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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:** |