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Working from Home Risk Assessment Form

RA Ref No:

Employer's Assessor	Job Title

Assessment Date	Review Dates / Initials

Assessment location:

Persons at risk	Frequency	Details
Homeworker		
Family		
Visitors		

Any disabled?	Comments
<input type="checkbox"/> No	
<input type="checkbox"/> No	
<input type="checkbox"/> No	

Hz No.	Hazard description	How are persons affected?	Risk Rating
1	Slips, Trips and Falls – trailing cables from computers and associated equipment	Anyone who uses the area of the home which is used for work may trip on any cables or leads which run across floors	
2	Inadequate desk/work space Inadequate lighting	Home desks are often placed in a corner of a room and compete with other furniture for floor space. Filing cabinets and shelves, computer equipment – monitors/ printers/ scanners/ phones and faxes etc all take up space which could mean the user has insufficient space to have his/her desk/workstation properly set up to avoid musculo-skeletal issues. Household lighting may	

Existing controls	Further controls / action	Residual Level of Risk		
		P	S	R
As far as possible that leads are not across the room. Leads should be kept in a box or under a rug. Leads should be secured to the wall where leads must run across the room.	<<E.g. Use blue-tooth or wireless devices where possible>>	4	2	8
There is adequate heating in the room. The desk area is large enough for the user to be able to move around the desk etc. The chair is suitable – adjustable height, casters. A mat protector mat for the desk. A mat for the chair. Adequate desk/floor lighting	<<E.g. Create separate designated workspace such as change use of redundant bedroom or garage>>	3	2	6

Probability (P)	5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely
Severity (S)	5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible
Risk (R)	0-8=low risk, no action required. 9-15=medium risk, ensure action taken. 16-25=high risk, stop operation & implement control measures

# SAMPLE

		not be in the most appropriate place for the computer user	
3	Fire – overloaded electrical sockets	Computers and their accessories require many more power points than are normally installed in a domestic property. Overloading sockets with high current drawing equipment can cause fires	
4	Manual handling of files/folders, boxes/parcels. Falling objects	Homes are not often fitted out with shelves or racking to accommodate storage of business materials. This may result in having to carry materials up/down stairs for storage, which will increase the risk of musculo-skeletal injuries. Poor stacking may result in items falling or causing injury through awkward lifting or twisting	
5			

Periodic Inspection of system to ensure wiring meets standards. Smoke alarm is fitted and fire extinguishers is kept in an accessible location	<<E.g. Avoid plugging multi socket extension leads into other multi socket leads>>			
Store materials in areas as close to work as possible to minimise the need to move materials. Materials need to be stored on trolleys etc where appropriate. Use shelving/racking				

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