**Chair: Cllr Mrs C Shaw**

**Clerk: Mrs H Guest, 40 Linden Way, Thorpe Willoughby, YO8 9ND**

**Email:** [**gateforthpc@gmail.com**](mailto:gateforthpc@gmail.com)

**RISK ASSESSMENT – HOME WORKING**

|  |  |
| --- | --- |
| **Person Assessed:** Helen Guest | **Job Title:** Acting Clerk |
| **Address Assessed:**  40 Linden Way  Thorpe Willoughby  Selby  North Yorkshire  YO8 9ND | **Date of Completion:** 2nd December 2012  **Completed by:** Helen Guest |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Threat** | **Likelihood** | **Control Measures** | **Overall**  **Risk** |
| Fire | H | L | * Fire alarms fitted and in working order – tested regularly * Non-smoking home * No fire extinguisher * Exit routes clear | Low |
| Electric Shock | H | L | * RCD incorporated in home electricity supply * All equipment and cables in good state of repair | Low |
| Slips, trips & falls | H | L | * No trailing wires/cables * Employee very familiar with own home surroundings * Obstacles removed as they occur | Low |
| Working Environment | L | L | * Temperature/ventilation comfortable * Adequate lighting * Floor coverings in good condition | Trivial |
| Manual Handling | L | L | * Minimal manual handling – movement of some heavy boxes and files on occasion | Low |
| Display Screen Equipment | M | L | * DSE used for much of day – not necessarily relating to GPC * Regular breaks taken from DSE use * GPC has no policy on eye tests/provision of glasses for DSE use * Own glasses purchased for Parish Council work. * Use restricted to 12 hours pcm – sometimes this is sufficient, but other times is exceeded for GPC * Not believed to be problematic however, as control measures in place | Low |
| Driving | H | M | * Minimal driving – once every 2 months for PC meetings and on an ad hoc basis for drop off and delivery to PC members and postal items * Vehicle has annual service and MOT * Vehicle insured for business use * Current driving licence held | Moderate |
| Working Alone | L | L | * No danger perceived in own home * Minimal time spent out of home alone on PC business * Mobile phone carried | Trivial |
| Hazardous Substances | L | L | * None encountered other than domestic products or low risk commercial products, e.g. ink/pens/tippex | Trivial |
| Accidents/First Aid | H | L | * Procedure for reporting accidents is to inform Chair * First aid kit available in home for minor accidents | Low |
| Well-being | L | L | * No discomfort or ill-health | Trivial |
| Security | H | L | * External doors secured by key and bolts * Windows locked * Laptop and confidential items not locked away when not in use | Low |

**Key**

H High

M Medium

L Low

Substantial Likely to occur - Danger to life or likely to require more than 30 days sickness absence.

Moderate Possible that it might occur - Likely to require between 3 and 30 days sickness absence.

Low May occur – Probably won’t occur, but may require up to 3 days sickness absence.

Trivial Not likely to occur or to require sickness absence.