**Preparing for homeworking or flexible working questionnaire**

**Employee Details:**

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| --- | --- | --- | --- |
| **Name** |  | **Manager** |  |
| **Job title**  |  | **Contact details**  |  |
| **Department or team**  |  | **Completed on date** |  |

|  |  |  |
| --- | --- | --- |
| **Personal situation, vulnerabilities and dependencies** | **Yes** | **No** |
| Are you pregnant, or do you have a weakened immune system or a long-term medical condition such as diabetes, cancer, chronic lung disease or respiratory conditions such as asthma |  |  |
| Do you live with anyone who is pregnant, has a weakened immune system or a long-term medical condition such as diabetes, cancer, chronic lung disease or respiratory conditions such as asthma? |  |  |
| Do you have any regular caring responsibilities for children under the age of five, sick or elderly relatives? |  |  |
| **Practicalities**  | **Yes** | **No** |
| Could you feasibly work from home |  |  |
| Do you have the necessary physical equipment (computer, phone, desk, papers etc) to work from home if this was needed |  |  |
| Do you have the necessary applications or software to work from home if needed? |  |  |
| Do you require remote access to the company network, information management system, or work-specific platform |  |  |
| Do you have access to a reliable and secure internet connection |  |  |
| Do you have a Broadband Plan to allow you to work from home (Unlimited use)  |  |  |
| Are you able to be contacted and make calls at home or on your mobile |  |  |
| Are the computer and devices you would use for homeworking your own equipment |  |  |
| Do you have the means to easily communicate with your manager and or colleagues, to share progress and stay up to date with work projects |  |  |
| Will you require additional training or support to work from home or to use any remote working systems |  |  |
| **Other Considerations** |
| For how long could you work from home before your work productivity is seriously affected |  |
| What business tasks would you be unable to perform from home |  |