

## RISK ASSESSMENT

<b>Document Ref / Title:</b>	DWSRA03 – Managing Health & Safety of home workers during COVID-19 pandemic		
<b>Site / Location:</b>	Home Working (temporary)		
<b>Environment or Task Assessed:</b>	Staff working from home		
<b>Assessment Created by:</b>	Jane Taylor – Health & Safety Advisor	<b>Assessment Reviewed by:</b>	
<b>Initial Assessment Date:</b>	26 <sup>th</sup> June 2020	<b>Review Date:</b>	As needed / to suit changes in UK.Gov guidance

Identified Hazard	Who may be harmed and how?	Existing control measures	Risk Rating High/Medium/Low	Proposed / additional actions	Action by / Proposed Timescale	Action Completed Date / Initial
Decreased provision of information and instruction to persons working from home	<p>Employees</p> <p>Lack of suitable and sufficient guidance and information resulting in reduced awareness of COVID-19 and the risks associated with it.</p> <p>Lack of awareness of company procedures and government guidance resulting in persons working from home becoming infected with COVID-19.</p>	<p>Official guidance and advice for individuals and business is available via the following authoritative websites:  <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>  <a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a>  <a href="https://www.who.int/health-topics/coronavirus#tab=tab_1">https://www.who.int/health-topics/coronavirus#tab=tab_1</a></p> <p>The aforementioned are regularly reviewed and applicable advice adopted where necessary.</p> <p>Existing business continuity plans have been reviewed and activated where necessary. These continue to be regularly reviewed and updated to meet with business needs and to suit leading authority advice and guidance.</p>	<b>LOW</b>			

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		<p>Information and company updates are regularly sent to staff via internal communications and where applicable, via line managers.</p> <p>Staff use Microsoft Teams, Skype, telephones and email to stay connected. SharePoint is used as an informal platform to share information across the business.</p> <p>Where appropriate, business communications are produced in accordance with leading authority (Gov.UK, NHS, HSE, WHO etc) advice and guidance.</p>				
<p>Virus transmission for staff working from home</p>	<p>Employees, members of the same household</p> <p>Catching or spreading the disease via contact with infected persons or contaminated surfaces.</p>	<p>Staff have been briefed on current government led advice on staying protected and the business actively promotes the 'catch it, bin it, kill it' and 'stay at home' messages endorsed by Gov.UK, NHS, HSE &amp; WHO.</p> <p>HR have a record of staff at higher risk due to known or self-declared health conditions.</p> <p>Germs can easily spread by:</p> <ul style="list-style-type: none"> <li>- Coughing, sneezing or talking</li> <li>- Touching your face with unwashed hands after touching contaminated surfaces or objects</li> <li>- Touching surfaces or objects that may be frequently touched by other people</li> </ul> <p><b>Hand Washing &amp; Respiratory Hygiene:</b> Staff have been instructed to follow established government guidance by regularly washing their hands with soap and water for at least 20 seconds. Staff are encouraged to following established NHS guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>	<p>LOW</p>			

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		<p>The business encourages staff to follow Gov.UK guidance to help prevent the spread, including:</p> <ul style="list-style-type: none"> <li>- Washing your hands more often for at least 20 seconds</li> <li>- Use a hand sanitiser if soap and water is not available</li> <li>- Avoid touching your eyes, nose, and mouth with unwashed hands</li> <li>- Avoid close contact with people who have symptoms</li> <li>- Cover your mouth and nose with a tissue when you cough or sneeze</li> <li>- Throw used tissues in the bin</li> <li>- If you don't have a tissue, cough or sneeze into your elbow, not your hands</li> <li>- Clean and disinfect frequently touched objects and surfaces</li> </ul> <p><b>Social Distancing:</b> All business meetings have been cancelled and are carried out via Microsoft Teams or Skype.</p> <p>Staff observe the social distancing rule of staying more than 1m plus minimum apart from anyone other than members of your own household.</p> <p>Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature, new and continuous cough and/or loss of taste.</p> <p>Avoid any physical contact (hugs and handshakes etc) with people outside your own household.</p> <p>Avoid non-essential use of public transport.</p>				



