

# TOLLER PORCORUM PARISH COUNCIL

## DRAFT Homeworking Risk Assessment

Adopted: 9 July 2025 | Next review date: May 2027 | Last review date: n/a

Name:

Date of assessment:

Working environment of area where home-working takes place	Yes/No or n/a	Notes/Action to be taken by employee
Is there adequate ventilation in the room?		
Is there sufficient heating available to allow for a suitable working temperature to be maintained (ideally a minimum of 16 C)?		
Is there sufficient lighting for the task?		
Does the lighting or windows cause glare on the monitor?		
Is there sufficient safe and secure storage space for equipment and documents used?		
Is the work area subject to noise at a level which is likely to affect the employee's concentration?		
Electrical safety	Yes/No or n/a	Notes/Action to be taken by employee
Is the fixed electrical system in good condition e.g. no signs of scorching or arcing on sockets?		
Are there sufficient numbers of sockets to prevent overloading?		
If extension leads are used are these the fused and switched type? (Cables and extension leads should be positioned so that they are not subject to excessive wear or damage and do not present a trip hazard)		
Is any electrical equipment used for home working in good condition and free from any visual faults?		
Do you undertake visual checks of electrical equipment to identify any obvious faults such as worn or damaged leads or plugs?		
If any equipment is to be provided by the TPPC are there arrangements in place for it to be PAT tested?		
Display Screen Equipment	Yes/No or n/a	Notes/Action to be taken by employee
Does your chair provide sufficient lumbar support?		

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Can the chair be adjusted so that you can sit with your shoulders in a relaxed position and your elbows at a 90-degree angle, with the upper arms vertical and forearms horizontal whilst keying and using the mouse?		
Is the work surface of a sufficient size to accommodate all the equipment to be used?		
Is there sufficient space in front of the keyboard for you to rest your hands in between keying?		
Do you have to read/refer to/copy from documents placed flat on the desk? (This is likely to lead to awkward neck movements and should be avoided by using a document holder.)		
Is there sufficient space below the work surface for you to stretch your legs and change position?		
Can you rest your feet flat on the floor? (Do you need a footrest?)		
If you have to use a laptop, are a docking station or separate screen /keyboard available?		
Are you likely to regularly use the telephone whilst using the keyboard or mouse? (If yes, a headset should be provided).		
Are you aware of the importance of taking regular breaks from computer-based work before fatigue sets in? (Frequent short breaks are preferable)		
Have you ever experienced pain or discomfort when using the computer at home?		
<b>Visual fatigue</b>	<b>Yes/No or n/a</b>	<b>Notes/Action to be taken by employee</b>
Is the screen positioned at the correct height and viewing distance? (Your eye-line should be just below the top of the screen and the screen should be positioned directly in front of you at approximately an arm's length away).		
Is the screen free from flicker and are images clear and stable?		
Have you had a recent eye-sight test?		
Have you ever suffered from headaches or visual discomfort when working at the computer at home?		
<b>Wellbeing</b>	<b>Yes/No or n/a</b>	<b>Notes/Action to be taken by employee</b>
Is there sufficient segregation from disruptions e.g. children, pets, other family members?		
Are there arrangements in place for you to keep in regular contact with the chair of council and the Staffing Committee?		

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Are there arrangements in place for the Staffing Committee to conduct regular personal development reviews with you?		
Is support/advice readily available to you to deal with either IT problems or other specific work queries?		
Do you have access to sufficient training, information and instruction to be able to undertake your work safely?		
<b>Emergency arrangements</b>	<b>Yes/No or n/a</b>	<b>Notes/Action to be taken by employee</b>
Does the accommodation used for home working have a smoke alarm?		
Have you identified what the course of action is in the event of a fire? (You should plan the escape route and what you would do if the route was unavailable due to fire/smoke, e.g. having tools to break double-glazed windows etc.)		
Have you got access to a first-aid kit?		
If you had a 'work related' accident at home, do you know how to report it?		
<b>Insurance</b>	<b>Yes/No or n/a</b>	<b>Notes/Action to be taken by employee</b>
Have you have checked your home insurance and are adequately covered for homeworking?		

**Date assessment received by Staffing Committee:**

<b>Action to be taken by Staffing Committee</b>	<b>Date</b>