

University College Dublin
Home Working Risk Assessment Template

Persons completing this assessment should refer to the [UCD Guidelines on Home Working and Working Outside Of the Office Environment](#)

1. General Information

Employee Name	
School / Unit	
Type of Work Activity	
Date of Assessment	

2. Hazard Checklist

Area where home-working takes place	
Is there sufficient ventilation / can windows be opened without risk to employee or others?	
Is there sufficient lighting for the task?	
Is there sufficient heating?	
Is there sufficient space for all the furniture & equipment used?	
Is flooring in good condition and free from trip hazards?	
Is there sufficient safe & secure storage space for equipment and documents used?	
Electrical safety	
Is the fixed electrical system in good condition e.g. no signs of sparks, flashes, arcing, etc.	
Are there sufficient numbers of sockets to prevent overloading?	
If extension leads are used are these the fused and switched type?	
Are visual checks of electrical equipment to identify any obvious faults such as worn or damaged leads or plugs undertaken regularly?	
Safe Posture	
Has the employee received training/information on how to set up their workstation to avoid poor posture?	
Does the chair used provide sufficient lumbar support?	
Can the chair be adjusted in seat height, seat back height and seat back tilt	
Is the work surface of a sufficient size?	
Is the sufficient space in front of the keyboard for the employee to rest their hands in between keying?	
Does the employee have to read/refer to/copy from documents placed flat on the desk? <i>(This is likely to lead to awkward neck movements and should be avoided by using a document holder.)</i>	
Can the employee's feet rest on the floor or do they need a footrest?	

University College Dublin
Home Working Risk Assessment Template

If the employee has to use a laptop do they use a docking station?	
Is the employee likely to regularly use the telephone whilst using the keyboard or mouse? <i>(If yes, a headset should be provided).</i>	
Is the employee aware of the importance of taking regular breaks from computer based work before fatigue sets in?	
Has the employee experienced pain or discomfort when using the computer at home?	
Visual fatigue	
Is the screen positioned at the correct height and viewing distance? <i>(The employee's line eye-line should be just below the top of the screen and the screen should be positioned directly in front of the user at approximately an arm's length away).</i>	
Is the screen free from glare or reflections?	
Has the employee had a recent eye-sight test?	
Has the employee suffered from headaches or visual discomfort when working at the computer at home?	
Manual Handling	
Is there a need for manual handling training?	
Stress	
Is there sufficient segregation from disruptions e.g. children, pets, other family members?	
Are there arrangements for keeping in contact with the home worker?	
Are there arrangements in place to conduct regular supervision/ personal development reviews with the home worker	
Is support / advice readily available to the home worker to deal with either IT problems or other specific work queries?	
Does the home worker have access to sufficient training, information & instruction to enable them to undertake their work safely?	
Emergency arrangements	
Does the accommodation used for home working have a smoke alarm?	
Has the home worker identified what they will do in the event of a fire? <i>(They should plan their escape route and what they would do if the route was unavailable do to fire/smoke, e.g. having to tools to break double-glazed windows etc.)</i>	
Has the home worker got access to a first-aid kit?	
Action taken by employee to address any issues raised	

University College Dublin
Home Working Risk Assessment Template

Action taken by The Unit / School Head to address any issues raised

3. Risk Rating

University College Dublin
Home Working Risk Assessment Template

Risk Assessment

ASSIGN A RISK RATING TO THE HOME WORKING ONCE ALL OF THE MEASURES IDENTIFIED ABOVE HAVE BEEN IMPLEMENTED

RISK RATING: _____ (1-5)

1. **Trivial Risk:** No further action needed
2. **Acceptable Risk:** No additional risk control measures required
3. **Moderate Risk:** Implement further risk control measures if possible
4. **Substantial Risk:** Further control measures must be implemented. If this is not possible then work must be strictly managed to ensure safety.
5. **Intolerable:** Work must be prohibited until further control measures are implemented.

Is the risk rating acceptable: Yes ☐ No ☐

If yes sign and date below and ensure all risk control measures have been implemented.

If no identify further control measures and reassess risk. If the risk cannot be reduced to an acceptable level then process cannot be carried out.

Is this work suitable for lone working: Yes ☐ No ☐

Signed:

Date:

Position:

Signed:

Date:

Position:

This document must be signed by the person carrying out the assessment and their academic supervisor / manager