

RISK ASSESSMENT FORM



Date of Assessment	19 March 2020	Name of Assessor	T. Stubbs, Consultant, AW Safety Management Ltd		
Review Date	March 2021	Approved By		Date	
Doc Ref / Title	011. Home Working		Note: This assessment must be reviewed if there is an accident or a significant change in the way the activity is conducted		
Persons Affected	Staff				
Premises	Staff working from their home – domestic premises				

Activity / General Information

As part of their role staff, or in emergency situations, staff may be required to work at home.

Staff are issued with mobile phones and have details of who they contact should there be an emergency or a problem encountered.

The office can identify which staff who are working at home.

Staff are provided with laptops which have the required software installed to enable home working.

No other office equipment is provided.

Staff are responsible for ensuring their environment is conducive for work.

HAZARDS (What)	EFFECTS (How)	CURRENT CONTROL MEASURES	RISK RATING			FURTHER CONTROL MEASURES	WHEN	DATE DONE	RISK RATING		
			L	S	R				L	S	R
Customer contact – possible verbal abuse, bullying, intimidation	Ill health, time off work	<ul style="list-style-type: none"> Staff made aware that same is not tolerated and to report any problems Any concerns to ask the individual to leave. Report to manager 	1	3	3	Risk at an acceptable level with current control measures in place	n/a	n/a	1	3	3
Display Screen Equipment (DSE)– poor ergonomics	Musculoskeletal disorders	<ul style="list-style-type: none"> Staff to try to work in an area that has natural daylight Staff aware of DSE requirements and to work from suitable desks when working at home. Staff aware to take regular breaks throughout the working day and natural breaks. If additional equipment required to allow working at home this is to be discussed direct with their manager. Any concerns report to manager Free eye tests to be provided for those staff that request them, if they are classed as ‘users’ Staff encouraged to undertake a DSE self assessment to assist in ensuring working area at home satisfactory. 	2	2	4	Risk at an acceptable level with current control measures in place	n/a	n/a	2	2	4
Electrical – use of office equipment and electrically powered items	Electrocution, burns, fire, damage to equipment	<ul style="list-style-type: none"> Portable appliance testing carried out on electrical equipment provided by the company Visual checks performed Defective equipment taken out of use and replaced 	2	2	4	Risk at an acceptable level with current control measures in place	n/a	n/a	2	2	4
Stress – due to workload, difficult customers, lone working		<ul style="list-style-type: none"> Open door management style Staff understand what their duties and responsibilities are Any problems staff are encouraged to speak to manager in the first instance 	2	3	6	Risk at an acceptable level with current control measures in place	n/a	n/a	2	2	4

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			L	S	R				L	S	R
		<ul style="list-style-type: none"> • Manager in contact with home worker and mobile phone provided. 									
Illness whilst working at home	Illness	<ul style="list-style-type: none"> • To contact office as soon as possible and report illness • Discuss with manager requirements for returning to work 	2	3	6	Risk at an acceptable level with current control measures in place	n/a	n/a	2	3	6
Manual Handling - Moving of heavy items resulting in back injuries	Sprains, strains, cuts, bruises, broken bones	<ul style="list-style-type: none"> • Staff aware of manual handling procedures and to risk assess lifts • Staff aware of their individual limitations with regard to lifting • The need for manual handling minimal. • To break down any loads into smaller quantities. 	1	3	3	Risk at an acceptable level with current control measures in place	n/a	n/a	1	3	3
Welfare facilities	Illness	<ul style="list-style-type: none"> • Staff member to use their personal welfare facilities 	1	3	3	Risk at an acceptable level with current control measures in place	n/a	n/a	1	3	3
Slips, trips & falls - Poor housekeeping, stairways and footpaths	Broken bones, injury, illness	<ul style="list-style-type: none"> • Staff to assess risk on an individual basis – any concerns to remove themselves from the situation • Ensure their working area is suitable 	2	3	6	Risk at an acceptable level with current control measures in place	n/a	n/a	2	3	6
Fire	Burns, death, damage to property	<ul style="list-style-type: none"> • Electrical equipment provided by company is PAT'd. • Staff to take precautions in their domestic premises to prevent fire. • 	1	5	5	Risk at an acceptable level with current control measures in place	n/a	n/a	1	5	5

		SEVERITY					LIKELIHOOD		SEVERITY	
LIKELIHOOD		1	2	3	4	5				
	1	1	2	3	4	5	1	Very Unlikely	1	Negligible/No injury
	2	2	4	6	8	10	2	Unlikely	2	Minor Injury
	3	3	6	9	12	15	3	Probable	3	Medical injury
	4	4	8	12	16	20	4	Likely	4	Major Injury
	5	5	10	15	20	25	5	Very Likely	5	Very Severe/Fatality
RISK RATING = LIKELIHOOD X SEVERITY										
LOW 1-6			MEDIUM 8-10			HIGH 12-25				