


## RISK ASSESSMENT - WORKING FROM HOME (OFFICE-BASED STAFF)









Risk assessment - topic/area covered	
Location(s):	Various.
Department/staff:	Office / Sales Staff
Tasks/activities:	Use of DSE Equipment at home
Other information:	

Risk assessment sign off					
Prepared by:	D Flynn	Signature:		Date:	23.04.20
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation
	1	23.04.20		

Risk matrix										
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).		
		4	4	8	12	16	20			
		3	3	6	9	12	15			
		2	2	4	6	8	10			
		1	1	2	3	4	5			
		Severity (S)							1	2
Acceptability of risk guidance	<b>High risk: 15-25</b>		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.							
	<b>Medium risk: 8-12</b>		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.							
	<b>Low risk: 1-6</b>		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.							
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.</li> </ol>									
<b>Note.</b> Ideally, you should look to reduce the risks so that the task can be classified as "low risk".										

Personal protective equipment (PPE) assessment								
In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:								
Type of PPE:								
	Head	Foot	Eye)	Hand	Hearing	High-visibility vest	RPE	Fall arrest
Additional requirements (list here):								
<b>Note.</b> PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Manual handling of office equipment	Staff	Physical injury caused by incorrect techniques when handling items such as desktop computers, printers etc. at home	4	3	12	<ul style="list-style-type: none"> <li>All homeworkers to be given training relevant manual handling training to their work.</li> <li>No heavy desktop computers / printers have been provided. Laptops and where required monitors have been provided.</li> </ul>	3	1	3
As above	As above	New and expectant mothers more susceptible to injury	4	4	16	<ul style="list-style-type: none"> <li>New and expectant mothers must notify their manager of their condition and have their work capabilities reviewed.</li> <li>Pregnancy Risk Assessment to be carried out for New and expectant mothers.</li> </ul>	3	2	6
Use of display screen equipment (DSE)	As above	Work related upper limb disorders caused by inappropriate workstation layout	4	3	12	<ul style="list-style-type: none"> <li>All DSE users to be given a workstation self-assessment form to complete after basic DSE awareness training.</li> <li>Information to be given to all DSE users on the importance of workstation layout, correct seating and taking rest breaks etc.</li> </ul>	3	1	3
Working at home in general	Staff and others who may be present	Fire hazards resulting in serious injuries and property damage	3	5	15	<ul style="list-style-type: none"> <li>Homeworker to be made aware of the general principles of fire prevention including: good housekeeping practices, ensuring electrical equipment is well maintained, electrical sockets not to be overloaded and maintaining a means of escape in the event of fire.</li> </ul>	3	2	6
As above	Staff	Working in isolation may lead to stress-related illnesses as a result of working long hours, work demand etc.	3	4	12	<ul style="list-style-type: none"> <li>Regular face-to-face contact to be maintained between homeworker and supervisor/manager to ensure work patterns and workloads are appropriate or to deal with any other concerns.</li> <li>Homeworkers to be encouraged to take regular breaks.</li> <li>Homeworkers to be made aware of the causes of work-related stress and their role in controlling such risks.</li> </ul>	3	2	6
Working with electrically operated equipment, e.g. PCs, printers, shredders etc.	Staff	Failure to maintain electrically operated equipment may lead to fires or electric shock causing burns or fatality	3	5	15	<ul style="list-style-type: none"> <li>Homeworkers to ensure that all cables and plugs fitted to equipment are regularly checked for damage.</li> <li>An extension cable only to be used as a temporary measure until a permanent socket outlet is fitted.</li> <li>If cables are unavoidably run across walkways then they are to be fitted with cable protection devices.</li> </ul>	2	2	4