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| Date Conducted: | 17th March 2020 | | | | | | Review by Date: |  | Date Reviewed |  | | | |
| Assessment Team |  | | | | | | | | | | | | |
| **1**  **Hazard**  (something with the potential to cause harm, how will it be realised and what is the potential injury?) | | **2 At Risk** | **Risk** | | | **6**  **Control Measures** | | | | | **Risk** | | |
| **3 Severity** | **4 Probability** | **5 Risk** | **7 Severity** | **8 Probability** | **9 Risk** |
| Ill health, collapsing with a medical condition.  Death | | E | **5** | **3** | **15** | * Home workers are to have access to a small first aid kit. * Issue document containing helplines to support services. * Manager/Supervisor are to make contact with worker regularly. | | | | | **5** | **1** | **5** |
| Communication with Employer | | E | 4 | 3 | 12 | * Employees are to keep in constant communication with the main/office via telephone, email * Employees are to be given the name and contact number of Manager/Supervisor. * Ensure a system of regular contact is adopted. | | | | | 4 | 1 | 4 |
| Sitting at desks for long periods of times causing ergonomic problems developing through poor posture.  Aches and pains. | | E | **3** | **3** | **9** | * Workers are to take regular breaks form the workstation. * Position desk workstation near a window or long distance view to give short sighted eye muscles a rest by looking away every 15 mins. * Workers are to report any faults with their equipment promptly to the appointed person who will arrange for appropriate action. | | | | | **3** | **1** | **3** |
| Handling paper and staplers etc, causing people to come into contact with sharp edges or points.  Causing cuts. | | E | **3** | **3** | **9** | * Home workers are to have access to a small first aid kit. * Care is to be taken when using staplers and office equipment. | | | | | **3** | **1** | **3** |
| Spilling drinks.  Scalds. | | E | 3 | 3 | 9 | * A designated home office is to be set up. * Workers are to keep their desks as free of drinks as is practical. * Remove excessive liquids from desks. | | | | | 3 | 1 | 3 |
| **Further Actions** | |  | | | | | | | | | **Action by who & date** | | |
|  | | |
| **Additional Comments** | |  | | | | | | | | |  | | |
| **Authorised by The Responsible Manager** | |  | | | | | | | | | **Dated:** | | |