General Risk Assessment Form
(Management of Health and Safety at Work Regulations 1999)   **Form A**

Reference No: PC-HW-01-21-v3

Curriculum Area/ Department:	Perth College UHI	Risk Assessors (Name/Position):	Ian Bow (HSWA) Katy Lees (Head of HR&OD)	Date of Assessment:	19/02/2021
Description of Activity: **This assessment shall be reviewed on a regular basis and as required in line with legislation and UK and Scottish Government guidance**	**Home Working** This Risk Assessment relates to colleagues working remotely at home for the period of the ongoing Coronavirus Pandemic. Each of the areas below should be considered and the measures to prevent or control the risks to Health, Safety and Wellbeing adhered to. The Scottish guidance on home working is very clear. It is no longer the "default "position as they recognise that; *"recognising that some staff will start to return to offices in line with staff wellbeing discussions and business need"* They elucidate further that they have; *"continued support for home working where possible and appropriate, but without detriment to learning, the overall student experience*" Staff working on Campus because of business needs or wellbeing purposes must ensure with strict adherence to the most up to date version of PC-22-20, Staff Return to Work Risk Assessment and the current version of Perth College UHI Return to Campus Guide, Staff Version.				

Approved By (Name/Position):		Date Approved/Signature:		Review Date:	
Katy Lees (Head of HR&OD)		19/02/2021 Katy Lees		24/01/2022	

Date Reviewed	Name	Position	Signature	Date Reviewed	Name	Position	Signature
02/04/2021	Ian Bow	HSWA	Ian Bow				
27/04/2021	Ian Bow	HSWA	Ian Bow				
01/06/2021	Ian Bow	HSWA	Ian Bow				
21/06/2021	Ian Bow	HSWA	Ian Bow				
20/10/2021	Ian Bow	HSWA	Ian Bow				

Ref No	Hazard/Harm	Person at Risk	Existing Controls	Further Controls if Required	Person to Action Control	Date Action to be Complete	Date Action Completed
01	**Hazard** Home (Remote) Working. General **Harm** Contraction and spread of Covid-19 Coronavirus Staff health and wellbeing related issues associated with working remotely.	Staff	Staff shall work on Campus for business needs or wellbeing unless there is an agreement for them to work from home ie. flexible working requests, or other local agreement due to ongoing COVID-19 restrictions. Managers communicate with staff regularly providing instruction and guidance and support to those staff home/remote working: Video conference calls (Teams, Webex etc.) to be used instead of face to face meetings. On average, 30% of teaching shall be delivered Online with the rest being delivered face-to-face . Support for Homeworkers provided where practicable. Health and safety guidance in relation to homeworking, lone working and use of Display Screen Equipment available and distributed.	Home/Remote Working Policy to be produced. Review of Flexible Working Policy Procedures relating to home/remote working to be reviewed to ensure that appropriate support is available and provided to homeworkers	Head of HR&OD Head of HR&OD SMT HR HSWA	31/12/2021 31/12/2021 31/03/2021	

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02	**Hazard** Home (Remote) Working Display Screen Equipment (DSE) **Harm** Work-related upper limb disorders due to inappropriate layout resulting in poor posture being adopted when using DSE. Working for prolonged periods without change of posture or sufficient break. Use of mobile DSE such as tablets netbooks and smartphones.	Staff	Staff awareness of the health and safety aspects of working at display screen equipment through information and training Advice and guidance on how to set up a workstation available via the intranet and organisation email communications. Staff to complete a DSE assessment for the individuals homework space and share with manager highlighting any immediate equipment issues. Ensure so far as is practicable that there is sufficient space for storage and that the layout does not encourage poor posture or additional musculoskeletal tiredness or injury System established for requesting equipment to assist with and facilitate remote working. Remote IT support provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, (for example, remote access to work systems). IT support and additional equipment needs addressed on Campus by appointment only.	Due to staff working from home for a prolonged period (no longer temporary) a review of individual home working and display screen risk assessments is required completed by the individual, reviewed by their manager with support and advice from HR and the HSWA and any required mitigating measures actioned as appropriate. Monitor Controls	Line Managers	31/12/2021	

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03	**Hazard** Home (Remote) Working Display Screen Equipment (DSE) (Continued) **Harm** Work-related upper limb disorders due to inappropriate layout resulting in poor posture being adopted when using DSE. Working for prolonged periods without change of posture or sufficient break. Use of mobile DSE such as tablets netbooks and smartphones.	Staff	Where online teaching is planned/delivered, careful consideration should be given to timetable schedule to ensure that the user takes regular breaks between teaching sessions. Whenever possible stand tablets, laptops, net books on a surface/stand rather than holding. Angle the screen up to reduce the need to bend the neck forward. Take frequent breaks to complete workstation exercises to reduce aches, pains and stiffness. Take micro breaks 30 sec-2 minutes frequently throughout the day such as making a drink, eating a healthy snack, short walk, stair climb, stretching, blinking or resting the eyes. Take lunch breaks away from DSE or workstation and ensure that this is planned into the day to facilitate a good rest break away from the workstation location. Avoid digital eyestrain by adjusting screen angle, height, adjust font size, avoid prolonged use of contact lenses, try to take micro breaks to increase blink rate, alternate tasks, have your eyes tested every 2 years.	Current Controls Adequate Monitor Controls			

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03	**Hazard** Home (Remote) Working Lone Working **Harm** Poor mental health caused by lone working. Pre-existing mental health conditions which could be exacerbated by working from home.		Lone Working Policy in place. Managers and supervisors ensure arrangements are in place to help homeworkers stay connected to the rest of the workforce as appropriate. Managers to remain in contact with homeworkers, one to one discussions, team meetings, work allocation etc. Managers to be aware of those homeworkers who live alone and/or have a caring role for another person. Managers ensure work environment is as safe as reasonably practicable via individual Home Working Risk Assessment. Managers ensure work required to be conducted at home/remotely is safe. Staff to be aware of their own health, safety and wellbeing and report any negative issues to line managers. Staff may have feelings of isolation, frustration. Staff to maintain contact with line manager/supervisor and colleagues for support.	Managers to identify "at risk" staff living alone for additional support. Monitor Controls	Line Managers	19/03/2021	

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04	**Hazard** Home (Remote) Working Work Related Stress **Harm** Staff health and wellbeing related issues associated with working remotely.		Managers monitor homeworkers for signs indicating stress, isolation etc. Managers to discuss with individuals/teams home working stressors. All staff responsible for raising issues of stressors with managers. Managers and individuals to raise concerns of Work Related Stress, managers to action where appropriate. Guidance on stress risk assessments from HR and HSWA. **(See also Ref. No's 5, 7, 8 and 10 below)**	An Organisational stress risk assessment to be conducted following Stress Survey, drafted and consulted and made available via the intranet. Managers to undertake a stress risk assessment exercise with individuals and/or teams where required. Monitor Controls	HSWA HR Health & Wellbeing Group (HWG)	26/03/2021 for feedback from HWG	

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05	**Hazard** Home (Remote) Working Wellbeing **Harm** Staff health and wellbeing related issues associated with working remotely.	Staff	Managers and supervisors monitor the wellbeing of staff who are working from home and put in place measures to support their mental and physical health and personal security through regular 'check ins' with staff. Home worker awareness of causes of work-related stress and their role in controlling and mitigating risks. Staff wellbeing provision is maintained this includes: Frequent communications on the staff intranet, VC ("Teams Meetings"), emails. Self- help support available including: Internal self-help resources displayed on staff intranet and communicated regularly External sources of support displayed on staff intranet and communicated regularly Health, Safety and Wellbeing advice and guidance available from HR and HSWA	Current Controls Adequate Monitor Controls			

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06	**Hazard** Home (Remote) Working Manual Handling **Harm** Physical injury caused through incorrect techniques when handling items. Individuals with health conditions, previous back injuries etc affecting ability to safely handle items. Pre-existing musculoskeletal health conditions which could be exacerbated by working from home.	Staff	Dynamic risk assessments should be carried out when attempting any manual handling task taking into account, Task and Time required, Individuals ability, Load weight or awkward shape, Home environment Staff awareness of safe manual handling techniques though information and training with particular emphasis on home working environments. Home worker to ensure loads are restricted to personal capabilities. Line managers to ensure close support for staff with pre-existing musculoskeletal conditions. Ensure staff are aware of and, how to access support, guidance and advice. Escalate issues to management and, or seek advice from HSWA. Managers to discourage long term use of tablets, smartphones, small netbooks. Pc's should be used in the main where ever possible Advice if required, to be sought from Occupational Health for staff with existing health conditions etc.	Current Controls Adequate Monitor Controls			

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07	**Hazard** Home (Remote) Working. Working Patterns, Times, Long Working Hours **Harm** Increased risk of accident through tiredness, fatigue etc. Stress-related illnesses as a result of increased working hours, work demand etc	Staff	Regular contact between line managers and home worker to ensure working patterns and workloads etc are appropriate and agreed. Home worker to ensure regular breaks are taken to prevent prolonged periods of work. Lunch breaks of a minimum of 30 mins should be taken away from the workstation Importance of early conversations with managers and use of individual stress risk assessments. As far as practicable, managers have a duty to ensure that home workers do not contravene the Working Time Regulations and colleagues should report any concerns about excessive working hours to their manager. Managers put in place procedures that enable them to monitor colleagues' working hours and support their staff by prioritising workloads and appropriately delegating duties.	Current Controls Adequate Monitor Controls			

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08	**Hazard** Home (Remote) Working Working Patterns, Times, Long Working Hours (Continued) **Harm** Increased risk of accident through tiredness, fatigue etc. Stress-related illnesses as a result of increased working hours, work demand etc	Staff	Where possible, establish a space which can be vacated or packed away at the end of the working day to resist working out of hours and enable a distinction between home and workplace. Home worker and manager understand practical issues that would affect workload and working patterns, and the expectation to complete workloads differs from what could be realistically achieved at the workplace office this will ensure user can manage realistic workloads.	Current Controls Adequate Monitor Controls			

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09	**Hazard** Home (Remote) Working Domestic Demands **Harm** Risk to children at home and the lhe logistics of home working, home schooling and supervision Some animals crave attention, some animals may interfere with equipment and distract the home worker affecting the workers posture and can also result in slip, trips and falls	Staff	Whilst staff are working from home and possibly attempting to work and supervise children and provide home schooling etc. Staff should assess the level of supervision required. Modify working patterns and arrangements to support children, dependant on the age and needs of children, their ability to self-study and level of independence. Working hours may need to be flexible to allow supervision or home schooling due to coronavirus restriction. Working hours should not be exceeded. Individual Issues should be discussed with line managers to reach an arrangement mutual acceptable to both parties, to outline workload expectations. Animals should be restricted (where possible) to other areas of the premises if possible.	Develop a set of recommendations to support discussions managers have with their team members who have caring responsibilities. Monitor Controls	SMT HR	19/03/2021	

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10	**Hazard** Home (Remote) Working Isolation and Mental Health **Harm** Poor mental health caused by lone working. Pre-existing mental health conditions which could be exacerbated by working from home. Effects of Coronavirus social distancing restrictions and working at home on mental health. (e.g. depression, anxiety)	Staff	Home worker has contact number in case of equipment failure or emergency Line managers to ensure close support for staff with pre-existing mental health conditions. Increased frequency of communications with staff. Ensure staff are aware of and, how to access support services. Escalate issues to senior management and seek advice from Occupational Health provider. Regular VC meetings, email update to staff. Regular and frequent communication between staff member and line manager. Use of Teams, Webex, voice, video and conference calls and smartphones. Perth College Wellbeing web pages and links. Rowan Consultancy support and counselling.	Current Controls Adequate Monitor Controls			

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11	**Hazard** Home (Remote) Working Slips Trips and Falls (STF) **Harm** Physical injury caused from obstructions, trailing cables, spillages, worn or raised floor coverings etc within work areas and on walkways. Slip trip or fall Injury caused by poor layout and storage arrangements resulting in insufficient circulation space.	Staff	Home worker to ensure: - Where practicable an area should be set up for home working and, away from highly used areas or transit routes i.e. kitchens etc. Work areas and thoroughfares are tidy and clear of obstructions or objects lying around that may cause person to trip (e.g. trailing wires). Spillages are immediately cleaned up. Arrange furniture/workstation in order to avoid trailing wires. Floor coverings are in safe condition. Lighting is adequate. Good housekeeping and actions to deal with any slip or trip hazards discovered.	Current Controls Adequate Monitor Controls			

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12	**Hazard** Home (Remote) Working Electricity **Harm** Electric shock or fire from using damaged portable electrical appliances, cables, plugs etc. Property damage to portable electrical appliances, their cables, plugs etc.	Staff	Home worker to ensure: - College equipment should be Portable Appliance Tested and stickered and within date (if appropriate). Plugs are correctly wired and maintained. Plugs, leads, wires and cables should be visually inspected and checked regularly and kept in a condition that does not cause harm. They should be checked on a more frequent basis if animals have access to the room in case cables are chewed. Extension cables used only as a temporary measure and positioned away from areas of potential damage. Extensions are not to be daisy chained (one into another to reach extra distance or provide more outlets). Unavoidable trailing cables across walkways are covered with cable matting/protector. Do not overload extension leads (overall rating on the extension lead plug). Turn off and disconnect all work equipment and chargers overnight to reduce risk of fire.	Current Controls Adequate Monitor Controls			

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13	**Hazard** Home (Remote) Working Fire **Harm** Fire caused by: combustibles too close to heat sources, portable heaters in unsafe condition and/or inappropriately located, overloading of electrical sockets, poor housekeeping, smoking, use of candles and naked flames, potential lack of devices providing detection and warning (i.e. smoke detectors).	Staff	Home worker awareness of general fire safety principles that include: Good housekeeping practices. Keeping work area tidy and free from flammable materials. Awareness of ignition sources such as matches, candles, naked flames and smoking. Electrical equipment in safe condition and sockets not overloaded. Heaters not plugged in to adapters or extension leads. No linking of one extension lead to another (daisy chaining). Only genuine manufactures CE marked chargers should be used (generic copies can overheat potentially causing fire). Maintaining safe means of escape. Escape plan for all occupants. The importance of having a means of detecting an unwanted fire and giving warning (i.e. smoke detectors installed or other form of smoke detector e.g. battery operated). Turn off and disconnect all work equipment and chargers overnight to reduce risk of fire.	Current Controls Adequate Monitor Controls			