



## RISK ASSESSMENT: Homeworking

HAZARD	WHO MIGHT BE HARMED?	HOW MIGHT THEY BE HARMED?	EXISTING CONTROL MEASURES	RISK RATING	WHAT FURTHER ACTION IS NECESSARY?
<b>Display Screen Equipment</b>	Employee	Musculoskeletal disorders	<ul style="list-style-type: none"> <li>• DSE self-assessment completed by all staff during company induction.</li> <li>• Additional DSE information provided to all employees via eLearning.</li> <li>• Electrical equipment PAT tested.</li> <li>• Staff provided with Laptop riser, keyboard and mouse.</li> <li>• Document holder provided.</li> <li>• Homeworking Self-Assessment checklist completed by all employees.</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>• Employees to adopt the workstation set up at home in line with the recommended standards.</li> </ul>
<b>Lone working</b>	Employee	Physical injuries such as: from slips trips and falls	<ul style="list-style-type: none"> <li>• Mobile phones provided to staff.</li> <li>• Meetings via video call on laptop.</li> <li>• Up to date list of work contacts provided to employees working from home.</li> </ul>	<b>Med Hi</b>	<ul style="list-style-type: none"> <li>• Employees sign in / out via line manager at the beginning and end of working day.</li> </ul>

			<ul style="list-style-type: none"> <li>Home worker is informed to ensure all cables and leads are free from damage and not a trip hazard.</li> </ul>		
<b>Stress/mental wellbeing</b>	Employee	Working in isolation may result in stress related illness.	<ul style="list-style-type: none"> <li>Regular contact with staff through video calling and mobile phone calls.</li> </ul>	<b>Med Hi</b>	<ul style="list-style-type: none"> <li>Provide employees with company policy for stress and contact details for Employee Assistance Programme.</li> </ul>
<b>First Aid</b>	Employee	Minor injuries	<ul style="list-style-type: none"> <li>Employees have basic first aid provisions.</li> <li>Employees to self-administer where basic first aid is required.</li> </ul>	<b>Low</b>	
<b>Fire</b>	Employee	Risk from fire.	<ul style="list-style-type: none"> <li>Employees advised to have working smoke detectors in place.</li> <li>Employees advised to ensure combustible materials are kept away from ignition sources.</li> </ul>	<b>Low</b>	

		Likelihood				
		Negligible	Minor	Moderate	Significant	Severe
Severity	Very likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very unlikely	Low	Low	Low Med	Medium	Medium

<b>Assessor:</b>	<b>Date:</b>
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<b>Actions Required:</b>	<b>Responsible person</b>	<b>Date</b>

EXAMPLE