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| Risk Assessment for Homeworking | | | | | | | | | | |
| This template risk assessment is intended to help you document the risk control measures you have introduced for homeworking.  You must modify this risk assessment to ensure it reflects your activities and the specific risks and controls you have in place. | | | | | | | | | | |
| **Location/Dept:** | | | | | | **Date Assessed:** | **Assessed by:** | | | |
| **Task/Activity:** Homeworking | | | | | |  | **Reference Number:** | | | |
|  | | | **Risk rating before implementing control measures** | | |  | **Risk rating after implementing control measures** | | |  |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Employee working from home – electricity | Electricity – electrocution and tripping over cables | Employees  Other members of the household including children |  |  |  | * Visual check of electrical items and workstation prior to working. * Portable Appliance Testing (PAT) is in place and reviewed \*\*\* for organisation-provided items. * Electrical items plug into extension leads and not multi-block adaptors. * Employee instructed to keep beverages away from electrical items. * Employee(s) have undertaken e-Learning for electrical safety. |  |  |  | [Delete as applicable]   * Visual check of electrical items and workstation prior to working to be completed. * Portable Appliance Testing (PAT) to be put into place and reviewed \*\*\* for organisation provided items. * Electrical items to be plugged into extension leads and not multi-block adaptors. * Beverages to be kept away from electrical items. * Employee(s) refer to EW homeworkers guidance which is available for electrical safety. * Employee(s) to undertake e-Learning for electrical safety. |
| Employee working from home – fire safety | Fire resulting in severe burns, smoke inhalation or death | Employees  Other members of the household including children |  |  |  | * Simple fire plan in place for home in order to safely evacuate. * Employee has a personal fire extinguisher/blanket in the home. * Basic fire extinguisher chart detailing which extinguisher to use on which fire. * Combustibles are removed frequently. * Homeworker is aware of the dangers of lighted cigarettes and leaving electrical items over-charging. * Fire detection is operational, and batteries replaced if required. * Employee(s) have undertaken e-Learning for fire safety. |  |  |  | * Simple fire plan in place for home in order to safely evacuate. * Employee has a personal fire extinguisher/blanket in the home. * Basic fire extinguisher chart detailing which extinguisher to use on which fire. * Combustibles are removed frequently. * Homeworker is aware of the dangers of lighted cigarettes and leaving electrical items over-charging. * Fire detection is operational, and batteries replaced if required. * Employee(s) have undertaken e-Learning for fire safety. |
| Employee working from home – manual handling | Home issues – musculoskeletal injuries; slips, trips and falls | Employees  Other members of the household including children |  |  |  | * Employee aware of the need to keep the home free from hazards. * Employee aware of the need to have good working conditions and has completed the EW Homeworking Checklist. * Employee(s) have undertaken e-Learning for health and safety for homeworkers (employees and managers) / health and safety in the home. |  |  |  | * Employee aware of the need to keep the home free from hazards. * Employee aware of the need to have good working conditions and has completed the EW Homeworking Checklist. * Employee(s) have undertaken e-Learning for health and safety for homeworkers (employees and managers) / health and safety in the home. |
| Employee working from home – DSE/VDU use | Use of DSE/VDU equipment  Homeworker feels stresses and strains, Repetitive Strain Injury (RSI) | Employees |  |  |  | * DSE/VDU Assessment completed by employee(s) and reviewed \*\*\*. * Employee has received DSE/VDU information, instruction and training. * Employee(s) have undertaken e-Learning for DSE/VDU safety. * Eyesight tests and corrective appliances provided to employee(s) where necessary. * Employee is aware of the need for a DSE/VDU adjustable chair. * Employee is aware of the need for personal security when travelling between sites. |  |  |  | * DSE/VDU Assessment completed by employee(s) and reviewed \*\*\*. * Employee has received DSE/VDU information, instruction and training. * Employee(s) have undertaken e-Learning for DSE/VDU safety. * Eyesight tests and corrective appliances provided to employee(s) where necessary. * Employee is aware of the need for a DSE/VDU adjustable chair. * Employee is aware of the need for personal security when travelling between sites. |
| Employee working from home – security | Personal health / security implications / lone working  Home workers suffering from ill health  Life-threatening injuries | Employees |  |  |  | * Employee(s) are aware of the importance of keeping in communication with / feeding back to line manager. * Employee(s) aware of disposing of confidential waste in line with policy/policies. * Employee(s) aware of IT policy/policies. * Employee(s) have undertaken e-Learning for lone working / stress management. |  |  |  | * Employee(s) are aware of the importance of keeping in communication with / feeding back to line manager. * Employee(s) aware of disposing of confidential waste in line with policy/policies. * Employee aware of IT policy/policies. * Employee(s) have undertaken e-Learning for lone working / stress management. |
| Employee working from home – manual handling | Homeworker suffers musculoskeletal injury/injuries resulting in time off work | Employees |  |  |  | * Manual handling training provided. * Employee(s) have undertaken e-Learning for manual handling. * Manual handling assessments undertaken and reviewed \*\*\*. |  |  |  | * Manual handling training provided. * Employee(s) have undertaken e-Learning for manual handling. * Manual handling assessments undertaken and reviewed \*\*\*. |
| Employee working from home – cleaning | Use of cleaning materials on work equipment – burns, inhalation, contact with eyes | Employees  Other members of the household including children |  |  |  | * Cleaning materials stored out of the reach of young children. * Employee(s) are aware to clean up spillages. * Employee(s) have undertaken e-Learning for COSHH. |  |  |  | * Cleaning materials stored out of the reach of young children. * Employee(s) are aware to clean up spillages. * Employee(s) have undertaken e-Learning for COSHH. |
| Employee working from home – first aid | Inadequate first aid arrangements | Employees  Other members of the household including children |  |  |  | * Incidents (accidents / near misses) to be reported using the accident reporting system. * Employee(s) to consider having a basic first aid bag in the house. * Employee(s) to refer to EW homeworking guidance which is available for first aid arrangements. * Employee(s) have undertaken e-Learning for accident reporting / first aid. |  |  |  | * Incidents (accidents / near misses) to be reported using the accident reporting system. * Employee(s) to consider having a basic first aid bag in the house. * Employee(s) to refer to EW homeworking guidance which is available for first aid arrangements. * Employee(s) have undertaken e-Learning for accident reporting / first aid. |

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| Risk/Priority Indicator Key |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Moderate (lost time injury, illness, damage, lost care provider) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time care provider interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / care provider closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

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| Review Record |

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| **Date of Review** | **Confirmed by** | **Comments** |
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| I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes. |

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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