

# HOMWORKING DURING CORONAVIRUS RISK ASSESSMENT

<b>Risk Assessment of</b> homeworking during coronavirus.  <b>Who Might be Affected?</b> Staff		<b>Date of Assessment</b> April 2020 <b>Dates Reviewed:</b> May 2020  <b>Name of Assessor</b> Andy Murray (Southalls), Rebecca Barker (NTGS)
What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
Repetitive Work Related Upper Limb Disorders (WRULD's)	Repetitive use of PC's may result in a WRULD or headaches if lighting or picture is poor.	<ul style="list-style-type: none"> <li>• All PC users classed as habitual have completed a Display Screen Equipment Assessment whilst at their office/branch workstation outlining the principles of good workstation set-up.</li> <li>• Homeworking guide has been sent to all staff which covers importance of good workstation set-up. See: <a href="https://safety.southalls.com/hubfs/2020%20-%20Coronavirus/Southalls_A%20Guide%20to%20Homeworking_2020.pdf">https://safety.southalls.com/hubfs/2020%20-%20Coronavirus/Southalls_A%20Guide%20to%20Homeworking_2020.pdf</a></li> <li>• All staff can access DSE assessment via Safety Cloud if required.</li> <li>• Advice re: frequent breaks given in home working guide.</li> <li>• Getting comfortable is important.</li> <li>• Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.</li> <li>• Make sure there is enough workspace to accommodate all documents or other equipment.</li> <li>• Arrange the desk and screen to avoid glare, or bright reflections. Adjust curtains or blinds to prevent intrusive light.</li> <li>• Make sure there is space under the desk to move legs.</li> <li>• Avoid excess pressure from the edge of seats on the backs of legs and knees.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
<b>Isolation</b>	Being isolated at home leading to mental distress.	<ul style="list-style-type: none"> <li>• Homeworking guide advises workers of the importance to get dressed and set boundaries to the working day. This encourages getting out, even if just standing in a garden, drive (if available) or front doorway.</li> <li>• Staff are encouraged to pick up the phone to speak to a colleague. Video conferences can also be undertaken.</li> <li>• Assuming staff are not self-isolating they are encouraged to get out once a day in line with Government guidance staff to use their own garden's where they have them.</li> </ul>
<b>Slips and trips</b>	Homeworkers could trip over items left in the way.	<ul style="list-style-type: none"> <li>• Where possible staff work in a different room to where there may for example be children's toys that can cause a trip hazard.</li> <li>• Where this is not possible route checked for slip and trip hazards.</li> <li>• Paperwork carried in small amounts, no big boxes.</li> <li>• If going up and down staircases ensure you have one hand free to hold onto a handrail/bannister.</li> </ul>
<b>Fire</b>	More home working and electrical use could lead to increased fire risk.	<ul style="list-style-type: none"> <li>• Where in place home workers to ensure smoke/heat detectors are working.</li> <li>• Route to exit points kept clear.</li> <li>• Daisy chaining and overloading of electrical sockets avoided.</li> </ul>

**Please contact Andrew Murray (Southalls) or Rebecca Barker (NTGS) in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.**