**Chair: Cllr Mrs C Shaw**

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

**Email:** **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.