

General Risk Assessment Form

Date: 06/30/2024	Assessed by:	Checked / Validated* by:	Location: Home office	Assessment ref no:	Review date:
Task / premises: Working from home.					

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Working from home	Lone working	Home working staff Isolated	<ol style="list-style-type: none"> Please refer to the University Lone Working policy and guidance for more information Please refer to the new University Working at Home guidance Please refer to the new University Wellbeing Support website Staff to remain in regular direct contact with line manager and colleagues via phone, Skype, Zoom, Slack or email 	Low	A
Working from home	Poor posture, repetitive movements, long periods looking at DSE (display screen equipment)	Staff, students, visitors Back strain (due to poor posture). Repetitive Strain Injury (RSI) to upper limbs. Eye strain.	<ol style="list-style-type: none"> Please refer to the DSE policy, guidance and poster for more information on how to set up your workstation properly Complete DSE self-assessment for guidance on how to set up workstation properly Set up workstation to a comfortable position with good lighting and natural light where possible Take regular breaks away from the screen, at least some activity at your workstation every 20mins and a 5 minute break from workstation every hour. Regularly stretch your arms, back, neck, wrists and hands to avoid repetitive strain injuries. Refer to workstation exercises here Set up a desktop working space where possible and try to avoid working on a laptop without a docking station 	Low	A
Working from home	Stress / Wellbeing	Home working staff Psychosocial effects, Work / Life imbalance, Anxiety	<ol style="list-style-type: none"> Please refer to Stress Prevention and Management toolkit for policies and guidance Please refer to new University guidance for Managing teams working from home Please refer to Seven rules of home working published by AMBS Regular contact meetings with manager and peers, Skype, Zoom, Phone Define working hours, set a start & close daily routine, get dressed and prioritise your tasks. 	Low	A

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			6. Manager / Employee consultation, wellbeing focused.		
Moving around the home office	Obstructions and trip hazards	Home working staff Slips, trips and falls causing physical injury	1. Floors and walkways kept clear of items, e.g. boxes, packaging, equipment etc 2. Furniture is arranged such that movement of people and equipment are not restricted 3. Make sure all areas have good level of lighting 4. Reasonable standards of housekeeping maintained 5. Trailing cables positioned neatly away from walkways 6. Cabinet drawers and doors kept closed when not in use	Med	A
Working from home	Fire	Staff Home Working Risk of burns, smoke inhalation, asphyxiation	1. In the event of a fire evacuate out of the building and call the fire brigade 2. All waste, including combustible waste, removed regularly. 3. Heaters located away from combustible materials and switched off when office is left unattended 4. Avoid daisy chaining and do not overload extension leads 5. Test smoke alarm routinely and replace batteries every 6-12 months 6. Please refer to fire brigade Home Fire Safety and Smoke Alarms	Med	A
Working from home	High risk activities	Staff Home Working Personal injuries / accidents	1. Home working is restricted to the use of laptops, computers and low-power equipment which complies to < 42 Volts operation & < 3 Amps total current consumption and which cannot exceed > 40degC operational temperature 2. No practical hardware work must be undertaken which requires tools, power-tools, soldering or any other sources of physical or chemical hazard	Low	A

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Working from home	Accident / Incidents	Staff Home working Injuries from home working activities	1. If you suffer an accident / incident whilst working at home in relation to your workstation, please report the event to your line manager and the School Safety Advisor to complete an accident / incident form	Low	A

I have read and I understand the content of this office risk assessment and I will comply with this Risk Assessment			
	Name (print)	Signature	Done
	Chenming Liu	Chenming Liu	