



Ref: #001c	Cat: Office	Task/Risk: Office Work during Covid 19 - Draft	Reviewed By: Liam Byrnes
Last review date: 05/01/21	Action to: Line Managers <input checked="" type="checkbox"/> Workers <input checked="" type="checkbox"/> Senior Management <input checked="" type="checkbox"/>		
Persons at risk:	Public <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Neighbours <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> Trespasser <input checked="" type="checkbox"/> Other (specify) <input type="checkbox"/>		

Hazard	Potential Consequences:	Existing Controls:	Risk Rating:			Further Controls that must be implemented:	Residual Risk:		
			S	L	=		S	L	=
Poor DSE setup	Short term, so small risk of MSD.	DSE Training	3	3	9	Advise for home workers during Lockdown: <ul style="list-style-type: none"> Work area should be set up at home which is preferably at a desk in a separate room, or at least a separate area All DSE users are regularly trained in DSE Awareness – there is an iHasco DSE assessment linked to this training which will help to highlight issues – any issue must be escalated to the H&S Dept. Set up screen on a firm base so the top is at eye level Use a separate keyboard if possible Locate the most regularly used items (mouse etc.) within comfortable reach Request a repeat of your DSE Training if you feel the new setting requires a refresher 	3	1	3
Mental Health problems	Workers may suffer from anxiety or depression (etc.) caused by ongoing fears over job security, or concern related to Covid-19. Home workers may be especially vulnerable. Can lead to physical ill health, poor well-being, or even suicide.	JMS Mental Health First Aider is available on 07876889927	5	2	10	<ul style="list-style-type: none"> Line managers will keep in regular contact with all workers, and encourage anyone suffering to speak to the MHFA for signposting to organisations that may be able to offer professional help Video Conferencing, Phone calls and text should all be utilised to keep in contact All workers are asked to contact their line managers in case of any issue, line managers need to escalate this if resolution is not complete 	5	1	5
Communication difficulties	Feeling of isolation, poor leadership could contribute to lowered productivity, lack of clarity/incorrect conclusions.	Most workers are issued with mobile phones and have access to a laptop.	1	4	4	<ul style="list-style-type: none"> Video Conferencing, Phone calls and text should all be utilised to keep in contact All workers are asked to contact their line managers in case of any issue, line managers need to escalate this if resolution is not complete 			