

WELSH GOVERNMENT RISK ASSESSMENT

Risk Assessment Title:	Working at home during COVID 19 Recovery Period – Transition phase
Risk Assessment No:	Welsh Government GRA. No 8

This Generic Risk Assessment is applicable to all Welsh Government staff who undertake work at home as advised by the Welsh Government during the period from 24 March 2020 in response to the COVID 19 outbreak. It covers a range of common activities some or all of which might be relevant to staff. The risk assessment is owned by WG Health & Safety Unit and reviewed annually in consultation with WG Departmental H&S Co-ordinators and TUS. All generic risk assessments are stored on the WG intranet.

NB This risk assessment provides additional information to the GRA which already exists regarding Home or Smart Working.

If a new hazard or increased risk is perceived for an activity outside of the generic hazards then the bespoke risk assessment at the end of this form must be undertaken by the person concerned, in conjunction with and approved by line management. The risk assessment must then be stored in the Division's iShare records.

What are the hazards associated with the activity?	Who might be harmed and how?	What we should already be doing to reduce the risk?	EVALUATE THE RISK *using table in Annex A			Any further actions that may reduce the risk?	Action by: Whom / When / Completed	RE-EVALUATE THE RISK *using table in Annex A		
			L	S	LxS			L	S	LxS
Musculo-skeletal issues which might be experienced by staff working at home with WG issued laptops but not with the correct set up or kit.	All staff working at home.	Provide advice and guidance to all staff about working at home (March 2020): <ul style="list-style-type: none"> Working in Isolation guidance Guidance on Learning Lab, Cardinus e-learning platform and via H&S networks on stretching, eating well, etc. Leadership whilst working at home guidance Working at home and wellbeing guidance Providing furniture and equipment at home: <ul style="list-style-type: none"> Arrangements to provide chairs and desks to those who need 	4	3	12	<ul style="list-style-type: none"> Any member of staff wishing to work at an office for welfare reasons can do so but must let their line manager and Deputy Director know so that office occupancy levels can be monitored Provision of printers, shredders and related stationery to work at home under consideration. 	Internal Communications to notify staff as part of comms campaign when offices are due to open	2	2	4

		<p>them as homeworking continues being developed.</p> <ul style="list-style-type: none"> • Arrangements in place for individuals to purchase IT peripherals and be reimbursed. • Arrangements to provide laptop risers and footrests to those who need them as homeworking continues. • Individuals could collect essential work-related items by contacting Local Facilities Managers to make arrangements. 								
Specific risks associated with working at home for those who need ICT or physical reasonable adjustments	Homeworking staff who need specialist equipment (known existing workplace adjustments and those which arise during homeworking).	<p>In addition to advice and provision as above:</p> <ul style="list-style-type: none"> • Provide ICT and/or physical adjustments and adaptations specific to the needs of individual members of staff. • Where someone's need for adjustments changed or a new need is identified and the Workplace Adjustments Team recommended a specialist chair following an online DSE assessment, they can collect a chair where possible or, if not, it can be couriered. • Where disabled staff have specialist chairs in an office but cannot collect them due to their impairment, chairs to be couriered. 	3	3	9	<p>Should someone's condition indicate that a desk is needed by a virtual DSE assessment conducted by the Workplace Adjustments Team, this will be provided. Once lockdown restrictions ease, this will be delivered to their home. Should someone's home not be able to accommodate a desk, it may be that someone needs to work at an office for welfare reasons unless alternative arrangements can be made. Any instances will be considered on a case by case basis.</p> <p>Any member of staff wishing to work at an office for welfare reasons can do so but must let their line manager and Deputy Director know so that office occupancy levels can be monitored.</p>	WAT to advise.	2	2	4

							when offices are due to open			
Risks to mental wellbeing stemming from working at home or from COVID-19 related anxiety	All staff working at home who may feel lonely, isolated, frustrated or who may be bereaved or experiencing mental health issues.	Provide advice and guidance to all staff about working at home on mental health and wellbeing: <ul style="list-style-type: none"> Working is Isolation guide issued; Internal news items on maximising your mental wellbeing and links to advice and guidance from Mind, and Anxiety UK on wellbeing intranet pages. Regular Mind Matters staff network newsletters Internal news items aimed at line managers on supporting colleagues with mental health and anxiety Specific support from the HR Case Advisory Team and Occupational Health team. Support via the Employee Assistance Programme (EAP) available 24 hours a day, 365 days a year (on any matter). EAP tailored support for particular teams dealing with difficult or traumatic situations. EAP critical incident support for individuals in a particular team (for example but not limited to at times of bereavement) Permanent Secretary messages to senior staff re supporting 	3	3	9	Any member of staff wishing to work at an office for welfare reasons can do so but must let their line manager and Deputy Director know so that office occupancy levels can be monitored.	Internal Communications to notify staff as part of comms campaign when offices are due to open	2	2	4

