**Hybrid / Remote Working Risk Assessment**

Please ensure to tailor this policy to the needs of your business

It is essential that the home environment is monitored and assessed to ensure that changes of circumstances that may be prejudicial to effective home working may be identified, and issues resolved.

Everyone has a responsibility when it comes to health and safety. These guidelines are provided to help employees ensure they are working in a safe and healthy environment at home and in the office.

This risk assessment will identify possible issues and risks that could cause injury or ill-health. Having suitable controls in place through the provision of appropriate equipment, training and good communication will help reduce future problems. The questions on the following pages will take you through all the relevant areas.

**Please review these simple steps for optimising your workstation before completing the risk assessment:**

**Step 1a – adjust the height of your chair**

* Adjust the height of your chair so that with relaxed shoulders your forearms, wrists and hands are approximately horizontal with the keyboard.
* Adjust the height and angle of your backrest to provide good support to your back, particularly your lower back.
* Use a chair that allows you to sit comfortably at a suitable height with sufficient back support, if you do not have a height adjustable chair.

**Step 1b - optimise your desk**

* If your feet are not flat on the floor use a footstool or an object that allows you to keep your feet flat.

**Step 2 - adjust the position of your screen/s**

* Screen/s should be straight ahead of you. If you have two or more screens and one of them is dominant, it should be positioned directly in front of you and the secondary screen/s positioned to the left or right.
* If you do not have a separate monitor, elevate your laptop to the suitable height – be resourceful and use a box, books or an item that will keep the laptop stable.
* Avoid glare by adjusting the lighting or by moving your screen/s. If the glare is coming through a window, adjust blinds/curtains or orientate your workstation so that it is 90° from the window.

**Arranging your peripherals**

* Keep your keyboard and mouse within easy reach.
* Keep your arm and wrist relaxed and straight; don’t bend them up, down or to either side.
* Avoid typing with your wrist in contact with the desk.
* Move your whole arm and not just your wrist.
* Rest your hand lightly on the mouse – do not force or squeeze it.

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| **Hybrid / Remote Working Risk Assessment Form** | |
| **Personal Details** | |
| Employee Name |  |
| Job Title |  |
| Hybrid Working Arrangements (if applicable) |  |
| Line Manager |  |
| Home Address |  |
| Contact Telephone Number |  |
| Date questionnaire completed |  |
| What is the nature of your work? |  |
| Are you a habitual PC user (use the PC for more than 2 hours per day)? If yes, please complete the workstation assessment at the end of this document |  |

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| --- | --- |
| **Workstation** | |
| Do you already have a suitable desk and chair, and will this provide sufficient space to work in? |  |
| Is there sufficient space to enable you to get in and out of the work area easily? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | | | |
|  | Yes | No | Detail |
| **Chair** |  |  |  |
| Is your chair comfortable? |  |  |  |
| Do you know how to adjust your chair height? |  |  |  |
| Do you know how to adjust your chair back rest? |  |  |  |
| Do you know how to adjust your chair arm rest? |  |  |  |
| Are your feet flat on the floor without too much pressure on the back of your thighs? |  |  |  |
| Are your forearms horizontal to the desk when in a typing position? |  |  |  |
| **Keyboard** |  |  |  |
| Is the keyboard comfortable to use? |  |  |  |
| Is your keyboard positioned close to the edge of your desk (about 10-15cms)? |  |  |  |
| Are the characters on the keys easily readable? |  |  |  |
| Do you use a wrist rest? |  |  |  |
| **Mouse** |  |  |  |
| Is the mouse positioned close to you?  What side is the mouse? |  |  |  |
| Do you use a mouse wrist rest? |  |  |  |
| Is the mouse comfortable to use and works smoothly? |  |  |  |
|  |  |  |  |
|  | Yes | No | Detail |
| **Display screen** |  |  |  |
| How many screens do you use? |  |  |  |
| Are your eyes at the same height as the top of the screen? |  |  |  |
| Is your screen one arm’s reach away from you? |  |  |  |
| Are the characters clear, readable and the text comfortable to read? |  |  |  |
| Is the image free of flicker or movement? |  |  |  |
| Is the screen free from glare? |  |  |  |
| Do you use a laptop at home? If so, do you use a separate keyboard or as a standalone laptop? |  |  |  |
| If using a laptop do you have a screen on stand and separate keyboard and mouse? |  |  |  |
| **Environment** |  |  |  |
| Is there enough room to change position and vary movement? |  |  |  |
| Is under your desk free from clutter? |  |  |  |
| **Other** |  |  |  |
| Do you have any discomfort or other symptoms which you attribute to your workstation? |  |  |  |
| Do you have any medical problem that is affecting your workstation? |  |  |  |
| Do you take regular breaks from your workstation? |  |  |  |
| Do you have any other comments/concerns about your workstation? |  |  |  |

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| --- | --- | --- | --- |
| **Health & Safety** | | | |
| Can you anticipate any potential health and safety hazards or potential health risks from working at home? If so, please describe. |  |  |  |

*If you have any queries or concerns about the above questions or about the suitability of your home for home working, please discuss them with your manager.*

I agree that any relevant details may be released to Human Resources, my Line Manager or Health & Safety Manager as appropriate. Other, non-sensitive information will be released on a need-to-know basis to enable any recommendations or modifications to be made.

Signature: Date: