

Employee has a wolverhampton.gov.uk email address

1. Manager emails employee blank form, guidance, video link, FAQ link (or directs to the webpage with all the above on it). Offers Occupational Health if prefers. Suggested time for discussion of form results

2. Staff Member emails completed and signed form (not guidance) to Manager

3. Phone meeting between Manager and Employee. Manager does not need to discuss medical problems or risk factors, but ensures that the correct process has taken part for the self assessment of risk. Manager fills in their parts including adjustments, and signs, adds a date for any suggested re-review

4. Manager sends completed form to Occupational Health, copying in Employee

5. Employee, Manager, and Occupational Health retain a copy for their records. NB copy held by Manager is stored in an area that only they can access. If on a sharepoint site - then the document should be in a folder with permission to access that is restricted to the manager only or the documents should be protected with a strong password.

6. Occupational Health will enter a record into Aggresso to state that Staff Member has been risk assessed and their final "risk colour"

Occupational Health Contact Details

Email:

occupational.healthunit@wolverhampton.gov.uk

Address:

Occupational Health Department,
City of Wolverhampton Council,
St Peters Square,
Wolverhampton,
WV1 1HE.