**COVID19 HOME WORKING EMPLOYEE RISK SELF-ASSESSMENT**

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| **Employee’s Name and Employee Number:** | | | | **Department and Division:** | | | **Date of the Self-Assessment:** | | | |
| **Key: Level of Risk** | | | | | | | | | | |
|  | Of concern, early action needed | | | | | | | | | |
|  | Acceptable but clear need for further action | | | | | | | | | |
|  | Good but may need further action | | | | | | | | | |
| **HAZARD** | | **REGULATIONS** |  | | **WHO MAY BE AFFECTED** | **CONTROL MEASURES IN PLACE** | | **RECOMMENDATIONS** |  | |
| **Display Screen Equipment** | | The Health and Safety (DSE) Regulations 1992. | Upper limb strain from seating position or repetitive movement. | | Home worker; | Machines provided are suitable for their intended purpose  maintenance of machines is restricted to designated persons who have received adequate training; | |  |  |  |
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| **Work Equipment** | | The Provision and Use of Work Equipment (PUWER) Regulations 1998. | Trapping, entanglement, electrical risks, & musculoskeletal problems. | | Home worker; family members; visitors; | Ensure work equipment is suitable for intended use; Ensure work equipment is safe for use, and maintained in a safe condition; | |  |  |  |
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| **Electricity** | | Electricity at Work Regulations 1989. | Electric shock or fire. | | Home worker; family members; visitors; | Plugs are correctly wired and maintained; Plugs, leads, wires and cables are checked regularly and kept in a condition that does not cause harm. | |  |  |  |
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| **Manual Handling of IT equipment e.g. monitors** | | The Manual Handling Operations Regulations 1992. | Musculoskeletal strain or injury, particularly to the back. | | Home worker; family members; visitors; | Avoid lifting heavy, bulky loads or materials; Avoid steps and steep ramp when lifting is necessary, | |  |  |  |
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| **Fire** | | The Regulatory Reform (Fire Safety) Order 2005 (The Order)  See Health Board/Trust Fire Safety Policy for further legislation | Electric shock or fire. | | Home worker; family members; visitors; | Smoke detectors fitted  Exit is easily accessible from designated home working area | |  |  |  |
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| **SECURITY** | | **REGULATIONS** |  | | **WHO MAY BE AFFECTED** | **CONTROL MEASURES IN PLACE** | | **RECOMMENDATIONS** |  | |
| **Equipment** | | General Data Protection Regulation, Data Protection Act 2018 and associated legislation  The Computer Misuse Act 1990;  The EC Directive on Legal Protection of Databases 1996.  Electronics Communications Act 2000  *Not exhaustive* | | | NHS Greater Glasgow and Clyde | Individual can store equipment in a secure environment when not in use for business purposes | |  |  |  |
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| **Documentation** | | Individual can store documentation in a locked unit or similar when not in use  Ensure passwords are not disclosed to others | |  |  |  |
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***Important:***

**It is the responsibility of the employee to inform their manager of any issues / potential issues**

**identified in the above Risk Self-Assessment and where circumstances change in respect of their COVID19 Home Working Risk Self-Assessment.**

**Employee’s Signature: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The employee must retain their completed**

**COVID19 Home Working Risk Self-Assessment Form for their personal records**