



## **SAP 1-1 Risk Assessment Preparation Guide:**

**Step 1:** Video call on laptop. Camera must be on with no filters. You will have a face to face video call with the assessor to get an understanding of the type of work you do and any relevant background to the assessment.

**Step 2:** You will lift your laptop up and direct laptop camera around the workplace (room that you working from). The assessor is determining whether the space is safe, suitable and compliant with legal minimum requirements. The assessor will need to see:

- 360 degree view environment.
- Floor around the workstation to ensure no trip hazards and there safe access to workstation
- View underneath desk and of sockets to make sure there is no obstructions or electrical safety hazads.
- Lighting considerations, obstructions in workspace and any electrical safety issues.

**Step 3:** Position the laptop so we can see from workstation and direct laptop camera so the assessor can have visibility of how you sit and interact with the workstation. The assessor needs to be able to see feet, full chair, top of head and as much of workstation as possible. This is needed to understand the working habits, movements and postures taken and to see how you interact with the work set up and see what changes are needed.

