards identified in the risk assessment are being adequately controlled.

16. Checklists should be adapted to meet the particular requirements of the activities being checked. Checklists should accurately reflect the work being undertaken, the environment within which the work is being conducted and the equipment being used. Completed checklists should be retained with the appropriate risk assessment. Basic checklists, which can be adapted to meet a particular need, are at Annex A and B.

17. Self-assessment can be an effective and pragmatic way of identifying if remote working control measures, especially those used for home working, are effective. If self-assessment is to be used, commanders, managers and APs **should** make sure the person conducting the self-assessment is competent to do so and understands what is to be checked.

## **ACT - implement improved solutions**

### **Policy Statement 5**

**Commanders, managers and APs must make sure arrangements are put in place to monitor the health, safety and welfare of Defence personnel who work remotely and make sure that any safety improvements are made when identified and approved.**

18. The monitoring of remote workers is often dependent on effective communication. Regular scheduled contact with remote workers **should** help keep commanders, managers and APs aware of any problems or issues that may impact the safety and welfare of the remote worker.

19. Where safety improvements are identified, either through periodic checks, communication with those conducting the activity, changes to legislation or policy, changes in available equipment or technologies or following an occurrence, commanders, managers and APs **should** review and update their risk assessment control measures at the earliest possible time.

## **Retention of records**

20. Risk assessments and associated documents, including DSE assessments, **should** be kept for at least three years after they expire, and in line with Chapter 39 of JSP 375 Volume 1 (Retention of records).

## **Related documents**

21. The following documents are related to this chapter:

a. **JSP 375, Volume 1**

- (1) Chapter 02 - Military and civilian workplace safety
- (2) Chapter 04 - Workplace inspections
- (3) Chapter 05 - First Aid
- (4) Chapter 08 - Safety risk assessment and safe systems of work
- (5) Chapter 10 - Manual handling
- (6) Chapter 12 - Display screen equipment (DSE)
- (7) Chapter 16 - Safety occurrence reporting and investigation

- (8) Chapter 17 - Stress in the workplace
- (9) Chapter 18 - Lone working
- (10) Chapter 23 - Electrical safety
- (11) Chapter 39 - Retention of records

**b. Other Defence Publications**

- (1) JSP 815 Defence Safety Management System (SMS)
- (2) Service Personnel Policy - Service Conditions documents
- (3) Policy, Rules & Guidance documents (civilian personnel)

**c. Legislation and Guidance**

- (1) [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](http://legislation.gov.uk)
- (2) [Management of Health and Safety at Work Regulations 1999](#)
- (3) [Display Screen Equipment\) Regulations 1992](#)
- (4) [HSE L24 - Workplace health, safety and welfare](#)
- (5) [HSE L26 - Work with display screen equipment](#)
- (6) [HSE L23 Manual Handling Operations Regulations & Approved Code of Practice](#)
- (7) [INDG226 - Homeworking](#)
- (8) [INDG 73 - Protecting Lone Workers.](#)

## Remote working – commander, manager, AP safety checklist ‘A’

1. This checklist is not exhaustive and **should** be adapted to meet the requirements of the activity being conducted remotely. Checklist A provides areas for consideration by the commander, manager or AP.
2. On completion, it is recommended that the checklist is retained by the commander, manager or AP with the relevant safety risk assessment and reviewed alongside the risk assessment or if circumstances change.

**To be completed by the commander, manager or AP responsible for the employee:**

<b>Employee name</b>		
<b>Job title</b>		
<b>Remote working location</b>		
<b>Type of work</b>		
<b>Commander, manager or AP</b>		
<b>Job title</b>		
<b>Issue</b>	<b>Comments / action required</b>	<b>Actions taken</b>
What are the agreed working hours?		
How are communications with the employee to be conducted and maintained?		
Have all safety responsibilities been identified and explained?		
Is the employee aware of Defence policy and guidance for remote working?		
Have all training requirements been identified and met?		

Is work equipment required and if so, how is it checked and maintained?						
Has a DSE assessment been conducted and the safety controls implemented?						
Are arrangements in place for monitoring the health, safety and welfare of the employee?						
Date of completion		Review date				



## Remote working – employee safety checklist ‘B’

1. This checklist is not exhaustive and **should** be adapted to meet the requirements of the activity being conducted remotely. Checklist B provides areas for consideration by the employee who is working remotely.
2. On completion, it is recommended that the checklist B is copied to the commander, manager or AP and retained with the relevant safety risk assessment and reviewed alongside the risk assessment or if circumstances change.

**To be completed by the employee and copied to the commander, manager or AP:**

<b>Employee name</b>			
<b>Job title</b>			
<b>Remote working location</b>			
<b>Type of work</b>			
<b>Commander, manager or AP</b>			
<b>Job title</b>			
<b>Issue</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Are you aware of your responsibilities when working remotely?			
Are you aware of the Defence policy and guidance for remote working?			
Is DSE being used and if so, has an assessment been conducted?			
Does your work area have sufficient space to conduct your work safely?			
Does your work area have sufficient lighting?			
Is the work area temperature and ventilation suitable for the work being conducted?			
Are noise levels acceptable?			

Is the work area clear to allow escape if required e.g. fire evacuation?				
Do you have sufficient equipment to conduct your work safely?				
Do you regularly check all equipment for wear or faults?				
Do you have access to others in an emergency? Are you working alone?				
How can your commander / manager and peers contact you in an emergency?				
Do you maintain regular communication with your commander / manager and peers?				
Are you aware of how safety occurrences are to be reported?				
Date of completion		Review date		