**General Risk Assessment Form**



| **Date:** (1) | **Assessed by:** (2) | **Checked / Validated\* by:** (3)  | **Location:** (4) | **Assessment ref no** (5) | **Review date:** (6) |
| --- | --- | --- | --- | --- | --- |
| **Task / premises:** (7) Working from home  |

| **Activity** (8) | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures to control risk** (11) | **Risk rating** (12) | **Result** (13) |
| --- | --- | --- | --- | --- | --- |
| Working from home | Lone working | Home working staff Isolated,  | 1. Please refer to the University Lone Working [policy](http://documents.manchester.ac.uk/display.aspx?DocID=13891) and [guidance](http://documents.manchester.ac.uk/display.aspx?DocID=13644) for more information
2. Please refer to the new University [Working at Home guidance](http://documents.manchester.ac.uk/display.aspx?DocID=19794)
3. Please refer to the new University [Wellbeing Support](https://www.staffnet.manchester.ac.uk/wellbeing/) website
4. Staff are able to have regular direct contact with line manager and colleagues via phone, Teams, Zoom or email
 | Low | A |
| Working from home | Poor posture, repetitive movements, eye strain, from long periods looking at DSE (display screen equipment) | Staff, students, visitorsBack strain (due to poor posture).Repetitive Strain Injury (RSI) to upper limbs.Eye strain. | 1. Please refer to the DSE [policy](http://documents.manchester.ac.uk/display.aspx?DocID=24480), [guidance](https://www.staffnet.manchester.ac.uk/media/eps/chemistry-intranet/DSE-Guidance-for-users.pdf) and [poster](http://documents.manchester.ac.uk/display.aspx?DocID=10119) for more information on how to set up your workstation properly
2. Complete [DSE Self-Assessment](https://manchester.onlinesurveys.ac.uk/m5s4r4vdg9-11) for your home working at least every 2 years but sooner if any changes or pain is experienced.
3. Complete [Homeworking self-assessment checklist](https://www.staffnet.manchester.ac.uk/media/eps/chemistry-intranet/physics/Homeworking-self-assessment-checklist.docx)
4. Set up workstation to a comfortable position with good lighting and natural light where possible
5. Take regular breaks away from the screen
6. Regularly stretch your arms, back, neck, wrists and hands to avoid repetitive strain injuries. Refer to seated [exercises](https://www.staffnet.manchester.ac.uk/media/eps/chemistry-intranet/physics/Seated-exercises.docx)
7. Set up a desktop working space where possible and try to avoid working on a laptop without a docking station, separate keyboard or mouse
8. Small equipment purchases of up to £50 to assist with working from home, contact local administration for more details.
9. If experiencing ill-health issues contact your local DSE assessor or local safety advisor who will perform a full DSE assessment.
10. Occupational health referral where issues cannot be resolved from full DSE assessment.
11. DSE users should have regular eye tests, follow [guidance](https://www.occhealth.manchester.ac.uk/wellbeing/health-safety/)
12. FSE run monthly DSE awareness sessions on Teams
 | Low | A |
| Working from home | Stress / Wellbeing | Home working staffPsychosocial effectsWork / Life imbalanceAnxietyPoor performanceFatigue & Tiredness | 1. Please refer to [Stress Prevention and Management toolkit](http://www.healthandsafety.manchester.ac.uk/toolkits/stress/) for policies and guidance
2. Please refer to new University guidance for [Managing teams working from home](http://documents.manchester.ac.uk/display.aspx?DocID=48580)
3. Please refer to [Seven rules of home working](https://www.alliancembs.manchester.ac.uk/news/the-seven-rules-of-home-working/?utm_campaign=news-events&utm_medium=social&utm_source=twitter-post&utm_content=working-from-home-cary-cooper) published by AMBS
4. Please refer to [Guidance for Managers](http://documents.manchester.ac.uk/display.aspx?DocID=23854) and [Guidance for Staff](http://documents.manchester.ac.uk/display.aspx?DocID=23855)
5. Complete training [Work Related Stress: Identification, Prevention & Management (Online)](https://app.manchester.ac.uk/training/profile.aspx?unitid=7076&parentId=4&returnId=4&returntxt=Return%20To%20Search&returnQs=%3fterm%3dstress%26org%3d0)
6. The [University Stress Assessment tool](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=23853) can be used to highlight the main factors for an individual that are recognised as having the potential to lead to work-related stress
7. Projects, work plans and objectives to be discussed and agreed with line manager regularly
8. Refer to full [FSE Stress Risk Assessment](https://www.staffnet.manchester.ac.uk/media/eps/chemistry-intranet/physics/FSE_Generic-RA_Stress-V1.docx)
9. Regular contact meetings with manager and peers via Teams, Zoom, email and phone
10. Define working hours, set a start & close daily routine, and prioritise your tasks.
