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| **RISK ASSESSMENT FOR WORKING FROM HOME**  **ON A TEMPORARY TES ASSIGNMENT** | | |
| **NAME OF THE WORKER:** | | |
| **ASSIGNMENT TITLE:** | | |
| **HOMEWORKING ADDRESS:** | | |
| **INITIAL GUIDANCE** | | |
| **Please read carefully the home working guidance specifically related to the coronavirus situation**  <https://www.hr.admin.cam.ac.uk/coronavirus-homeworking> | | |
| **Please read carefully on work considerations guidance provided:**  <https://www.hr.admin.cam.ac.uk/policies-procedures/flexible-working/working-home/employment-considerations>  Please note you are filling in this form instead of the PD/WFH form mentioned. | | |
| **Please read carefully on Practical considerations guidance provided:**  <https://www.hr.admin.cam.ac.uk/policies-procedures/flexible-working/working-home/practical-considerations> | | |
| **Please read carefully on Financial considerations guidance provided:** <https://www.hr.admin.cam.ac.uk/policies-procedures/flexible-working/working-home/financial-arrangements> | | |
| **Please undertake this risk assessment which addresses the** **health, safety and security precautions of the home working environment.** For practical advice on how to do this, see the Health and Safety Executive (HSE) publication *A brief guide to controlling risks in the workplace*: <http://www.hse.gov.uk/pubns/indg163.htm> | | |
| **QUESTIONS** | **YES** | **NO** |
| **HEALTH** |  |  |
| **Does the homeworker have any medical conditions, for example diabetes, that might have an impact on homeworking arrangements?** |  |  |
| **Does the homeworker know how to report any injury, illness or incident that might be related to work?** |  |  |
| **Is the homeworker pregnant / recently given birth / breastfeeding?** |  |  |
| **INFORMATION AND TRAINING** | **YES** | **NO** |
| **Has the homeworker been shown how to complete the self-assessment questionnaire?**  If not, please follow the link provided and then answer accordingly:  Health and Safety Executive (HSE) publication A brief guide to controlling risks in the workplace: <http://www.hse.gov.uk/pubns/indg163.htm> |  |  |
| **Has the homeworker been given health and safety training and information on general homeworking issues, on issues specific to the job, and on basic electrical equipment safety?**  If not, please follow the link provided and then answer accordingly:  <https://www.hr.admin.cam.ac.uk/policies-procedures/flexible-working/working-home/practical-considerations> |  |  |
| **THE HOME** | **YES** | **NO** |
| **Are there any pets in the house?** |  |  |
| **Are there any children, disabled or elderly people who need caring for in the house while the homeworker is working?** |  |  |
| **Is the work carried out in a separate, lockable room?** |  |  |
| **Is it necessary for the documentation and information to be kept secure at all times?**  **Is the worker dealing with sensitive information?**  If so, the data stored on a personal computers should be kept secure by restricting access to work-related files e.g. by password protection and do not leave sensitive paperwork unattended. |  |  |
| **Has a list of all equipment supplied to the homeworker been made (e.g. laptop)?**  If not applicable, please mark it as N/A |  |  |
| **Have safety checks been carried out on all equipment supplied?**  If not applicable, please mark it as N/A |  |  |
| **Does the worker use their own equipment during this assignment (e.g. laptop)?**  If yes, please provide the list of equipment below:  ……………………………………………………………………………………………………………………………….. |  |  |
| **Is the size of the room adequate, bearing in mind the equipment supplied and the work required?** |  |  |
| **Is the lighting sufficient?** |  |  |
| **Has a qualified electrician checked the wiring?** |  |  |
| **Are there sufficient numbers of electrical sockets for the equipment?** |  |  |
| **When was the equipment was last tested?**  Date: ……………………………………………………. |  |  |
| **DISPLAY SCREEN EQUIPMENT** | **YES** | **NO** |
| **Is the homeworker satisfied that the DSE can be used with comfort (issues include screen glare, adjustable seating, configuration of screen and keyboard, desk size)?**  If not, please see the relevant guidance:  <https://www.safety.admin.cam.ac.uk/system/files/hsd116p.pdf> |  |  |
| **Have steps been taken to ensure the homeworker takes adequate breaks from DSE work?**  If not, please see the relevant guidance:  <https://www.safety.admin.cam.ac.uk/publications/hsd116p-working-safely-dse-desktop-general-guidance> |  |  |
| **Are there arrangements present to ensure that the homeworker is not working excessive hours or otherwise struggling with the work?** |  |  |
| **If the homeworker is using a laptop, what advice and additional equipment have been provided?**  **List of equipment (if applicable):………………………………………………………………………………….**  If no advice has been provided, please familiarise yourself with the guidance available:  <https://www.safety.admin.cam.ac.uk/system/files/hsd161p.pdf> |  |  |
| **EMERGENCIES** | **YES** | **NO** |
| **Have fire extinguishers and smoke detectors been provided, and is the homeworker trained to use them?**  If they have not been provided, is the homeworker happy that there are appropriate fire safety arrangements in place? YES/NO |  |  |
| **Has the homeworker received basic first-aid training?**  It is advised that the homeworker familiarises themselves with the basic first-aid rules before working from home commences: <http://www.hse.gov.uk/pubns/indg347.pdf> |  |  |
| **Has a first-aid box been supplied?**  It is advised that the basic first-aid supplies are available for the homeworker. |  |  |
| **Is the homeworker aware of the importance of uncluttered exit routes, in the event of a fire or other emergency?** |  |  |
| **STAYING IN TOUCH** |  |  |
| **Have you planned frequent contact with the homeworker by e-mail, phone and in person?** |  |  |
| **Is there a need for the homeworker to regularly visit other offices?**  If yes, has the worker been advised on the details? YES/NO |  |  |
| **Do the contact arrangements cover work-related, social and union/staff representative activities?** |  |  |
| **Is the homeworker required to meet clients?**  If yes, has the homeworker been instructed on the meeting arrangements? YES/NO |  |  |
| When you return the completed Risk assessment you will also need to include in your email the following declaration:  *“I am happy to undertake (some of my) my assignment(s) at home. I am familiar with the University guidance on working from home and agree to comply with this.*  *I have undertaken a risk assessment and enclose a record of the outcome. I understand my obligations and agree to observe all relevant health and safety measures.”*  *Name and surname\*:……………………………………..*  *Signature\*:…………………………………………………….*  *Date\*:……………………………………………………………*  \*If this form has been completed as a hard copy, please sign and date the declaration using the space provided. | | |
| **FOR TES OFFICE USE ONLY** | | |
| Risk Assessment provided | | |
| Declaration provided | | |
| Supervisor’s confirmation provided | | |
| Risk Assessment accepted | | |