

SAFETY ASSESSMENT FORM

Working from Home Risk Assessment Form

Employer's Assessor	Job Title

Assessment location:

Persons at risk	Frequency	Details
Homeworker		
Family		
Visitors		

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	

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, consider action. 16-25=high risk, stop operation & implement control measures

RA Ref No:

Assessment Date	Review Dates / Initials

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

Existing controls	Further controls / action	Residual Level of Risk		
		P	S	R
As far as possible that leads are not across the floor. Leads should be in a box or tray. Leads should be secured to the wall where leads must run across the floor.	<<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 to be able to move the desk etc. The chair is suitable – adjustable height, casters. A mat protector 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

		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	5	4	20	Carry out Periodic Inspection of electrical system to ensure wiring meets current standards. Ensure a smoke alarm is fitted and an extinguishers is kept in an accessible location	<<E.g. Avoid plugging multi socket extension leads into other multi socket leads>>			
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	3	4	12	Keep storage areas as close to work area as possible to minimise the distance materials need to be carried. Use trolleys etc where practicable. Install suitable shelving/racking				
5										

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Risk (R)	0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures