

Employee does not have @wolverhampton.gov.uk email address, does have a personal email address, and is happy for Manager to fill in form on their behalf in a phonecall:

1A. If Employee has NOT already received the blank risk assessment form, guidance, video link and FAQ link from the council, then Manager should follow steps 2&3.

1B. If Employee has already received the blank risk assessment form, guidance, video link and FAQ link from the council, then Manager can start at step 4.

2. Manager speaks to Employee to inform that they are emailing OR posting (depending on preference) the blank form, guidance, video link, FAQ link. Manager confirms that staff is NOT to fill in the form and send it to anyone (as post and personal email are not safe for sensitive data).

3. Manager emails or posts Employee blank form, guidance, video link, FAQ link (or directs to the webpage with all the above on it). The email or letter offers OH if Employee prefers.

Occupational Health Contact Details

Email:
occupational.healthunit@wolverhampton.gov.uk
Address:
Occupational Health Department,
City of Wolverhampton Council,
St Peters Square,
Wolverhampton,
WV1 1HE.

4. Manager establishes that Employee has received the letter/email, and asks whether the Employee will be happy for the form to be filled in by Manager with them on the phone at a specified date and time.

5. Phone call at specified time. Manager goes through form with Employee. Reads through box 1 and asks afterwards "how many of those items applied to you?". Fills in all remaining fields together with Employee on phone.

6. Manager emails a statement to Employee summarising ONLY: final risk colour, amendments that have been agreed, and date of any planned re-review

7. Employee confirms by return of email that this is correct (and keeps email for their records)

8. Manager emails form to Occupational Health

9. 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 password protected.

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