		<p>staff, including reference to mental health and wellbeing.</p> <ul style="list-style-type: none"> Revised Bereavement guidance Pack issued to all senior staff. 								
Increased risk of domestic abuse and sexual violence	<p>All staff, particularly those who have already experienced this problem or new cases as a result of social-isolation and continued working from home. Additional risk for those who are married or in a relationship with other staff: may be staff who are victims or perpetrators or both.</p>	<ul style="list-style-type: none"> Established guidance already available. Additional HR Coronavirus guidance and FAQs have circulated to all staff. Regular messages to be sent to all staff to publicise advice and support available. 	3	4	12	<p>Any member of staff wishing to work at an office for welfare reasons can do so but must let their line manager and Deputy Director know so that office occupancy levels can be monitored.</p>	<p>Internal Communications to notify staff as part of comms campaign when offices are due to open</p>	2	2	4
Risk of coming into contact with someone carrying COVID-19 whilst commuting	<p>Any staff travelling into an office or on WG business; increased risk for any staff who may be at increased risk from Covid 19</p>	<p>Provide advice on safer travel options:</p> <ul style="list-style-type: none"> consider cycling or walking if possible, if attendance in the office is required use public transport if attendance at the office is necessary and other options are not available, but practice social distancing 	2	3	6					

		<ul style="list-style-type: none"> • use three-layer face coverings if social distancing is not possible • continue homeworking wherever possible as the default or preferred option for all staff unless there is a strong business or well-being reason for attendance at the office • whether people work in the office (routinely or occasionally) or continue working from home to be guided by personal circumstances as well as business need, being especially mindful of those at amplified risk (e.g. those who may be at increased risk from Covid 19, those who use public transport and those who are at increased risk and rely on public transport). 								
Bereavement from Covid 19 or other illness. Risk that individuals may not be able to access the support and general assistance colleagues and employer would usually be able to offer	All staff working at home	Arrangements in place for Case Advisory Team to provide support and advice by phone and/or online in cases of bereavement	1	3	3					
Risk that homeworking has negative impacts on some staff due to unusual	All staff, with increased potential impact for some groups	A series of communications message to the SCS and Heads of Branch have highlighted the need for leadership and the increased need to consider the welfare and	2	3	6	Any member of staff wishing to work at an office for welfare reasons can do so but must let their line manager and Deputy Director know so that office	Internal Communications to notify staff as part of	2	2	4

<p>interactions between work and home life</p> <p>E.g.</p> <ul style="list-style-type: none"> reduced workplace cohesion due to remote working negative impacts on staff who are having to work from home when they would not choose to do so unconscious bias arising from perceptions of home environments 		<p>wellbeing of staff</p>				<p>occupancy levels can be monitored.</p>	<p>comms campaign when offices are due to open</p>			
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Additional Information relevant to the activity:

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Assessor:	Julie Carne
Senior Manager Accountable:	Peter Kennedy
Date:	25 June 2020
Assessment Review Date	4 September 2020

Risk Rating Matrix

The severity of harm	The likelihood of harm
1 No injury	1 Unlikely
2 Minor injury	2 Possible
3 Injury requiring a Doctor or Hospital	3 Likely
4 Major injury	4 Probable
5 Fatality	5 Almost certain

Risk Rating is calculated by multiplying the likelihood of harm against severity of harm

Severity of harm →		
	Likelihood of harm ↓	1
5		5

High Risk: 16 to 25 - Activities should cease immediately until further control measures to mitigate the risk are introduced;

Medium Risk: 9 to 15 – Activities should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period;

Low Risk: 1 to 8 – Largely acceptable, subject to reviews periodically, or after significant change