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| **Date:** | **Assessed by:**  **Signature:** | **Location:**    **Service:** | **Assessment No:**  **Review date:** |

Key: S = Severity L = Likelihood R = Remaining risk rating

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| **What has the potential**  **To cause harm (hazards)**  **and what harm might result** | Who and how many people might be at risk | **What are the preventative and protective measures already in place** | **S** | **L** | **R** | **What further action, if any, needs to be taken to reduce risk** | **By whom and**  **by what date** |
| Homeworking | All relevant staff | Method of checking in every day(morning, lunch and close of play sign off minimum) to be put in place.  Where possible it is advisable to try and replicate a full-sized DSE set up as far as possible. This means using a desk and chair and raising the height of the screen to an appropriate position (using a laptop stand, or other method such as books or files) to minimise head and neck movements, and using an external wired or wireless keyboard and pointing device (mouse).  Where this is not possible using a supportive chair should be used with the laptop on a firm and level surface such as a desk or table. As with full-sized DSE, the height of the keyboard should allow for relaxed shoulders and horizontal forearms. The screen should be angled so that the head does not have to be noticeably inclined and the line of sight is perpendicular to the screen, although account will have to be taken of any glare or reflection issues.  Staff should practice active working to change their position as regularly as possible by taking regular short breaks form their screen, standing to make phone calls etc.  Managers to agree methods of communication with staff to ensure regular communication is maintained to prevent staff feeling isolated |  |  |  |  |  |
| Employee becomes unwell  If you develop any of the symptoms either:   * **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) * **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) * **a loss of, or change in, your normal sense of taste or smell –** (this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal) | Employees Service Users | * You should follow current NHS guidance   <https://www.nhs.uk/conditions/coronavirus-covid-19/>    You should stay at home or self-isolate:   * if you have symptoms of coronavirus, you'll need to stay at home for 10 days * if you live with someone who has symptoms, you'll need to stay at home for 14 days from the day the first person in the home started having symptoms   If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.  If you have to stay at home together, try to keep away from each other as much as possible. |  |  |  |  |  |