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| Subject of risk assessment: | Home Working | | | | |
| Brief description of activity, location, feature, activity and equipment used. | Home working including use of VDU and desk working.  This may also include loading and unloading of vehicle, washing and drying of materials and tools used for outdoor learning. | | | | |
| Type of assessment | Employee | Employer | | |  |
| Job title and name of person making assessment | Dawn Ayling | | Signature of person making assessment |  | |
| Date of Assessment | 15 December 2021 | | Review Date | 15th January 2022 | |
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| Name of senior manager: | Carley Sefton | | Signature of senior manager: |  | |
| **Risk Management Statement**  LtL recognises that all risks cannot be reduced to nil, therefore this risk assessment prioritises the significant risks. Significant risks are those which pose risk of serious injury, chronic injury, disability or death, or risks that are overly common in interrupting our staff and clients normal work. For all activities, LtL staff will dynamically assess risks and put in place control measures and record as required, but always within agreed and recorded RBAs.  Concerns, changes in risk management practice or minor injuries that are seen by LtL staff to be significant should be reported to the LtL manager who has signed off this RBA. The correct LtL Incident Report form should be used.  **This RBA should be read in conjunction with LtL’s Health and Safety Policy, Homeworking Policy and other relevant LtL Policies and Risk Benefit Assessments.** | | | | | |

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| Activity or feature: | Undertaking work at home in capacity as employee or sub contractor of Learning Through Landscapes, as outlined in the description above. |
| How will participants benefit? | Participants will be able to undertake their work, to meet the charitable aims of Learning Through Landscapes.  Through homeworking participants can often maximise time and resources that are limited. |
| Who will be at risk? | LtL staff, staff families and guests. |
| Any local factors that may affect risks or controls: | Access to an emergency escape route should be considered, from the work area.  Mobile phone reception should be checked, and a landline available should a call relating to health and wellbeing be required. |
| Possible hazards and risks: | Slips, trips or falls and medical emergencies that render employee immobile or unconscious, and in so doing, compounding injuries or situations.  Feelings of isolation and loneliness, difficulty communicating with colleagues.  Display screen equipment hazards  Working environment: desk space/storage/lighting/heating/fire safety/electricity/personal that may harm the employee physically, either immediately or in the long term.  Manual handling issues when loading, cleaning and unloading equipment that may lead to immediate or long term injury.  The safety and security of LtL data and information stored on devices, which may be lost or stolen.  With long term homeworking there is a risk to professional competence through not interacting with colleagues enough. |
| Precautions and control measures to reduce the risk severity or likelihood: | Staff to complete audit of the home working environment and action any findings.  Ensure home workstation is safely accessible and emergency procedures are in place in case of any accident.  Maintain regular contact with line manager and colleagues  Ensure VDU equipment is working correctly. Have regular eye checks (annual checks payable by LtL) and ensure lighting/screening is adequate  Check ergonomics and take necessary action to avoid possible injury (desk height, chair, footstool etc.) Take regular breaks and activity away from seated position. Long term working should be at a table or desk with a suitable upright chair.  Carry out regular safety checks of electrical equipment, and ensure that LtL loan equipment is available for checking when required.  Comply with data protection guidelines.  Regular staff meetings – through face to face, phone or Teams/Zoom. Ensure some contact is 1:1 to encourage individual staff to voice concerns or feelings.  Staff encouraged to meet other people socially through the working day and light exercise away from a screen.  All staff to demonstrate care and awareness of themselves and others. |
| Precedents or comparisons: | Homeworking is a widespread practice across the world, and has been part of LtL practices for many years. |
| Judgement: | Staff should have safe working areas, both for immediate risks such as trip hazard or electrical safety, and in areas of longer term health and wellbeing.  Subject to common sense and care, LtL can manage risks and support staff even when working from home for long periods of time.  Extended homeworking will, however, require extra care and vigilance by all LtL staff. |