

## Risk Assessment

Title	Home Working	Date Of Assessment	Mon 11 July 2022
Site	Academic Families	Location	111 Swanston Rd
Risk Assessor	Lorna Clayton	Assisted By	Sophie Clayton
Non-Employees Involved	-	People At Risk	Employees
Review Date	Mon 10 July 2023	Reviewer	Lorna Clayton

## Hazards

Hazard	Fire
Risk Of Harm	Staff being trapped and overcome.
Existing Control Measures	A premises fire risk assessment is completed by the home worker in line with local fire service recommendations. Wired smoke and CO2 detectors should be fitted and fire extinguishers and fire blanket should be available. Fire evacuation route should be planned.
Hazard	Electrical
Risk Of Harm	Electrocution, burns and fire.
Existing Control Measures	Home workers should check for any defective plugs, discoloured sockets, damaged cables, on off switches and to take any defective equipment out of use immediately and replace them. PAT testing is conducted periodically on company equipment.
Hazard	Workspace
Risk Of Harm	Neck or back strain.
Existing Control Measures	Staff should ensure they have a suitable workspace set at the correct heights to avoid any strain. Regular breaks should be taken to avoid strain.

<p>Hazard</p> <p>Risk Of Harm</p> <p>Existing Control Measures</p>	<p>Display screens</p> <p>Eye strain and back ache</p> <p>Staff should ensure their workspace is ergonomically designed with clear desk space.</p> <p>Staff are provided with a flat screen monitor with low reflective properties to reduce glare. Staff are given instructions how to adjust their monitor correctly.</p> <p>Where required, Staff are provided with suitably designed chairs for the work they are undertaking and given instructions on how to adjust them.</p> <p>Staff are encouraged to rotate their work tasks to prevent lengthy periods of work in front of the screen.</p>
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<p>Hazard</p> <p>Risk Of Harm</p> <p>Existing Control Measures</p>	<p>Scanner Printer</p> <p>Burns from hot surfaces inside the printer when clearing jammed paper</p> <p>Staff should be careful when clearing jammed paper and follow the equipment instructions.</p> <p>Hot surfaces inside the machine are well shielded to prevent anyone coming into contact with them.</p>
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### Past Reviews

Review Date	Reviewer	Comments
Thu 15 Oct 2020	Lorna Clayton	Initial assessment
Mon 12 July 2021	Lorna Clayton	No change since initial assessment