**Risk Assessment – Homeworking Self-Assessment**

[The Health and Safety Executive](https://www.hse.gov.uk/toolbox/workers/home.htm) have advised *“on a long-term basis, the risks associated with using display screen equipment (DSE) must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home temporarily. So in that situation employers do not need to do home workstation assessments”*. If employees working at home is to become permanent workstation assessments will be required. This document provides draft guidance for self-assessing the workstation environment and can be used as a record.

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| **Name** | **Location** | | **Line manager** | | **Date of assessment** |
|  |  | |  | |  |
| Guidance | Hazard | Assess  🗷🗹 | | Notes Assessment | Action  Completed  date |

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| **DISPLAY SCREEN** |  |  |  |  |
| Swivel and tilt mechanisms should be added to DSE. Replace screens if:   * swivel/tilt is absent or unsatisfactory; * work is intensive; * the user has problems adjusting to a comfortable position.   Where portable equipment such as a tablet is used, it is likely to be necessary to provide a separate screen. | Screens must swivel and tilt and be sufficiently large to prevent eye strain |  |  |  |
| Check from where reflections are coming. A mirror will provide the source of light.  Move the screen or even the desk and/or shield the screen from the source of reflection.  Dark characters on light backgrounds are less prone to glare and reflections. | Glare and reflection |  |  |  |
| Blinds with vertical slats are more suitable in preventing glare.  Consider anti-glare screen filters or seek specialist help. | Working window covers |  |  |  |
| **KEYBOARD** |  |  |  |  |
| This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable). | Separate keyboard and screen |  |  |  |
| Pushing the display screen back to create space for the keyboard, hands and wrists.  Users of thick, raised keyboards may need a wrist rest. | Comfortable position including adequate space |  |  |  |
| Keyboards should have clear and legible characters.  Keyboards should be cleaned regularly.  Use a keyboard with a matt finish to reduce glare and/or reflection.  Training on optimal positioning can be given. | Prevent:   * hands bent up at wrist; * hitting the keys too hard; * overstretching the fingers. |  |  |  |
| **MOUSE/STYLUS** |  |  |  |  |
| Try different devices as available in a variety of shapes and sizes.  Alternative devices such as touchscreens, track pads and pens may be better for some tasks (but can be worse for others) and therefore select carefully. | Comfort to prevent repetitive strain injuries. |  |  |  |
| Most devices are best placed close to the keyboard.    Training may be needed to:   * prevent arm overreaching; * tell users not to leave their hand on the device when it is not being used; * encourage a relaxed arm and straight wrist. * Support the arm/wrist using the desk surface or arm of a chair. If not, a separate supporting device may help. |  |  |  |  |
| Ensure the device is working. It may need to be replaced regularly. | Frustration |  |  |  |
| **SOFTWARE** |  |  |  |  |
| Software should assist the user to perform tasks, minimise stress and be user-friendly. | Suitability for the task |  |  |  |
| Check users have had appropriate training in using the software. | Adequate training to prevent frustration and inadequacies |  |  |  |
| Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages. | Updates to software are necessary |  |  |  |
| **SPACE** |  |  |  |  |
| Create room by moving elements necessary for completing tasks such as printers, stationery, etc.  Consider:   * providing new power and telecoms sockets, so equipment can be moved. * If space is needed to move, stretch and fidget. * reorganising the office layout and check for obstructions. * Storage to keep papers, stationery, etc. out of the way | Sufficient space for working comfortably and efficiently with the necessary equipment? |  |  |  |
| A document holder positioned to minimise uncomfortable head and eye movements could be used. | Can the user reach all the equipment  they need to use comfortably? |  |  |  |
| **FURNITURE** |  |  |  |  |
| Train the user how to adopt suitable postures while working.  The chair should be repaired or replaced if the user is uncomfortable, or cannot use the adjustment mechanisms. | Is the chair fit for purpose? Consider:   * stability * working seat back height and tilt adjustment * seat height adjustment   castors or glides |  |  |  |
| The user should be able to carry out their work sitting comfortably. | Can the chair be adjusted correctly? |  |  |  |
| The user should have a straight back, supported by the chair, with relaxed shoulders. | The small of the back should be supported by the chair’s backrest |  |  |  |
| The arms of chairs can stop the user getting close enough to use the equipment comfortably. | Forearms should be horizontal with eyes at roughly the same height as the top of the DSE |  |  |  |
| Move any obstructions from under the desk and use a foot rest if necessary. | Feet flat on the floor, without too much pressure from the seat on the backs of the legs |  |  |  |
| Furniture should be suitable for the purpose and in an environment with space and adequate light. | Whilst working an employees should remain comfortable, free from aches, pains, numbness or pins and needles that develop or worsen worse during the working day, even after following the guidance and training for DSE and desk work. |  |  |  |
| **ELECTRICAL EQUIPMENT** |  |  |  |  |
| Raise concerns in a timely manner about the condition of equipment with your line manager.  If in any doubt about safety do not use and make a report immediately to the line manager. | Consider the condition of electrical cables/casing. No cracks, or any disrepair with potable appliance testing carried out in line with HSE guidance. |  |  |  |
