# University Occupational Health and Safety

FORM

*TEMPLATE* HOME WORKING RISK ASSESSMENT

A suitable and sufficient assessment of risks should be made of any routine or non-routine work involving non-trivial hazards, including homeworking, and where necessary, effective measures taken to control those risks.

It is the responsibility of each Head of Department or Director of Service to ensure that all staff are adequately trained and competent in the techniques of risk assessment.

The University document ‘[Guidance on Undertaking General Risk Assessments](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/guidancenotes/Guidance_on_Understaking_a_Risk_Assessment.pdf)’ may be used as an aide memoir for the trained assessor(s) in conducting the risk assessment.

Individuals working under this risk assessment have a legal responsibility to ensure they follow the control measures stipulated to safeguard the health and safety of themselves and others.

**SECTION 1**

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| **1.1 OPERATION / ACTIVITY** Complete the relevant details of the activity being assessed*.* |
| **Title:** | Working from Home - Temporary Arrangements ([eRisk Reference: 3778](https://safetysystems.strath.ac.uk/ra.php?ID=3778)) |
| **Department:** | *Insert* |
| **Location(s) of work:** | *Insert* | **Ref No.** | *Insert* |
| **Brief description:** This risk assessment is intended to identify the common hazards and risks, and control measures to mitigate those risks when staff are working from home.  It must be appropriately amended by the person conducting the risk assessment to suit the specific work activities and / or individual requirements.  This assessment is suitable for temporary or short-term situations as identified by the Head of Department or Director of Service, which will require staff members to work from home.  It is not intended to cover permanent alterations to working arrangements allowing work from home. If a permanent, contractual, change in working arrangements is required, then a risk assessment specific to that worker must be completed. |

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| **1.2 PERSON RESPONSIBLE FOR MANAGING THIS WORK ACTIVITY** |
| **Name:** |  | **Position:** |  |
| **Signature:** |  | **Date:** |  |
| **Department:** |  |

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| **1.3 PERSON CONDUCTING THIS RISK ASSESSMENT** |
| **Name:** |  | **Signature:** |  |
| **Name:** |  | **Signature:** |  |
| **Date risk assessment undertaken:**  |  |
| **Next review date due:** |  |

**SECTION 2**

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| **Work Task Identification and Evaluation of Associated Risks** |  **Page** **of** **Ref No.**   |
| **Component Task / Situation** | **Hazards Identified** | **Hazard Ref No.** | **Who Might be Harmed** **and How?** | **Existing Risk Control Measures (RCM**) | **Likelihood** | **Severity** | **Risk Rating** | **Risk****L, M, H, VH** | **RCM’s****Acceptable Y/N** |
| The use of work equipment  | Electrical hazards |  | Who?Home WorkerHow?* Electrocution from exposed or improperly insulated electrical components, damaged or faulty equipment which has not been maintained.
* Paper jams.
* Fire.
* Burns.
 | The University is responsible for ensuring that equipment it supplies is safe for home working. The home worker is responsible for ensuring that their own electrical equipment is safe for use at home.Electrical equipment must only be used for its intended use and in accordance with manufacturers instructions. Visual checks are to be conducted of all electrical equipment prior to being used. If equipment shows any signs of wear, tear, burns or other damage, the equipment is not to be used and must be taken out of use.Home workers must ensure that the work equipment does not exceed a total electrical load of the fuse in the socket (Typically 13 Amps). <https://www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/overloading-sockets/>If a multi socket adapter is needed, then this must not be of the block / cube type. Where the adapter has been issued by the University, it must be returned in the event of damage and a replacement issued.The total electrical load must not be exceeded when using multi socket adaptors. The adapter must include surge protection.If homeworkers have any question regarding the suitability of an adapter, they must seek advice from either the Departmental Safety Coordinator or the Departmental Fire Safety Coordinator. |  |  |  |  |  |
|  | Display Screen Equipment |  | Who?Home WorkerHow?* Incorrectly set up working area causing musculoskeletal pain in the neck, back, shoulders and arms.
* Poor lighting/glare.
* Eye fatigue.
 | During temporary periods of home working the ‘Homeworking checklist’ and guidance documents associated with this Risk Assessment (Posturite Agile Working Advice, Pain Information, and DSE Setup tips) should be adhered to. The online DSE Temporary Homeworking training (coming soon) should be completed. Small items of specialist DSE equipment may be taken home at the discretion of the line manager. Liaise with line manager regarding specific requirements. Regular 10 minute breaks ("Leg Stretches") every hour should be taken. Use the advice provided in the Posturite documents to reduce the likelihood of back, neck and shoulder pain.Avoid eye fatigue by changing focus, blinking, and taking regular breaks away from the screen. |  |  |  |  |  |
| Working in isolation – health and wellbeing | Social isolation |  | Who?HomeworkerHow? Anxiety, perceived pressure, stress caused by isolation from colleagues / lone working.Poorly implemented change management. | All homeworkers are to ensure they maintain regular contact with their colleagues and line managers throughout the working day. Daily check in and check out with line manager, at the start and end of every working day.Utilise video conferencing apps if possible. Provision of an emergency contact/buddy.Information for staff is available on the Occupational Health Service website and via the Employee Assistant Program <https://www.strath.ac.uk/wellbeing/stressandmentalhealth/>.Information on positive mental health and wellbeing can be found on the ‘[Wellbeing and working from home hub](https://www.strath.ac.uk/coronavirus/wellbeingworkingfromhomehub/)’ |  |  |  |  |  |
| Working in a home - environment | Inadequate lighting |  | Who?Home WorkerHousehold membersHow?Lack of quality lighting (too bright/too dull) causing eyestrain.Excessive glare on screen from bright light / excess of sun light. | Homeworkers must ensure that the area that they are working in has suitable and sufficient natural / artificial light to ensure clear visibility of their work area / equipment. |  |  |  |  |  |
|  | Slips, trips and fall hazards, e.g. cables, wires, boxes, pets. |  | Who?Home WorkerHousehold membersHow?Slips, trips or falls within the home. | All home workers must ensure that:* their working environment is kept clear of trip hazards such as cables, wires, boxes and pets.
* they maintain good housekeeping.
* they are able to move around their home work area and the rest of their home whilst working without hindrance.
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|  | Noise |  | Who?Home WorkerHousehold membersHow?Exposure to excessive levels of noise | Home workers must ensure that, as far as they are able, that noise is kept to tolerable levels within their working area. |  |  |  |  |  |
|  | Temperature/humidity |  | Who?Home WorkerHousehold membersHow?Temperature may be too hot / cold to work comfortably | Homeworker to ensure a suitable working temperature to meet their needs in their working area. |  |  |  |  |  |
| Working at home – emergency situation | Fire |  | Who?Home WorkerHousehold membersHow?Fire within the home | Homeworkers must ensure:* sufficient and adequate fire detection in their home.
* that the build-up of combustible materials is prevented, and that all sources of ignition are kept controlled.
* that there is a suitable escape route from the working area / home in the event that a fire develops.
* that home insurance allows for carrying out occasional homeworking.
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|  | Accidents and illnesses |  | Who?HomeworkerHow? Injury caused by accidents in the home whilst working.Illness. | Ensure a means of communication to the emergency services.  Implement the risk control measures identified in this risk assessment.Have a first aid kit or other means to treat small injuries.Report any accidents or incidents to the line manager using the S1 form.Report illness to the line manager as per usual procedures.  |  |  |  |  |  |
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**SECTION 3**

