**Workplace Risk Assessment for Homeworkers**



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| **Homeworker:** | **Name:**........................................ **Job title**:........................................ |
| **Home workplace address:** | ….......................................................................................................  …....................................................................................................... |
| **Telephone number:** | …....................................................................................................... |
| **Line manager:** | …....................................................................................................... |
| **Assessment completed by:** | …....................................................................................................... |
| **Date of assessment:** | …....................................................................................................... |
| **Assessment review date:** | …....................................................................................................... |
| **Assessment signed off by Line manager:** | **Signature**:............................................. **Date**:.................................. |

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| It is the employers' duty to consider what may cause harm to their homeworkers, or other people, as a result of the work being done in the home.  Homeworkers can help by identifying the hazards for their manager, with the aid of this document. When completing the assessment, thought must also be given to the risks this work might present to other people on the premises, for example keeping trailing wires and cables tidy, to prevent a tripping hazard. For further information on any of the topics covered in this document, visit KNet <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance> or contact a H&S Adviser.  **NB: For those who do not feel competent to complete this assessment, please discuss with your line manager.**  1) Describe the role, its activities and how much time is spent on each? e.g. computer work, writing, talking on telephone, visits to homes, visits to schools, meetings at office .What percentage of time is spent working from home and how often?:-  …........................................................................................................................................................  …........................................................................................................................................................  …........................................................................................................................................................  …........................................................................................................................................................  2) Describe where work takes place within the home (i.e., dedicated office, dining room table etc):  …........................................................................................................................................................  …........................................................................................................................................................  3) Who else has access to the work area and may be affected by any hazards?:............................  …...................................................................................................................................................... |

**The environment**

The environment should be suitable as a working environment, taking into account; lighting, heating, ventilation etc.

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| **Details** | **Yes** | **No** | **N/A** |
| Is the room a suitable size for home working activities? |  |  |  |
| Are the floor coverings/surfaces in good condition? |  |  |  |
| Is the work area clear from obstructions and tripping hazards, including electrical cables left hanging which could cause equipment to be pulled over? |  |  |  |
| Are items securely and safely stored? |  |  |  |
| Are sufficient storage facilities available? |  |  |  |
| Are drawers and doors to equipment/furniture shut after use? |  |  |  |
| Is it possible to maintain suitable working temperatures? |  |  |  |
| Are blinds/curtains in place to prevent to glare from the windows? |  |  |  |
| Have uncomfortable drafts been minimised? |  |  |  |
| In ventilation available? |  |  |  |
| Is there a safe means of access in and out of the work area? |  |  |  |
| Are furniture and fittings kept away from heat sources? |  |  |  |
| Is the home worker aware of how to set up the workplace? |  |  |  |

**Using work equipment and electrical safety**

Equipment provided by KCC for use when working at home must be:

* Suitable for the job
* Maintained and kept in a condition that does not cause harm to the homeworker or others.
* Equipment should be switched off and unplugged when not in use.

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| **Details** | **Yes** | **No** | **N/A** |
| Is the equipment suitable for the job? |  |  |  |
| Is the user competent to use the equipment (has training been provided)? |  |  |  |
| Are all items of work equipment in good repair and working correctly? |  |  |  |
| Have the plugs and cables been checked for damage? |  |  |  |
| Are there a sufficient number of sockets to prevent overloading? |  |  |  |
| If multi-way adapters are used, is the total electrical loading within the limits for the socket and lead/adapter? |  |  |  |
| Does the homeworker know what to do in the event of a fire? |  |  |  |
| Is there a smoke alarm in the premises to alert any occupants in the event of a fire? |  |  |  |
| Are arrangements in place for equipment repair, where necessary? |  |  |  |
| Has equipment been serviced/PAT tested in line with the risk assessment and are all tests up to date. |  |  |  |

**Use of computers**

When working with computers it is important for homeworkers to adjust their workstation to a comfortable position and take breaks from work. This will help prevent undue tiredness. Remembering to stretch and change position regularly can help to reduce fatigue and prevent pains in the hands, wrists, arms, neck, shoulders or back. Computers need to be placed in a position where lighting will not cause reflections or glare on the screen. It is also important for homeworkers to view the screen comfortably.

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| **Details** | **Yes** | **No** | **N/A** |
| Does the homeworker use display screen equipment for significant periods? **(NB If the homeworker uses DSE for a significant time then an assessment is required).** |  |  |  |
| Does the user understand the requirements for setting up and using their computer and workstation? |  |  |  |
| Has the homeworker had a DSE assessment and is it up to date? |  |  |  |
| Has the user confirmed that there are no issues with their workstation, including their computer? |  |  |  |

**Workplace ergonomics and manual handling**

It is important to ensure that the homeworker is able to adopt a comfortable and suitable position when working from home. Manual handling must be considered and appropriate measures taken by KCC to prevent hazardous lifting.

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| **Details** | **Yes** | **No** | **N/A** |
| When there is lots of telephone work is a landline used and are headsets or loud speakers available for use to ensure handsets are not held under the chin in the crook of the neck whilst talking? |  |  |  |
| Does the homework ensure a good seated position is adopted when performing workplace tasks i.e., seating, reading etc, taking into account the following:   * The back is supported * The height of the chair ensures the elbows are level with the table and the arms can be supported. * The shoulders are not hunched. * The feet are flat on the floor. * The posture is not twisted, nor leaning to the side. |  |  |  |
| Does the homeworker carry out significant manual handling tasks? (**NB If the homeworker does carry out significant manual handling tasks then a manual handling risk assessment is required).** |  |  |  |
| Has a manual handling assessment been completed and is it up to date? |  |  |  |

**Accident/Incident reporting**

Homeworkers are required to report any work based accidents/incidents to their line manager.

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| **Details** | **Yes** | **No** | **N/A** |
| Is the homeworker aware of the need to report accident and incidents and fault conditions. |  |  |  |

**Management arrangements**

Working from home can be quite isolating for some people and KCC must ensure that suitable provisions are in place to ensure the wellbeing of the homeworker.

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| **Details** | **Yes** | **No** | **N/A** |
| If the homeworker drives for work, has an Occupational road risk assessment been completed? |  |  |  |
| Is a safe system of work needed for lone working? |  |  |  |
| In order to assess the suitability of current management arrangements, the following should be considered by the homeworker and their line manager:   * Supervision by line manager * Contact with the team * Visits to an office base * Monitoring of workload * Briefing on organisational changes, policies etc * Knowledge of training and development opportunities * Separating work and home life * Taking appropriate breaks   **NB When assessing risks to the homeworker legislation requires KCC to pay attention to homeworkers who are new or expectant mothers. A new or expectant mother means a worker who is pregnant, who has given birth within the previous six months, or who is breast feeding.** |  |  |  |

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| **Assessment check list** | | | |
|  | **Date completed** | **By whom** | **'X' if not applicable** |
| **DSE** |  |  |  |
| **Occupational road risk** |  |  |  |
| **Manual handling** |  |  |  |
| **Expectant mother** |  |  |  |

**If the answer is 'no' to any of the above, please complete the table and take appropriate action.**

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| **Hazard** | **Action required** | **Completed by & date** |
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