

ELFORD PARISH COUNCIL
HOMWORKING RISK ASSESSMENT

Summary

Remote working involves an employee using their home or other suitable location as a base for work, instead of the employee coming into a recognised workplace.

Equipment

Elford Parish Council will provide a laptop and mouse. It is the Clerk/ RFO responsibility to ensure that they have a suitable chair and table to work at. The Parish Council is not responsible for the replacement or repair of any personal equipment used by the Clerk/RFO during remote working.

Environment

To be able to work remotely successfully, it is important that the remote working environment offers adequate equipment including broadband connection etc., suitable lighting and is free from interruptions and distractions.

Health & Safety

Before commencing remote working, a workstation self-assessment and risk assessment of the proposed area and equipment (furniture and electrical equipment, etc.) must be carried out. This should be recorded on the risk assessment form (Appendix 1), discussed with and approved by the Chairman. A new risk assessment will be required should the regular remote working location change or if the home working workstation requires alterations to suit the health requirements of the Clerk/RFO e.g. during pregnancy.

The risk assessment form should be carried out by the Clerk/RFO and approved by their chairman, at least every two years to ensure the information is accurate, and the home working set-up remains suitable and sufficient.

The equipment used by the Clerk/ RFO must be safe to use, fit for purpose and not give rise to any health and safety risks. The equipment should be maintained and in efficient working order and in good repair.

The Parish Council will be responsible for maintaining Council equipment. Any concerns must be raised immediately with the Chairman.

If an incident occurs whilst working remotely, the Clerk/ RFO must report the incident to their chairman.

Insurance

It is the responsibility of the Clerk/ RFO to provide adequate home buildings and contents insurance. Elford Parish Council will not accept liability for damage caused to the home or its contents. If the insurance is higher due to home working the Parish Council will re-imburse the extra cost to the Clerk/ RFO.

Confidentiality

The Clerk/ RFO is expected to keep any work data used when working remotely confidential and secure. All work data remains the property of Elford Parish Council and may be required at any time.

Homeworking Risk Assessment

The purpose of this assessment is to assist the Parish Council in safeguarding your health and safety whilst you are homeworking.

To be completed by the Clerk/RFO, authorised by the Chairman and retained within the Clerks Personnel File.

Name:	Job Title:
Home Address:	Date of risk Assessment:
Address to which risk assessment applies:	Tel:

Work Environment Checklist

This checklist is for use by employees who work at home to enable them to be sure that their workstation is safe, comfortable and practical.

	Desk Area	YES	NO
1	Do you have adequate space to work comfortably?		
2	Is there enough space underneath your desk to stretch your legs?		
3	Are there trailing electrical cables around your working area that need to be tied up?		
4	Is your working area clutter free so that you can focus easily on the task?		
5	Is your working area warm, well-lit and well-ventilated?		
6	Is your desk chair set up correctly? Is your lower back supported, are there armrests and are your feet flat on the floor?		
7	Do you have enough surface space on your desk to work comfortably?		
8	Are your keyboard and mouse clean and within easy reach, without having to stretch?		
9	Is your display screen clean and positioned so there is no glare from a window or light?		

10	Is your display screen level with your eyes so it doesn't cause discomfort to your neck or head?		
11	Can you easily reach everything that you need without twisting and straining your upper body?		
12	Is there sufficient secure storage for confidential information		
13	Do you know how to report health and safety concerns?		

	Fire & Electrical Safety	YES	NO
1	Are your smoke detectors working & checked regularly?		
2	Have you checked and removed any electrical equipment where signs of sparks or burns are present?		
3	Do you regularly dispose of waste, including papers, to prevent a build-up of fire "fuel"?		
4	Have you checked and removed any surrounding wires which appear damaged or frayed?		
5	Do you regularly inspect your electrical equipment to check for signs of wear and tear?		
6	Do you switch off equipment when not in use?		

	Stress and Welfare	YES	NO
1	Do you take regular breaks away from your workstation?		
2	Do you carry out regularly stretches at your desk to avoid stiff or sore muscles?		
3	Do you sit with a good posture to prevent being hunched over the desk?		
4	Do you have easy access to first aid equipment if required?		
5	If you regularly use a computer, do you have your eyes tested in line your optometrist's recommendation?		

	Trips	YES	NO
1	Is the floor area around your desk clear of boxes, papers and wires?		

	Lone Working	YES	NO
1	Are you familiar with your lone working policy?		
2	Are you familiar with your health & safety policy?		
3	Is your home kept secure whilst you're working there?		
4	Are important files and laptops kept locked away securely when not in use?		

Clerk/ RFO:

Signature:

Date:

Cllr Name:

Signature:

Date: