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| --- | --- | --- | --- |
| **School/Unit/Department:** |  | **Home office location:**(Enter home address and brief description of home work area) |  |
| **Name of Homeworker:** |  | **Name of line manager:** |  |
| **Signature:****(**electronic signature is acceptable) |  | **Signature****(**electronic signature is acceptable) |  |
| **Date of assessment:** |  | **Date of review by line manager** |  |

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| **Potential Hazards and suggested Control Measures to reduce/eliminate Risks** | **Homeworker’s checklist, comments and implemented Control Measures** | **Select when complete**  |
| **Display Screen Equipment (DSE)**1. Complete the below online training via the [Essential Skills platform](https://web3.workwize.com/logins/companyLogin/6276):
* Display Screen Equipment (DSE)
* DSE Risk Assessment
1. Please ensure that you read the [Policy on Safe use of the display screen equipment](https://www.st-andrews.ac.uk/policy/health-and-safety-hazard-identification-and-risk-assessment/safe-use-of-display-screen-equipment.pdf)

**In particular, you should use the guidance to check the:*** positioning and display of your computer screen/monitor
* positioning and suitability of your keyboard and mouse
* suitability of your chair and desk

Laptop users should consider using a separate monitor, keyboard and mouse.DSE users should also take regular breaks (eg 5 minutes every 30). | **I confirm that I have:**1. **read the guidance and checked the:**
* positioning and display of my computer screen/monitor
* positioning and suitability of my keyboard and mouse
* suitability of my chair and desk
1. completed the online DSE training and associated DSE risk assessment.
2. made the following changes to my workstation (if applicable): (please list below)
3. I am satisfied that my DSE is suitable and safe for use.
 | [ ] [ ] [ ] [ ]  |
| **Homeworking Environment**1. **In particular, you should:**
* check that you have sufficient space on and around your desk/home work area
* check that you have appropriate lighting for your home work area (eg do you need a desk lamp)
* check that the temperature, humidity and ventilation of your home work area is comfortable for you
* ensure you have completed the mandatory [Essential Skillz](https://web3.workwize.com/logins/companyLogin/6276) training courses:
* Manual handling
* Slips, trips and falls
* Fire safety
 |  **I confirm that I have:*** checked the space on and around my desk/home work area
* checked the lighting for my home work area
* checked the temperature, humidity and ventilation of my home work area
1. completed the online mandatory training courses via Essential Skillz.
2. made the following changes to my homeworking environment (if applicable): (please list below)
3. I am satisfied that my homeworking environment is suitable and safe.
 | [ ] [ ] [ ] [ ]  |
| **Other Hazards****You should also ensure that:*** **Tripping and falling**; you are able to safely walk between your home work area and other parts of your home without risk of tripping or slipping, for example on trailing electrical cables, mats, uneven work surfaces, steps, pets or children. Use good footwear.
* **Fire:** you are advised to have smoke detectors (regularly checked), a fire blanket and a clear escape route.
* Your home fire alarms should also be interlinked to comply with the change in Scottish legislation - [Scot Gov guidance](https://www.mygov.scot/home-fire-safety#:~:text=The%20law%20in%20Scotland%20has,somewhere%20else%20in%20the%20house.)
* **Accidents**: you should be clear about how to report an accident; you are advised to have a home first aid kit.
* **Electricity:** your electricity supply and any electrical appliances used while homeworking should be well maintained and regularly checked; you are advised to use circuit breakers for your electrical appliances.
* **Noise:** the noise level in your home work environment should not prevent you from being able to concentrate and carry out your work.
* **Lone working:** you should maintain regular contact with your manager and colleagues while homeworking.
 | **I confirm that I have:**1. checked the potential hazards in my home and I am satisfied that they are suitable and safe.
2. I am also aware of the procedures for reporting an accident. Link to University of St Andrews accident report form [here](https://www.st-andrews.ac.uk/media/environmental-health-and-safety-services/incidentreporting2021/Modified-Accident-Rep-Form-1-2021.docx)
3. I have made the following changes in my home (if applicable): (please list below)
 | [ ] [ ] [ ]  |

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| **Overall final risk (delete as required)** | **HIGH** | **MEDIUM** | **LOW** |

**Guidance notes**

Workplace health and safety law applies to homeworkers and the University has the same legal duty to protect their health, safety and welfare, as if they were working on the estate.

Under the Management of Health and Safety at Work Regulations, the University is required to assess the risk of work activities carried out by staff who work at home. In most cases the risk assessment can be carried out by the employee, although guidance may be sought from [EHSS](https://www.st-andrews.ac.uk/ehss/staff/) and the [Occupational Health Service](https://www.st-andrews.ac.uk/ehss/occupationalhealth/). Completing a risk assessment involves identifying the **hazards** relating to work activities carried out in the home environment and deciding whether appropriate steps (**control measures**) have been taken to prevent harm to them or to anyone else who may be affected by their work.

**A risk assessment will:**

* identify hazards (a hazard is anything that may cause harm)
* decide who might be harmed and how
* assess the risks (a risk is the chance, great or small, that someone will be harmed by a hazard) and take appropriate action to remove them or reduce (control) them as far as reasonably practicable
* record the findings; and
* be reviewed from time to time to see whether take further steps if needed.

**Risk Assessment Process**

* Before home working commences, the risk assessment should be completed by the employee and then sent to the line manager.
* The line manager must review the risk assessment and assess the overall risk. The line manager should be satisfied that there is **low risk** and that any additional control measures are in place.
* Both the employee and the manager should retain a copy of the risk assessment, which should be reviewed at regular intervals.

**Homeworkers:** are advised to take adequate rest breaks as required by the Working Time Regulations 1998 - i.e. where work continues for a period of more than six hours, they should take a break during the working day of at least 20 minutes and stop working during that break.

Should report an ‘accident at work’ while they are homeworking to the University using the University’s standard procedure for reporting accidents – see [University of St Andrews, EHSS – Accidents, incidents and near misses webpage.](https://www.st-andrews.ac.uk/ehss/performance/accidents/)