

Project:	Employees working from home	RA No:	64	Review Date 31/01/2027
Operation / Task:	Lynch office working from home	Persons at risk:	All office employees	
Location / Area:	All private homes	Public at risk:	No	
Monitoring Responsibility:	All Directors, All Managers			

KEY

S = Severity Rating

- Negligible
- Minor Injury
- Major Injury (RIDDOR)
- Fatality
- Multiple Fatality

L = Likelihood of Occurrence

- Improbable
- Remote 1 – 10%
- Possible 10 – 50%
- Probable 50 – 90%
- Almost certain 90%+

RR = Risk Rating

Severity	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5
	Likelihood				

R Unacceptable risk, plan out or add further controls.
O Acceptable only if no other method viable & with high level controls in place.
Y Acceptable with suitable controls.
G Acceptable, no further action required.

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Fire and Electrical Safety	If trapped, the employee could suffer fatal injuries from smoke inhalation/ burns.	4	4	16	<ul style="list-style-type: none"> Ensure smoke detectors working and checked regularly e.g. Every month. Ensure you regularly dispose of waste, including papers, to prevent a buildup of fire 'fuel'. Ensure that any electrical equipment that sparks when plugged in or show signs of burns are removed from use. If any wires look damaged or frayed immediately remove from use. Ensure you regularly inspect your electrical equipment and check for signs of wear and tear. Always switch off equipment when not in use. Keep plugs and sockets free of dust. Do not overload domestic electrical sockets. Ensure you have emergency arrangements in place in case of fire. 	4	2	8	All Directors All Managers
Stress and Welfare.	The employee could be affected by factors such as lack of job control, bullying, not knowing their role etc.	4	3	12	<ul style="list-style-type: none"> Ensure u take regular breaks away from your workstation. Carry out regularly stretches at your desk to avoid stiff or sore muscles. Ensure you sit with a good posture or are you hunched over the desk. Ensure you have easy access to first aid equipment if required. If you regularly use a computer, ensure you have your eyes tested every year. 	4	2	8	All Directors All Managers

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		S	L	RR		S	L	RR	
					<ul style="list-style-type: none"> Ensure you can easily reach everything that you need without twisting and straining your upper body. Ensure you have contact details for a Lynch MHFA representative. 				
Manual Handling	Employees risk injuries or back pain from handling heavy/bulky objects	4	3	12	<ul style="list-style-type: none"> Ensure that all items that you need for work within easy reach. Always ensure heavy items stored on lower shelves to avoid the need for lowering them. Ensure you know how to correctly pick up, carry and lower heavy items. 	4	2	8	All Directors All Managers
Slips, Trip and Falls.	Employees may be injured if they trip over objects or slip-on spillages.	4	3	12	<ul style="list-style-type: none"> Always ensure that floor coverings, such as carpets and rugs are secure and free of possible trip hazards. Do not carry hot drinks and food upstairs/downstairs and risk tripping if practicable. Ensure e stairways and corridors clear of trip hazards. Ensure the floor area around your desk clear of boxes, papers and wires. 	4	2	8	All Directors Line Managers
Lone Working	Employees could suffer injury or ill health while out of to office working at home.	4	3	12	<ul style="list-style-type: none"> Ensure you familiar with the Lynch lone working health and safety policy. (RA00). This can be found in HSQE Docs on "Shared Drive". Ensure you know the name and number of your manager or supervisor who you can get in touch with easily. Ensure you have a system for regularly checking in with your line manager/supervisor if you are not visibly online each day. Ensure your home kept secure whilst you're working there. 	4	2	8	All Directors Line Managers

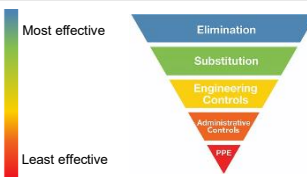
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Severity

Likelihood

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		S	L	RR		S	L	RR	
					<ul style="list-style-type: none"> Always ensure important files and laptops kept locked away securely when not in use. Ensure you have contact details for a Lynch MHFA representative. 				
Display screen equipment	Employees risk posture problems and pain, discomfort, or injuries, e.g., to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g., if the lighting is poor.	4	3	12	<ul style="list-style-type: none"> Line Manager is to ensure a DSE Assessment Form is completed and returned to the Compliance Team for all personnel working from home. Employees to carry out personal DSE assessments at their home workstation. Employee must ensure they have adequate lighting and ventilation when working from home. 	4	2	8	All Directors Line Managers

Risk Assessment Prepared By:

Paul Lynch

Signature:



Date:

31/01/2026

Risk Assessment Reviewed By:

Daniela Rizvan

Signature:



Date:

31/01/2026



Owner: Head of HSQE

Version: 3

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Internal Use

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