

Employee does not have @wolverhampton.gov.uk email address, does not wish Manager to fill in form on their behalf on a phonecall, may or may not have personal email.

1. Manager speaks to Employee to inform that they are posting the blank form, guidance, video link, FAQ link. Offers Occupational Health if Employee prefers. Explains that Employee will need to complete their sections of the form (not the guidance) and sign it. Explains that there are data security issues concerning posting and confirms that Employee is happy to take those risks.

2. Employee fills in form, signs, and sends by post (signed for or tracked recommended) to their Manager. NB guidance form is not posted.

3. Manager phones Employee at an arranged time. 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 workplace adjustments, and signs, adds a date for any suggested re-review.

4A. If Employee **has** a personal email address (non-wolverhampton.gov.uk): Manager emails a statement to Employee summarising **ONLY**: final risk colour, amendments that have been agreed, and date of any planned re-review. Employee replies confirming that this is a correct representation of their discussion.

4B. If Employee does **not** have a wolverhampton.gov.uk email or a personal email: Employee sees a copy of their risk assessment form e.g. at their place of work, and signs it before starting work to confirm its content is correct. Manager then sends completed signed copy to Occupational Health.

5A. Manager sends form by post to Occupational Health, or scans/photographs form (not on a personal mobile phone), and emails scanned form to Occupational Health.

5B. Occupational Health will enter a record into Aggresso to state that Employee has been risk assessed and their final "risk colour"

6A. If Employee **has** a personal email address (non gov.uk): Manager and Occupational Health retain a copy for their records. NB copy held by Manager is stored in an area where 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. No scans of forms are to be left on mobile devices -these must be deleted.

Occupational Health Contact Details

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