

## Warbleton Parish Council – Home Working Risk Assessment

### Purpose of the document:

The work of the parish clerk is conducted primarily from home. The law requires employers to consider carefully and deal with any of the Health & Safety risks for employees working from home. The Health & Safety Executive considers office work to be a low-risk type of work.

As an employee the clerk has responsibility to take reasonable care of their own Health & safety and the Health & Safety of others affected by what they may do. It is the clerk's responsibility to report all employment related incidents or hazards to the Chair of the Parish Council.

The Parish Council has overall responsibility for ensuring that there are arrangements for identifying, evaluating, and managing the risk associated with home working.

This document is to risk assess the parish clerk's working from home and for the Parish Council to satisfy itself that it has taken adequate steps to minimise them or the actions needed to reduce risk further

A formal review is to be carried out annually or when the clerk changes whichever is sooner.

**The Risk Assessment was reviewed and adopted by Warbleton Parish Council at the meeting of 27 February 2025**

**Signed by the Chair of the Council .....**

Hazards	Risks	H/M/L	Management/Control of Risk	Review/Assess/Revise
Working from home	Unable to work from home	L	If there is an occasion where home working cannot occur an alternative venue would be needed e.g. village hall or the home of a friend or family member (wi-fi would be needed)	Existing process adequate

Office and desk area	Clerk not being comfortable when working Data protection breach	L	There is a dedicated home office upstairs on the first floor and separate from other household activity. The working area is warm, well lit and ventilated It is equipped with a desk, office chair and shelving for safe storage of papers and equipment The office chair is comfortable and the desk is at an appropriate height for comfortable use All important files and laptop are secure when not in use	Existing process adequate
Computer Screen set up, other office equipment	Discomfort when using laptop or accessing other equipment	L	The laptop can be moved to be at the correct position for comfortable use The keyboard and mouse are within easy reach The printer is in easy reach Sun glare can be reduced by drawing the curtain There is adequate lighting in the office Eye tests in place every two years and glasses worn when required	Existing process adequate
Fire and electrical safety, trailing wires	Fire, electric shock, trips	L	Smoke detector upstairs in place and checked monthly. Paper waste emptied regularly No damaged wires and none trail across the office floor Equipment is switched off when not in use RCD unit downstairs	Existing process adequate
Manual handling	Damage to body	L	Most information needed for work is within easy reach	Existing process adequate.

			<p>Archived papers are stored separately in the basement but there are no individual heavy items or boxes</p> <p>The clerk has had previous training on how to correctly pick, carry and lower heavier items</p>	
Slips, trips, and falls	Damage to body	L	<p>The office is hard floor with a rug which is secure</p> <p>The floor around the desk is clear of boxes, papers and wires</p> <p>Drinks are brought upstairs from the kitchen to the office and there is a set place to put the drink so it is not spilt.</p> <p>The stairs, landing and hallway are kept clear of any trip hazards</p>	Existing process adequate
Stress and welfare	Becoming unwell through this employment	L	<p>The role is part time and any excessive hours/stress are to reported to the Parish Council</p> <p>Regular stretches are carried out during working hours to avoid stiff and sore muscles</p> <p>There is easy access to First Aid if required</p>	Existing process adequate
Lone working	Something happens and no one else is there	L	<p>The clerk has their mobile phone with them at all times to be able to phone for help</p> <p>The house is secure whilst the clerk is working</p>	Existing process adequate
Verbal, online or physical violence or abuse	The clerk is attacked either physically, or suffers verbal bullying or intimidation by any source (actual or online) from members of the public or from within the council membership	L	<p>The clerk's address and contact details are on the website and in the public domain, however there are no known reasons for an attack of any kind</p> <p>Any potential concerns to be reported immediately to the Parish Council</p>	Existing process adequate. Review security if potential concerns raised