| Carry out regular visual checks for damage, cracks or discolouration of equipment.  Cables should be tidy preventing trip hazards. | Safety. |  |  |  |
| **WELLBEING** |  |  |  |  |
| Discuss wellbeing issues with your line manager.  Refer to the [UK Government Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19) | Experiencing wellbeing issues |  |  |  |
| Discuss and agree arrangements to have regular contact with your line Manager.  Think about the structure of your working day to build in contact and avoid isolation. | Regular contact with your line Manager and other colleagues. |  |  |  |
| Working from home requires access to first aid with an appropriately first aid kit. Details of any workplace injury or illness are to be recorded on an accident register by informing the practice manager as soon as reasonably practicable. | First aid and incident reporting |  |  |  |
| In the event of an emergency you must protect your own safety first and foremost. We shall inform you what action to take once an assessment of the type has been made.  You must inform a director as soon as practicable. | Emergencies and danger |  |  |  |
| Ensure there are alternative exits available in case of an emergency evacuation.  Ensure all visitors are aware of the exits. | Emergency exits |  |  |  |
| **EYESIGHT** |  |  |  |  |
| The provision of eye tests for DSE users is to enhance comfort and efficiency by identifying and correcting vision defects, thereby preventing temporary eyestrain and fatigue. | Entitlement to eye and eyesight testing which is paid for by the employer. |  |  |  |
| Whenever possible, jobs using DSE should be designed to consist of a mix of screen-based and non-screen-based work.  Where the job unavoidably contains spells of intensive DSE work (whether using the keyboard or input device, reading the screen, or a mixture of the two), these should be broken up by periods of non-intensive, non-DSE work.  Where work cannot be so organised, for example in jobs requiring only data or text entry or screen monitoring requiring sustained attention and concentration, deliberate breaks or pauses must be introduced. | Planning work to build in regular breaks away from screens to prevent fatigue and to vary visual and mental demands. |  |  |  |
| Users should be able to control light levels, e.g. by adjusting window blinds or light switches.  Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don’t cause glare by reflecting off walls or other surfaces). | Is lighting suitable, e.g. not too bright or too dim to work comfortably |  |  |  |
| **LONE WORKING** |  |  |  |  |
| Do you know who to contact in an emergency?  Have you completed seen the lone-working risk assessment?  Refer to lone-working guidance in Employee Handbook | Alone in your home. |  |  |  |
| Keep your line Manager’s phone number saved in your phone  Give your line manager’s number to a member of your household.  Use any personal safety devices as instructed. | Check with your line manager has up to-date contact details for you and an emergency contact. |  |  |  |
| If you have an accident at home while you are working with the equipment provided or while doing your work tasks, then this must be reported to your manager. | Ensure employees know the procedure for reporting an incident or nearer miss. |  |  |  |
| **ENVIRONMENT** |  |  |  |  |
| Check what temperature should be comfortable.  DSE and other equipment may dry the air.  Ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Move away from the heat sources such as radiators.  Plants may help.  Consider a de-humidifier if discomfort is severe.  Work in a space no-one else uses if possible.  Use head-phones to minimise noise.  Work at different times of the day to ensure allow for quieter working environment.  Consider notifying your line-manager if you are having problem concentrating. | Consider the atmosphere:   * Heat * Cold * Distraction and noise |  |  |  |
| Check all people in your home are not affected by the equipment you are using.  Do not leave items on stairs, and always hold the handrail to prevent trips and falls  Follow guidance on lifting and moving to prevent back and other injuries | Consider removing cables trailing or other trip hazards across thoroughfare.  Do not lift anything too heavy and always use assistance when carrying equipment or papers, etc. |  |  |  |
| Install:   * a carbon monoxide detector and test the battery weekly * Smoke alarms and test batteries weekly * Boilers should be serviced annually by a Gas Safety registered engineer. | Do employees check regularly:   * carbon monoxide detectors * gas boilers * smoke alarms |  |  |  |

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| **Additional comments:** Detail any other work related matters using display screen equipment at home that have not already been highlighted and give details below: |
| **Once completed please pass this assessment on to your line manager to discuss and agree any additional action(s) required and the timescale for implementation.** |

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| **Line manager additional comments:** |

RISK MATRIX

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| LIKELIHOOD |

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| SEVERITY | CERTAIN OR LIKELY | REASONABLY LIKELY | VERY UNLIKELY |
| Fatality or causing long term disability or illness (HIGH) | HIGH | HIGH | MEDIUM |
| Injury or illness causing short term disability (MEDIUM) | HIGH | MEDIUM | LOW |
| Illness or injury (LOW) | MEDIUM | LOW | LOW |

State level of risk before taking actions advised:

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| --- | --- |
| Signed | Dated |
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State level of risk after taking actions advised:

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| Signed | Dated |
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