Falkirk Council

GUIDANCE NOTE FOR MANAGERS - HOME WORKING RISK ASSESSMENT

The attached Home -Working risk assessment form should be issued to your employee at the onset of the home-working arrangement. Thereafter, the employee should undertake this process at regular intervals, for example every 3 months. This risk assessment has been produced to provide you with information to ensure that your employee is working safely in their home with the supplied work equipment.

Please note that any equipment supplied by Falkirk Council is only to be used by Falkirk Council employees and Falkirk Council will only inspect and maintain equipment supplied by Falkirk Council and not any other contractor, for example Club I.T.

Should a fault occur with the equipment supplied to your employee they are responsible for making you aware of this and for reporting the fault to ICT who will then either arrange to uplift the equipment or arrange for an external contractor to bring the equipment in to ICT so repair work can be carried out. You are responsible for ensuring that costs incurred for these repairs are met by your Service. Computer equipment, as with all portable appliances, require to have an annual safety check undertaken and ICT will also make arrangements to have this work carried out with costs for this work re-charged to Services.

You should ensure that employees working from home are aware that they are responsible for undertaking visual checks of electrical plugs, sockets, cables and wiring. In addition, employees working from home must also ensure that the electrical system and mains wiring within their home/property is in good repair to ensure that the work equipment will work efficiently and within safety levels relating to electricity at work regulations.

As a Line Manager you must carry out an initial check on the home-working environment with you and you Should ensure that you comply with Falkirk Council health and safety policies and guidance notes to enable your employee to work safely.

HOME WORKING SELF-ASSESSMENT CHECKLIST

Name		Job Title	
Service/Division			
Home working Address			

Hazard Categories	Y	N	Comments / Control Measures
a) Is there sufficient space at the work area (incl. headroom) to undertake the work safely ?			
b) Is the furniture suitable for the work to be undertaken? *(i.e. stable and large enough to work comfortably)*			
c) Is the temperature satisfactory at the place or area of work?			
d) If electrical sockets are to be used, are they in good condition and free from damage?			
e) Can the cables from the computer be routed to avoid tripping hazards? (e.*g. electric supply, printer, etcc.)*			
f) If the work involves other hazards, are there suitable controls in place to minimise/control risk?			
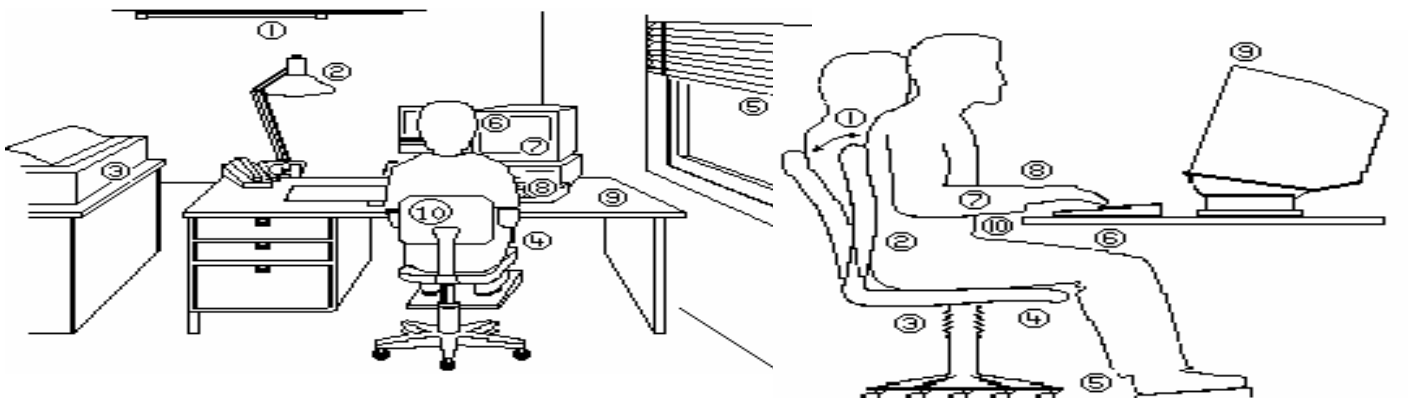
Please tick the box relating to diagram above

Y	N	
		1. Adequate lighting
		2. Adequate contrast, no glare or distracting reflections
		3. Distracting noise minimised
		4. Leg room and clearances to allow postural change
		5. Window covering if needed to minimise glare
		6. Software appropriate to task.
		7. Screen: stable image, adjustable, readable, glare/reflection free
		8. Keyboard: useable, adjustable, detachable, legible
		9. Work Surface: allow flexible arrangements, spacious, glare free
		10. Work chair: Adjustable

Please tick the box relating to diagram above

Y	N	
		1. Seat back height /tilt adjustable
		2. Good lumbar support
		3. Seat height adjustable
		4. No excess pressure on underside of thighs/backs of knees
		5. Foot support (when needed)
		6. Space for postural change, no obstacles under desk
		7. Forearms approximately horizontal
		8. Wrists not excessively bent (up, down or sideways)
		9. Screen height and angle should allow comfortable head position
		10. Space in front of keyboard to support hands / wrists during pauses in keying

Please note: if the answer is <u>NO</u> to any of the above and the risks can not be suitably controlled, home working should not be undertaken until this is resolved.

Signed _____   **Date** _____

GENERAL INFORMATION ON THE SAFE USE OF COMPUTERS/LAPTOPS

To avoid adverse health effects when working with computers (including laptops) make full use of the adjustment facilities for both your monitor and work environment to get the best from them. To achieve this you should ensure:

a) Your chair and monitor is adjusted so as to achieve the most comfortable posture for your work. As a broad guide, raise your chair so your forearms are approximately horizontal (elbows at 90° when using the keyboard) and adjust the height of your seat back to give good back support. Footrests may be required if you are unable to rest your feet flat on the floor, when the chair is suitably raised. Your monitor should ideally be positioned so that your eyes are at the same height as the top of the screen (this is not practicable with laptops).

b) You are sitting parallel with the keyboard and the monitor, with sufficient legroom to allow freedom of movement and make sure there are no obstacles such as boxes or equipment under the desk. The monitor/keyboard may be positioned at an angle to the desk, providing you can comfortably sit parallel to them (i.e. with sufficient legroom).

c) Your keyboard is positioned at least 50 mm from the front of the desk, this is recommended for resting the hands and wrists while not keying. Do not bend your hands up at the wrist when keying and try to keep a soft touch on the keys and don't over-stretch your fingers. Where necessary use a wrist rest. Where laptops are used for prolonged periods, a separate keyboard and mouse is required.

d) That you have enough workspace to take whatever documents you need. A document holder should be used if information has to be transferred from paper to computer and it should be positioned next to the monitor at the same viewing distance as the screen.

e) That where practicable, that your desk and monitor screen is positioned so that bright lights are not reflected in the screen. You should not be directly facing windows or bright lights and adjust blinds or curtains to prevent glares on your screen.

f) That you do not sit in the same position for long periods. Make sure you change your posture as often as practicable to avoid excess pressure to the backs of your legs and knees. Take short frequent breaks away from the screen of 5 – 10 minutes every hour of continuous computer /laptop use.

g) That the monitor screen is regularly cleaned to ensure characters on your screen remain clear and focused. Where necessary, adjust the brightness control on the monitor to suit the lighting conditions of the room. Should you experience problems with your screen, i.e. flickering, movement, etc report it to the 'ICT Helpdesk' on tel. no. 501550