

## RISK ASSESSMENT

<b>School:</b>		<b>Area/Activity Assessed:</b> Homeworking (during Covid-19 outbreak)		<b>Date:</b>	
	<b>Undertaken by:</b>	<b>Position:</b>	<b>Signature:</b>		
1)	M. Clark	H&S advisor	<i>M. Clark</i>		
2)	David Riddick	Business Manager			
<b>Summary of significant risks where action required (or state none)</b>		<b>Summary of Additional Controls</b>	<b>Who is action allocated to</b>	<b>Date action to be completed</b>	<b>Action completed date</b>
		Document needs circulating to all staff	EOR/DRK	08/06/2020	

<b>Reviewed/Approved by HT /SLT/ SBM</b>	Name:	Signature:	Date:
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<b>HAZARD</b> (what is it that could cause harm)	<b>WHO</b> (who could be affected either directly or indirectly)	<b>HOW</b> (what might be the possible injury/ill health effect from the hazard)	<b>CONTROL MEASURES CURRENTLY IN PLACE</b> (what are you already doing to reduce the likelihood of the hazard causing harm)	<b>ADDITIONAL CONTROL MEASURES</b> (is there anything else that you could do to reduce the risk of injury/ill health further) <b>Include any reference to safe systems of work</b> <b>Any additional controls must be transferred to front sheet, with actions allocated</b>
Electrical equipment	Staff member	Electric shock, minor injury	<p>All school-owned equipment taken to assist homeworking will have been PAT tested or less than 2 years old. This includes laptops/tablets, laminators, phone chargers and any other tools or equipment.</p> <p>Staff member to visually check equipment before plugging it in and using it. If any defects are found then item to be left unplugged and reported to the school asap for a replacement or repair.</p>	
Display screen equipment	Staff member	Eyestrain, stress, aches, longer-term health issues	<p>Staff working from home should ensure that they have suitable DSE equipment to allow them to work safely and comfortably. This may include a separate mouse or keyboard when using a laptop, ensuring that they are working at a suitable table with a chair which allows them to access equipment without stretching or awkward postures and not on the sofa or floor.</p> <p>HSE guidance on homeworking has been provided so full DSE assessment will not normally be needed, but staff may be provided with a DSE self-assessment form should they feel that they need one</p>	
Stress	Staff member	Work-related stress, anxiety	<p>Staff are contacted regularly by their line manager to ensure that they are not feeling isolated or distressed by lone working/homeworking.</p> <p>Contact numbers available for staff to call if they require additional support or have a problem that needs to be escalated.</p>	
Fire safety	Staff member	Fire, serious injury	Staff who are homeworking are expected to have an early detection system such as smoke alarms which are tested regularly to allow escape in the unlikely event of a fire.	