

Forkway Risk Assessment – RA 023



Task/ Activity	This assessment covers employees who are working from home.			Persons Exposed		
Location	Employees home address or locations used for communications purposes.			Forkway Employees	Customer Employees	Members of Public
Name of Assessor(s)	Westley Hawkins (Regional SHEQ advisor)	Date of Assessment	12/04/2024 (V2)	1	N/A	May be in area
		Date of Next Review	12/04/2025			
Stop and Think						
Before undertaking any task/ activity it is essential that employee has read and understood all of the control measures in this document and are satisfied that the control measures herein are suitable and sufficient. If you find the control measures are not suitable and sufficient, contact your line manager before proceeding.						
Relevant insurers should be informed of any significant changes in homeworking arrangements to make sure that the accommodate their change in circumstances						

Hazard	Initial			Control Measures	Residual		
	Likelihood	Severity	Rating		Likelihood	Severity	Rating
1. Discomfort due to Incorrect DSE (Display Screen Equipment) exposure;	3	3	9	DSE training is supplied through safety hub and depending on working status could include iHASCO training this is to help employees set up a correct DSE workstation. For any regular DSE users the workstation must be assessed by completing a homeworking self-assessment (either iHASCO supplied through Forkway or supplied by line manager depending on working status) to help identify any concerns such as equipment, workstation training, etc. Additional supporting information regarding DSE set up is supplied to all employees who are homeworking. For further information, please refer to Safety guidance for managers and supervisors of staff working from home (Doc ref SHEQ-038). If the employee moves working location a new DSE self-assessment will need to be carried out.	1	3	3
2. Risk of electrical shock or Electrocutation from faulty electrical devices	2	3	6	Employees are to visually check electrical equipment before use to identify any damage or signs of equipment failure, if damaged or faulty equipment is found it should be immediately removed from service and inform your line manager. Employees are to check electrical equipment at regular intervals for equipment which requires PAT (Portable Appliance Testing), documents supplied to employees to help identify electrical items subject to PAT for further information please refer to Safety guidance for managers and supervisors of staff working from home (SHE-038). Employees can arrange for PAT through their line manager	1	3	3

MULTIPLY THE LIKLIHOOD AND SEVERITY TO GET THE RISK RATING

Likelihood - (5=Very Likely, 4= Likely, 3= Possible, 2= Unlikely, 1= Highly Unlikely) Severity - (5=Very Severe, 4=

Severe, 3= Moderate, 2= Slight, 1=Negligible) measures

Issue Date: 13/04/2021

0- 5 = Low Risk - No Action Required.

6-15 = Medium Risk - Ensure adequate controls are in use.

16-25 = High Risk - Stop operation and implement adequate control

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Hazard	Initial			Control Measures	Residual		
	Likelihood	Severity	Rating		Likelihood	Severity	Rating
3. Risk of fire due to faulty or damaged electrical equipment;	2	5	10	Employees are to check any electrical equipment before use and remove any items that are damaged or faulty, equipment that is subject to PAT needs to be in date. Workstation should be set up to avoid any fire hazards such as loose connection, excessive coiled cables, discoloured connections, overloading of extension leads etc. Any work equipment that is faulty needs to be removed from service and reported to your line manager. Employees should have working smoke alarms fitted and have a clear fire exit in case of emergency.	1	5	5
4. Slips, trips and falls;	2	4	8	Employees must make sure that their working area is free from any hazards which may cause slips trips or falls (i.e. objects or any trailing cables) employees working from home must wear suitable footwear during working hours to help prevent any slips or trips.	1	4	4
5. Injury due to incorrect manual handling;	2	2	4	Working from home can involve manual handling tasks of items and equipment which could lead to injury, Safety Hub videos on manual handling are available to all employees. To help prevent any manual handling injuries, employees should position work equipment to minimise manual handling and reduce bending where possible. Employees should consider their own capabilities before carrying out manual handling tasks.	1	2	2
6. Deterioration in Mental health due to working activities;	3	4	12	Working from home can be isolating and challenging for some employees, there are different types of mental health issues people can suffer from. Employees who feel they are suffering from this should contact either their line manager, HR or their local Mental First Aider. Regular communication should be maintained by the line manager to help spot signs of mental health issues at the earliest opportunity, various support channels are available for all employees.	2	4	8
7. Reporting process for hazards or health concerns.	3	3	9	All employees have a duty of care to report any hazards or concerns which could be logged through the safety portal, which all employees have access too. Once the hazard or concern has been submitted, they are then allocated to the relevant line manager to be actioned, once investigated and the relevant corrective actions are put in place the allocated SHEQ advisor will review the corrective actions and can either return for further investigation or accept the corrective actions before a safety gain is closed.	1	3	3
8. Injury or an emergency without first aid being available;	3	2	6	In case of an emergency an up-to-date emergency contact number should be supplied by all employees. Safety hub videos are available for basic understanding of first aid. In case of critical emergency please call the emergency services immediately. All work-related incidents need to be reported to your line manager at the earliest opportunity.	2	2	4

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