

# Shobrooke Parish Council

## Risk Management Assessment Form – Working from Home

This document has been produced to enable the Parish Council to assess the risks that it faces and to demonstrate that adequate steps have been taken to minimise such risks. The Council is aware that although risks cannot be fully eliminated it has a strategy in place that provides a structured and focused approach to managing risk.

Risk is defined as something that will affect the Council's ability to achieve its objectives and meet its duties. Risk Management is a tool by which these risks can be identified and controlled.

Level of Risk: L = Low M = Medium H = High

Subject	Risk	Level Of risk	Management / Control Of Risk	Action Taken
Display Screen Equipment (DSE)	Eye fatigue RSI	L	Do not work for periods of longer than one hour without taking regular breaks Ensure comfortable working position Ensure chair is correct height for desk	Take regular breaks and get eyes tested regularly. Use glasses where necessary
Electrical Equipment	Electric shocks Damage to equipment	L	Check wires on a regular basis Look for decolourisation around leads Check cables are secure	Replace damaged wires/cables immediately and do not use
Slips, trips and falls	Injury, sprains, breaks	L	Keep work area tidy, especially floor Ensure there are no trailing cables	
Working environment	Headaches	L	Ensure adequate ventilation and comfortable temperature	
Fire	Loss of life Loss of equipment Loss of work	L	Ensure smoke alarms work Keep work area tidy Keep exit routes clear	Test smoke alarms regularly Keep back up of work off site and use one-drive
Security	Theft of work/equipment	L	Ensure home is secure	Ensure regular back up of work
Lone working	Parishioner visiting home may present a risk to safety	M	Ensure someone else is present or agree to meet outside the home	

Confirmed 9 May 2017

Due for next review May 2018

Chairman ..... Date.....