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|  **Identified Actions to Improve Control of Unacceptable Risks** (as evaluated in Section 2) | **Page** **of** **Ref No.**  |
| **Hazard Ref No.** | **Risk** | **Recommended Additional****Risk Control Measures** | **Implemented Y/N** | **Action By** | **Target Date** | **Completion Date** | **Revised Risk**  | **Revision of Risk****Signed Off** |
| **Likelihood** | **Severity** | **Risk Rating** | **Risk****L, M, H** |
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**SECTION 4**

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|  **RECORD OF SIGNIFICANT FINDINGS Page** **of**     **Ref No.** Where this Section is to be given to staff etc., without Sections 2 & 3,  please attach to the front of this page, a copy of the relevant Section 1 details.The significant findings of the risk assessment should include details of the following:* The identified hazards
* Groups of persons who may be affected
* An evaluation of the risks
* The precautions that are in place (or should be taken) with comments on their effectiveness
* Identified actions to improve control of risks, where necessary

**Alternatively**, where the work activity/procedure is complex or hazardous, then a written Safe System of Work (SSOW) or Standard Operating Procedure (SOP) is advised that should incorporate the significant findings. Such documents should again, have the relevant Section 1 attached. Please state below whether either a SSOW or SOP is available in this case. |
| Relevant SSOW available Yes [ ]  No [ ]  | Relevant SOP available Yes [ ]  No [ ]  |
| **Significant Findings:**(Please use additional pages if further space is required)***Insert any additional significant findings from the risk assessment here.***The University has developed a ‘[Wellbeing and working from home hub](https://www.strath.ac.uk/coronavirus/wellbeingworkingfromhomehub/)’ specifically for the Coronavirus outbreak.  Please visit this site in conjunction with this risk assessment. Use the Homeworking Checklist and the Posturite Guides provided with this risk assessment to ensure minimal risk from the working environment and DSE workstation whilst working from home on a temporary basis.All homeworkers must report, as soon as possible to their line manager, all incidents / accidents suffered whilst working at home through the University incident / accident reporting system ([S1 form](https://www.strath.ac.uk/safetyservices/documentationforms/forms/)).  |

**SECTION 5**

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| **RECEIPT OF SIGNIFICANT FINDINGS OF RISK ASSESSMENT Page** **of** Please copy this page if further space is required**. Ref No.**All individuals working to the risk assessment with the Ref. No. as shown, must sign and date this Section to acknowledge that they have read the relevant risk assessment and are aware of its contents, plus the measures taken(or to be taken by them) to safeguard their health and safety and that of others. If following review of the assessment revisions are minor, signatories may initial these where they occur in the documentation, to indicate they are aware of the changes made. If revisions are major, it is advisable to produce a new risk assessment and signature page. |
| **NAME (Print)** | **SIGNATURE** | **DATE** |
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**SECTION 6**

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| **ASSESSMENT REVIEW HISTORY**This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid. Otherwise, the assessment should be reviewed annually. The responsible person must ensure that this risk assessment remains valid. |
|  | **Review 1** | **Review 2** | **Review 3** | **Review 4** |
| **Due date:** |  |  |  |  |
| **Date conducted:** |  |  |  |  |
| **Conducted by:** |  |  |  |  |