##### **Risk Assessment - Appendix 2**

**Visual Inspection Checklist for Electrical Equipment**

Looking for any damage to the electrical equipment can prevent most of the faults that can cause harm. If you are using electrical equipment at home, please carry out the following visual inspection annually and complete and return the checklist below to your line manager.

|  |  |  |
| --- | --- | --- |
|  | Yes | **No** |
| 1. Is your electrical supply suitable for homeworking? (e.g. are there sufficient sockets etc)
2. Did the University test any electrical equipment it provided for electrical safety before you took it home?
3. Do any plugs show any signs of physical damage?
4. Is the outer covering of cables and wires damaged?
5. Is the outer covering of the equipment damaged?
6. Is there any evidence of overheating i.e. burn marks?
7. Are there any trailing wires? If yes, can they be tidied away to prevent accidents.
 |  |  |

|  |  |
| --- | --- |
| **Name of Homeworker:** |  |
| **School/Directorate:** |  |
| **Date:** |  |

|  |
| --- |
| **Please list below the items of electrical equipment provided by the university for the****homeworker.** |
| **Agreed by Head of Directorate/Head of School:** |  |
| **Date:** |  |