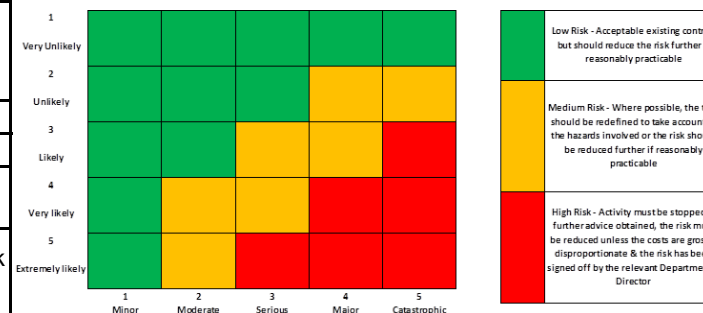


<b>Assessment Title</b> (Task, process, equipment or facility)		<b>Homeworking</b>	
<b>Location</b>	<b>Various</b>	<b>Date</b>	<b>01/04/2025</b>
		<b>Review date</b>	<b>31/03/2026</b>
<b>Prepared By (Team)</b>		<b>M Clark, E Greaves</b>	
<b>Legal / Best Practice Requirements / links to other assessments (eg COSHH)</b>		Health and Safety at Work Act, Management of Health and Safety at Work Regulations, Display Screen Regulations	



Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Inappropriate DSE Set up, lack of equipment, lack of space	Physical harm to team member. Unsafe work area and/or equipment.	Possible musculoskeletal injury. Possible physical injury to team member and others in household	3	3	M	1. Provision of additional guidance via SM-27-1 regarding setting up a suitable work area at home. 2. Survey issued to all team members involved to assess their working conditions and allow them to highlight concerns. 3. Contact made from QHSE to those highlighting concerns. 4. If requested and/or required, provide equipment to support homeworking, either by taking office equipment home or purchasing new, such as chairs, monitors etc 5. Provide guidance to leaders regarding regular contact with all their team members in order for issues to be raised. 6. Provision of various communications in relation to homeworking and support 7. Team leaders to monitor team members general wellbeing	2	3	L	<b>All appropriate controls are in place that are reasonably practicable, no further action is necessary</b>	
Poor mental wellbeing due to lack of contact with other team members and leaders	Team member stress, anxiety, depression	Team member stress, anxiety, depression. Harm caused to mental wellbeing of team member.	3	3	M	1. Provision of additional guidance via SM-27-1 regarding setting up a suitable work area at home. 2. Survey issued to all team members involved to assess their working conditions and allow them to highlight concerns. 3. Contact made from QHSE to those highlighting concerns. 4. Provide guidance to leaders regarding regular contact with all their team members in order for issues to be raised. 5. Provision of various communications in relation to homeworking and support 6. Following assessment of individual team members they may be allowed back into the business centres to work to support their mental wellbeing. 7. Provision of online health and wellbeing course. 8. Provision of Employee Assistance Program and reminder communications about this service. 9. Team leaders to monitor team members general wellbeing	2	3	L	<b>All appropriate controls are in place that are reasonably practicable, no further action is necessary</b>	