

RISK ASSESSMENT

Title:	Working From Home				Date of Assessment:	20/05/2020	Risk Assessor:	Ian Warne
Reference Number:	RA19	Version Number:	3	People involved in making this assessment:			Ian Warne	
Task/Process:	Working From Home				People at Risk:	Employee and other members of the household		
Documents Associated with this Risk Assessment:			H&S06 Lone Working Policy, RA55 Stress, Mental Health and Wellbeing, H&S09 Mental Health and Wellbeing Policy					
Review Date:	03/04/24	Reviewer:	Ian Warne				Next Review Date:	03/04/25

Hazard: Working Alone	Risk of various injuries and death. Risk to employee.
Control Measures:	
1.	To read, understand and follow the H&S 06 Lone Working Policy
2.	To make regular agreed contact with your manager/supervisor during your working hours
3.	Do not give out personal details (e.g. home phone or address etc.)
4.	Ensure easy access to basic first aid equipment
5.	Information, instruction, training and supervision.

Hazard: Electrocution	Risk of serious injury, burns and death. Risk to employee and other members of the household.
Control Measures:	
1.	Ensure any electrical equipment is suitable for the job and has been tested if required (PUWER)
2.	Visual self inspection, do not use items that appear unsafe (e.g. loose cables or sockets)
3.	Do not interfere with plugs, cables etc. when item is connected to the power supply
4.	Switch off equipment when not in use
5.	Information, instruction, training and supervision

Hazard: Manual Handling	Risk of musculoskeletal injuries. Risk to employees
Control Measures:	
1.	Do not attempt to lift or move any load single handed which is likely to put you at risk
2.	All staff trained in manual handling (training reviewed)
3.	If safe to lift, ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light
4.	Dynamic Risk Assessment required

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5.	Information, instruction, training and supervision
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Hazard: Intruders	Risk of stress, other injury or death. Risk to employees
Control Measures:	
1.	Call 999 immediately
2.	Ensure your personal safety and security whilst working at home (e.g. do not divulge your home address)
3.	Ensure all work access is password protected
4.	Confidential material must not be stored at home
5.	Information, instruction, training and supervision

Hazard: Personal Medical Conditions	Risk is dependent upon condition. Risk to employees
Control Measures:	
1.	Discuss any relevant medical conditions with your supervisor/manager prior to lone working. If agreed that it is not safe, lone working/working from home will not be permitted.
2.	Information, instruction, training and supervision

Hazard: Working Area	Risk of musculoskeletal or other injuries. Risk to employees
Control Measures:	
1.	Ensure the working area is suitable
2.	Ensure correct equipment is being used
3.	Ensure regular breaks are (including stretching and moving away from the screen) taken
4.	Ensure seating, lighting and environment is suitable for the task – advise on Temporary Working at Home – Workstation Setup is available to watch here under Working with display screen equipment: https://www.hse.gov.uk/toolbox/workers/home.htm
5.	Ensure work area is kept tidy and free from trip hazards

Hazard: Mental Wellbeing	Risk of mental health conditions. Risk to employees
Control Measures:	
1.	To read, understand and follow RA55 Stress, Mental Health and Wellbeing Risk Assessment
2.	Refer to H&S 09 Mental Health and Wellbeing Policy
3.	To ensure you do not feel isolated, request a suitable time when you can attend the office if you wish or need to
4.	To make regular contact with your supervisor/manager to discuss any concerns regarding your mental wellbeing
5.	Maintain contact with your colleagues/friends

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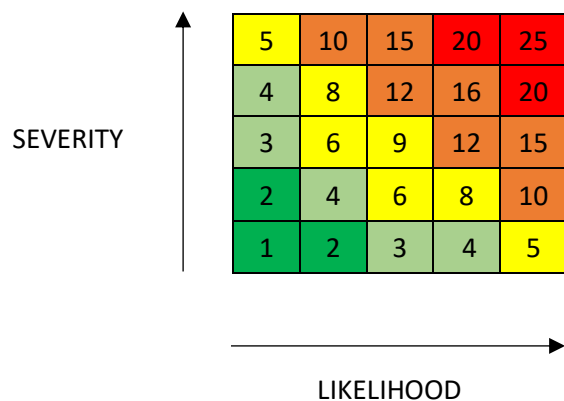
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| 6. | Create a working day routine – e.g. have an area that is dedicated to work which ideally is away from your normal living environment where practicable. Follow your normal working hours and break, dress for your day at work, finish on time |
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I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

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HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25=	High risk