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		<p>Staff are reminded to maintain good levels of hand hygiene, social distancing and keep work areas clean to help avoid spread of infection.</p> <p>Where it is suspected that contact has been made with an individual infected with COVID-19, then staff should immediately wash their hands and are reminded to avoid touching their eyes, nose or mouth if their hands are not clean.</p> <p>Where it is suspected that close, sustained contact (less than 1+metres for more than 15 minutes) has been made with an infected individual then the following will be implemented:</p> <ul style="list-style-type: none"> <li>- Staff should immediately wash their hands and are reminded to avoid touching their eyes, nose or mouth if their hands are not clean.</li> <li>- If symptoms present themselves, follow <a href="#">NHS / Gov.UK</a> guidance on self-isolation and do not return to work until the full period of self-isolation has been completed.</li> <li>- If it is established that any member of staff has contracted COVID-19 they should inform their Line Manager.</li> <li>- Maintain regular communications with Line Manager.</li> </ul>				
Psychological / Staff Wellbeing	<p>Employees</p> <p>Staff feeling isolated due to lack of communication with line managers and colleagues.</p> <p>Risk of anxiety due to lack of knowledge and/or understanding of business related issues.</p>	<p>Microsoft Teams, Skype, telephones and email are used to maintain regular contact between line managers and teams.</p> <p>WhatsApp is used as a way of communicating within smaller teams.</p> <p>Regular Internal Comms from the business and communications from line managers ensure that staff continue to stay updated and informed.</p> <p>Staff are encouraged to raise concerns on workload issues or support needs to their line manager.</p>	LOW			

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		Staff have full access to resources via the Sharepoint and a Working from Home Support Pack has been created for all employees and Line Managers				
Reduced emergency provision in the home.	Employees	<p><b>First Aid:</b> Normal domestic first aid equipment is sufficient to meet the needs of home workers carrying out low-risk, desk-based work.</p> <p>Staff should ensure that a fully functional means of communication is available should they need to contact the emergency services.</p> <p>Any accidents or incidents that arise from carrying out business related duties should be reported via the Online <a href="#">Accident Form</a> and to Line Managers as soon as possible following the incident.</p> <p><b>Fire Safety:</b> Staff are responsible for ensuring that suitable fire safety provisions are in place within their home.</p> <p>Smoke detectors should be in place and kept in good working order.</p> <p>Links to Fire Safety in the home and general advice has been provided within the Homeworking Support Pack for all employees.</p>	LOW			
Use of Display Screen Equipment (DSE)	<p>Employees</p> <p>Muscular skeletal disorders, pain, discomfort and injury due to overuse, poor posture or incorrect set up.</p> <p>Headache, eye fatigue and stress</p>	<p>All staff given sufficient information, instruction and training in use of display screen equipment and associated peripherals.</p> <p>Training is provided on the importance of adopting and maintaining correct posture. Work is planned to include change of activity and/or regular breaks.</p> <p>Staff working from home are encouraged to complete the <a href="#">Temporary Home Worker Assessment Form</a></p>	LOW			

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		<p>to ensure that a safe working environment can be established and maintained within the home. The completed forms are sent to the Line Manager. HR and H&amp;S are also sent copies of these completed forms Any areas of concern are discussed with the individual and/or the Line Manager.</p> <p>Guidance documents and helpful resources are made available to staff via Health &amp; Safety Sharepoint pages <a href="#">Temporary Working From Home section of SharePoint</a> and have been issued to all staff via internal comms. These documents provide useful information relating to setting up of workstations, adopting and maintaining good posture, health, exercise, manual handling and fire safety.</p> <p>All equipment provided by the business is adjustable. Line managers ensure that staff know how to adjust the equipment provided.</p> <p>Staff understand the need for regular work breaks to avoid injuries / strain.</p> <p>Lighting and temperature are controlled by the individual.</p> <p>Free eye tests are available via HR (if required).</p>				
Travel	<p>Employees</p> <p>Transmitting the disease to colleagues within DCS sites or buildings</p>	<p>All non-essential business-related travel is prohibited without prior authorisation from the business.</p>	<p><b>LOW</b></p>			