

Covid Risk Assessments

Working from Home

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Home Working conditions are unsuitable and present a risk to personal health.	Employees as a result of using unsuitable input devices, VDE or furniture.	<ul style="list-style-type: none"> Initial risk assessments undertaken in April 2020 to establish where there were issues. Second risk assessment issued in May with returns to HR to be reviewed for any issues. Employee allowed back into T2 to collect input devices. 	<ul style="list-style-type: none"> 19th June 2020 returns deadline. Concerns to be flagged with HR 	Line Managers	4th July	<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p>
Take steps to minimise impact on mental health as a result of homeworking.	Staff Vulnerable groups	<ul style="list-style-type: none"> Wellbeing form for Managers launched. Wellbeing return to work brief for employees returning from furlough. Wider Wellbeing process and training plan. 	N/A	Line Managers	Ongoing	Ongoing
Steps to ensure we are communicating with colleagues working from home	Staff Vulnerable groups	<ul style="list-style-type: none"> Weekly bulletin issued to employees. Teams Business Update. Management communication program. 	N/A	N/A	N/A	Ongoing