11. Individual may self-refer to [Occupational Health Service](http://www.occhealth.manchester.ac.uk/) or to the [Counselling and Mental Health Service](https://www.counsellingservice.manchester.ac.uk/)
12. Manager / Employee consultation, wellbeing focused
 | Low | A |
| Use of electrical appliances | Misuse of electrical appliance, faulted electrical appliance. | Home working staffElectric shock, burns and fire | 1. All office equipment used in accordance with the manufacturer’s instructions
2. Visual checks before use to make sure equipment, cables and free from defects
3. University IT equipment brought home should already be PAT tested, small electrical items can be tested through the [FSE I&F team](https://forms.office.com/Pages/ResponsePage.aspx?id=B8tSwU5hu0qBivA1z6kad9HGelNXVQZMilCHhdzbUTBUM1c1SlZIRUFYWUFZSE1VQ1pBMzI5WUZMNyQlQCN0PWcu&qrcode=true)
4. The domestic electrical supply and equipment owned by the employee is the responsibility of the employee to maintain
5. Liquid spills cleaned up immediately
6. Defective plugs, cables and equipment should be taken out of use
 | Med | A |
| Moving around the home office | Obstructions and trip hazards | Home working staff Slips, trips and falls causing physical injury | 1. Floors and walkways kept clear of items, e.g. boxes, packaging, equipment etc
2. Furniture is arranged such that movement of people and equipment are not restricted
3. Make sure all areas have good level of lighting
4. Reasonable standards of housekeeping maintained
5. Trailing cables positioned neatly away from walkways
6. Cabinet drawers and doors kept closed when not in use
 | Med | A |
| Working from home  | Fire  | Staff Home WorkingRisk of burns, smoke inhalation, asphyxiation | 1. In the event of a fire evacuate out of the building and call the fire brigade on 999
2. All waste, including combustible waste, removed regularly
3. Heaters located away from combustible materials and switched off when not in use, don’t leave heaters unattended
4. Avoid daisy chaining and do not overload extension leads
5. Test smoke alarm routinely and replace batteries every 6-12 months
6. Please refer to fire brigade [Home Fire Safety](https://www.manchesterfire.gov.uk/staying-safe/what-we-do/fire-safety-at-home/) and Smoke [Alarms](https://www.manchesterfire.gov.uk/staying-safe/what-we-do/smoke-alarms/)
 | Med | A |
| Working from home | High risk activities  | Staff Home WorkingPersonal injuries / accidents | 1. Only office activities with IT equipment and associated peripherals are carried out without further specific risk assessment
 | Low | A |
| Working from home | Manual handling  | Staff Home WorkingBack pain bruises, sprains, strains, fractures. | 1. When ordering goods the intended recipient must first check the weight and dimension of the delivery. Please use page 7 of the [HSE weight guide](https://www.hse.gov.uk/pubns/indg143.pdf) to help determine if the item is too large, bulky or heavy to be received at home by the recipient. Item should only be delivered to a home address if it is below 25kg and can be comfortably carried by the recipient
2. Staff are trained via SLD courses ([TLCO510](https://app.manchester.ac.uk/training/profile.aspx?unitid=8344&parentId=4&returnId=4&returntxt=Return%20To%20Search&returnQs=%3fterm%3dmanual%26org%3d0) or [TLCA500](https://app.manchester.ac.uk/training/profile.aspx?unitid=8576&parentId=4&returnId=4&returntxt=Return%20To%20Search&returnQs=%3fterm%3dmanual%26org%3d0) as appropriate), and familiar with correct handling technique and seek assistance when needed
3. Use kinetic lifting techniques e.g. feet apart, load held close and in front of the body. If lifting off the floor, bend knees and keep the spine neutral.
4. Ensure there is a firm grip on the item whilst moving
5. Ensure trip hazards are removed on route from the front door to where the item is to be located.
6. Do not store large, heavy, fragile or cumbersome items at height (e.g. on high shelves or on top of cabinets/bookcases etc.)
 | Low | A |
| Working from home | Accident / Incidents | Staff Home workingInjuries from home working activities | 1. If you suffer an accident / incident whilst working at home in relation to your workstation, please report the event to your line manager and the School Safety Advisor and complete an [accident / incident form](http://documents.manchester.ac.uk/display.aspx?DocID=10017). Ensure you have adequate first aid supplies to treat minor injuries. Call 999 in an emergency
 | Low | A |

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| **Action plan** (14) |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
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| **I have read and I understand the content of this office risk assessment and I will comply with this Risk Assessment** |
| **Name (print)** | **Signature** |
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