

REMOTE WORKING

BASIC RISK ASSESSMENT GUIDE FOR ALL REMOTE WORKERS

This guide covers the main hazards you will face when working from home or remotely. **Read it. Know it. Follow it.**

If you are unsure about anything, **ask your Line Manager before you start work.**

#	HAZARD	WHAT CAN HAPPEN	WHAT YOU DO
1	Screen and desk setup	Eye strain, headaches, neck and back pain from poor posture and screen distance.	<ul style="list-style-type: none"> ✓ Position your screen at arm's length and eye level ✓ Take regular breaks from the screen (20-20-20 rule: every 20 mins, 20 second break, 20 feet away) ✓ Adjust your chair height so your elbows are at 90 degrees ✓ Report if your workspace is uncomfortable
2	Electrical safety	Faulty equipment, damaged cables, overloaded sockets can cause shock, burns, or fire.	<ul style="list-style-type: none"> ✓ Check plugs and cables before using equipment ✓ Do not run multiple high-power devices from one socket ✓ Keep water and drinks away from electrical equipment ✓ Report damaged cables or faulty equipment immediately
3	Fire safety at home	Electrical fault or cooking fire can spread quickly in a confined space with limited escape routes.	<ul style="list-style-type: none"> ✓ Keep a fire extinguisher or fire blanket in your work area ✓ Know where the nearest exit is from your workspace ✓ Keep heating equipment away from curtains and materials ✓ Do not block doorways or windows with furniture
4	Slips, trips, and falls	Trailing cables, clutter, or poor lighting cause trips. Falls result in broken bones, head injury, or loss of consciousness.	<ul style="list-style-type: none"> ✓ Keep cables and chargers tucked away or taped down ✓ Keep your work area tidy and clear of clutter ✓ Make sure pathways are clear and well lit ✓ Use proper footwear, not socks or slippers
5	Working alone	If you have a medical emergency at home, no one may notice or be able to help quickly.	<ul style="list-style-type: none"> ✓ Tell your Line Manager where you will be working ✓ Check in with colleagues regularly via email or messages ✓ Keep your phone charged and nearby ✓ If you feel unwell, contact someone immediately
6	Mental health and wellbeing	Isolation, lack of social contact, and blurred work-life boundaries can cause stress, anxiety, and burnout.	<ul style="list-style-type: none"> ✓ Take proper breaks away from your desk ✓ Join video calls and virtual team events ✓ Maintain a routine and set clear start/finish times ✓ Talk to your manager or Employee Assistance Programme if struggling
7	Data security	Unsecured networks, shared devices, or visible screens allow confidential information to be seen or stolen.	<ul style="list-style-type: none"> ✓ Use a secure private network, not public WiFi ✓ Lock your computer when you step away ✓ Do not discuss confidential work in shared spaces ✓ Keep devices physically secure when not in use
8	Home environment hazards	Pets, children, poor ventilation, or unsuitable furniture can distract or injure you while working.	<ul style="list-style-type: none"> ✓ Arrange for childcare or pet care during work hours if needed ✓ Keep your workspace away from high-traffic household areas ✓ Ensure good ventilation and reasonable temperature ✓ Use proper work furniture, not sofas or bed
9	Working hours and fatigue	Blurred boundaries between work and home time lead to overworking, tiredness, and poor decision-making.	<ul style="list-style-type: none"> ✓ Set and stick to clear work start and finish times ✓ Do not work in the evenings or weekends unless asked ✓ Take all your entitled breaks and lunch time ✓ If you are too tired, speak to your Line Manager
10	Heat and environmental stress	High temperatures, power outages, or inadequate ventilation reduce your ability to work safely.	<ul style="list-style-type: none"> ✓ Keep your workspace cool and well ventilated ✓ Drink water regularly, especially in hot climates ✓ Have a backup power plan (power bank, alternative location) ✓ Report environmental issues to your Line Manager

STOP WORK – YOU HAVE THE RIGHT

If you believe your home workspace is not safe, you must report it and speak up.

No one will be punished for raising a safety concern. Tell your Line Manager. If they do not listen, contact the Group Compliance Director directly.

Full risk assessment: SM/HSE/RA/008 – Remote Working v1.0

Related: Remote Working Policy | SM/HSE/PRO/001 – Hazard ID & Risk Assessment

Questions? Contact the Group Compliance Director or QHSE Manager

YOUR WATCH. OUR STANDARD.

Assess. Report. Deliver.