

2021



consultants  
health and safety

A decorative graphic on the left side of the page, consisting of a 2x2 grid of squares. The top-left square is dark blue, the top-right is teal, the bottom-left is maroon, and the bottom-right is olive green. Below this grid is a single red square.

# Home Office Ergonomic Assessment Report

ESA Consultants

ESA Consultant Associates 1<sup>st</sup> July 2021



# Home Office Risk Assessment

1 Jul 2021 / Philip Hamill

Complete

Score	51.61%	Failed items	5	Actions	0
Conducted on	1st Jul, 2021 10:28 AM IST				
Prepared by	Philip Hamill				
Home Location	Priorswood, Dublin, Co. Dublin, D17 YW27, Ireland (53.4030291, -6.223130299999999)				
Company name	ESA Consultants				
Employee name	Sample Report				

## Failed Items

5 failed

### Inspection / Display screen

Is your display screen level with your eyes so it doesn't cause discomfort to your neck or head?

No

The proper viewing distance is between 45 and 70 cm. The line of sight should be approximately at right angle to the screen which should also avoid reflecting light.

### Inspection / Stress & Welfare

Do you have easy access to first aid equipment if required?

No

### Inspection / Lone working

Is there antivirus software installed on your laptop or your PC?

No

Anti virus software should be encrypted on laptops or computers to ensure safety of company documents, information and protection from computer viruses.

## Inspection

5 failed, 50%

## Workspace

1 failed, 15.39%

How would you describe your home office

During your work day, are you likely to be distracted during working hours?

Take some photos of your work area

Is there fire detection and prevention equipment on the premises?

Yes

Fire alarm connected to mains and fire blanket in kitchen.

Is there anything that can be done to improve your working from home environment?

No

Is your home office easily accessible?

Yes

Use spare bedroom as designated office.

## Workstation

100%

Do you have a desk or table to work from?

Yes

Yes company have supplied me with office desk.

Is your chair set up correctly? Is your lower back supported and are your feet flat on the floor?

Yes

Desk chair is comfortable and I have been trained in how to set up chair to suit my requirements.

Do you have enough surface space on your desk to work comfortably?

Yes

Have L shaped office desk and has adequate room. Paper work should be removed from desk area and should ideally be free from clutter to allow for easy access to keyboard and mouse. Peripheral mouse and keyboard should be easily accessible and within reach of user to prevent against possible repetitive strain injury or Carpel Tunnel Syndrome

Are your keyboard and mouse clean and within easy reach, without having to stretch?

Yes

Keyboard and wireless mouse are within reach and at correct height.



Photo 1

Can you easily reach everything that you need without twisting and straining your upper body?

Yes

## Display screen

1 failed, 50%

Is your display screen clean and positioned so there is no glare from a window or light?

Yes

Window is positioned behind back of VDU.

Is your display screen level with your eyes so it doesn't cause discomfort to your neck or head?

No

The proper viewing distance is between 45 and 70 cm. The line of sight should be approximately at right angle to the screen which should also avoid reflecting light.

## Stress & Welfare

2 failed, 60%

Do you sit with a good posture or are you hunched over the desk?

Yes

Chair has sufficient back support and feet are fully supported.

Are you able to carry out regular stretches at your desk to avoid stiff or sore muscles?

Yes

Do you have easy access to first aid equipment if required?

No

Do you have a window or long distance view to look at every 15 minutes to give your short sighted muscles a rest?

Yes

Are there provisions in place to assist with your workload if it becomes overbearing?

Yes

Additional help is available as required from other team members.

## Lone working

1 failed, 80%

Do you know the name and number of a manager or supervisor who you can get in touch with easily?

Yes

In daily contact with manager who can be notified if unable to meet workload who will make provisions to assist.

Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day?

Yes

Weekly video calls take place to discuss business activities. There is a clock in and out computer program which monitors our daily activities.

Is your home kept secure whilst you're working there?

Yes

Are important files and laptops kept locked away securely when not in use?

Yes

There is very little paperwork as most documents are electronic copies.

Is there antivirus software installed on your laptop or your PC?

No

Anti virus software should be encrypted on laptops or computers to ensure safety of company documents, information and protection from computer viruses.

# Summary

100%

## Summary

Computer software should be incorporated onto laptop or computers. All equipment required to perform role should be provided to employee such as printer and scanner. VDU should be positioned in a way to prevent against glare from screen and at the correct height or distance. Employee should be provided with any additional supports she requires.

Photo provided of workstation?

Yes

## Sign off

### Employees Name

Philip Hamill

1st Jul, 2021 11:33 AM IST

### Managers Name

Joe Bolger

1st Jul, 2021 11:33 AM IST

### Auditors Name

Philip Hamill

1st Jul, 2021 11:33 AM IST

### Report completion date

1st Jul, 2021 12:00 AM IST

# Appendix

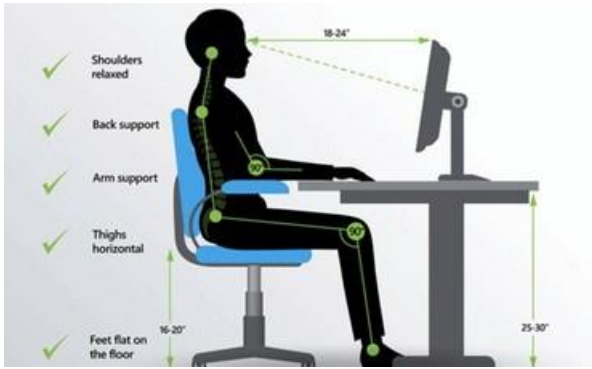


Photo 1



# How we can help your business

<b>Safety Training</b>	<b>Safety</b>
<u>Manual Handling</u> <u>First Aid</u> <u>Safety rep</u> <u>Fire Evacuation</u> <u>HACCP</u>	<u>Safety Statements</u> <u>Risk Assessments</u> <u>Method statements</u> <u>PSCS</u> <u>PSDP</u> <u>Accident investigation</u>
<b>Human Resources</b>	<b>Employment Law</b>
<u>Contracts of employment</u> <u>Staff Handbook</u> <u>Policies</u> <u>Procedures</u> <u>Interviews</u> <u>Recruitment</u>	<u>Representation</u> <u>Tribunals</u> <u>Labour Courts</u> <u>Unions</u> <u>Disciplinary</u> <u>Arbitration</u>

