

<b>Title :</b> Working from Home General Risk Assessment	<b>Date of Assessment :</b> 01/08/2022	<b>Risk Assessor :</b> Sarah Clark
<b>Risk Assessment Reference :</b> RA22	<b>Areas of Work:</b> Home Address	
<b>Task/ Process :</b> Home working duties	<b>People at Risk :</b> Employees	

**Hazard : Display Screens** (improper workstation layout leading to aches and muscular strains, reflective glare causing eye strain).

**Control Measures:**

1. Employees to setup a working area/ office at home that is suitable for home working.
2. Employees have a responsibility to make sure that their home office lighting is sufficient.
3. Eye tests provided on request.
4. Separate keyboard, mouse and wrist cushions issued on request.
5. Provision of suitable chair, which provides sufficient lumbar support, and can be adjusted to the correct height and position.
6. Provisions of a suitable table on request.
7. Individual DSE Assessments carried out.
8. Provision of additional screens and screen raisers provided on request.
9. On-line E-learning display screen equipment training undertaken, and short-term home working training undertaken.

**Hazard : Fire**

**Control Measures:**

1. Employees to observe good housekeeping within their home office working environment.
2. Electrical appliances turned off after use.
3. Minimal amounts of combustible materials stored in office area.

**Hazard : Slips Trips and falls** trailing cables, poor housekeeping

**Control Measures:**

1. Good housekeeping standards are maintained within the home working environment.
2. Electrical leads are kept out of areas where there is people traffic or could become a trip hazard.
3. Employees to ensure that the flooring is in good condition and does not present a slip, trip or fall hazard.

**Hazard : Electrical equipment** (electrical hazards, electrical shock, fire)

**Control Measures:**

1. Visual inspection of electrical equipment and cables prior to use by employees.
2. Portable appliance testing (PAT) is undertaken and documented.
3. Employees are responsible to ensure that home electrical supply is suitable.
4. Home office is to be kept free of unnecessary combustible materials.
5. Employees to check that there are sufficient sockets to prevent overloading and if extension leads are used, they can be fully uncoiled, fused and of a suitable type.

**Hazard : Stress** (excessive workloads, isolation etc.).

**Control Measures:**

1. Workload organised and managed by line managers.
2. Workload monitored on an on-going basis for realistic achievability whilst maintaining quality.
3. Good communication arrangements with line managers. Senior Management team meetings to discuss any issues raised by employees.
4. Open door policy regards workload/ work related stress.
5. Regular communication with colleagues and peers. In-person staff meetings to allow officers to meet face to face and facilitate team building.
6. Employees to create work / home boundaries.

7. Stress Risk Assessment in place and list of free online and app resources for stress and mental health issues.	
<b>Documents Associated with this Risk Assessment</b>	<ul style="list-style-type: none"> <li>• RA19 Stress Risk Assessment</li> <li>• Stress and Anxiety Resources for D&amp;S IFCA Staff</li> <li>• RA20 D&amp;S IFCA Office Fire Risk Assessment</li> <li>• HDSEQ UK Home DSE Self-Assessment Questionnaires and viability checklists completed.</li> </ul>
<b>Review Date : 01/08/2023</b>	<b>Reviewer :</b>