| **Working From Home During Covid-19 Risk Assessment Form** | RA Ref No: |
| --- | --- |

| **Employer’s Assessor** | **Job Title** | **Assessment Date** | **Review Dates / Initials** | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

| **Assessment location:** |  |
| --- | --- |

| **Persons at risk** | **Frequency** | **Details** | **Are any disabled?** | **Comments** |
| --- | --- | --- | --- | --- |
| Homeworker |  |  | ☐ Yes ☐ No |  |
| Family/children |  |  | ☐ Yes ☐ No |

| **Hz**  **No.** | **Up Hazard description** | **How are people affected?** | **Initial Level of Risk** | | | **Existing controls** | **Further controls / action** | **Residual Level of Risk** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P** | **S** | **R** | **P** | **S** | **R** |
| 1 | Slips, Trips and Falls – trailing cables from computers and associated equipment | Anyone who uses the area of the home which is used for work may trip on any cables or leads which run across floors. | 4 | 3 | 12 | Ensure as far as possible that cables and leads are not across walkways.  Use cable tidies where leads must cross walkways. | <<E.g. Use blue-tooth or wireless devices where possible>> | 4 | 2 | 8 |
| 2 | Musculoskeletal injuries | Badly positioned computer/IT equipment, working at a desk which is too high/low or using a laptop or tablet for too long. | 4 | 4 | 16 | Use books or similar to raise a monitor to a better working height. Consider using a separate keyboard with a laptop. Avoid working in a lounge chair. |  | 4 | 2 | 8 |
| 3 | Fire – overloaded electrical sockets | Computers and their accessories require many more power points than are normally installed in a domestic property. See also trip hazards. | 5 | 4 | 20 | Avoid daisy chains of multi-socket extension leads. Turn off equipment when it is not being used | <<E.g. Avoid plugging multi-socket extension leads into other multi-socket leads>> | 5 | 2 | 10 |

| 4 | Manual handling of files/folders.  Falling objects | Homes are not often fitted out with shelves or racking to accommodate storage of business materials. | 3 | 4 | 12 | Keep storage areas as close to the work area as possible to minimise the distance materials need to be carried. Consider fitting suitable shelving/bookcases. |  | 3 | 3 | 9 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5 |  |  |  |  |  |  |  |  |  |  |