

# Staff Risk Assessment Form for COVID-19

## Staff who are NOT shielding and NOT more than 28 weeks pregnant

### Individual's Risk Assessment Form 24/7/20. Version 1.3

This form allows the employer to keep a record of the staff member's COVID-19 risk assessment. Please see document: Staff Work Risk Assessment for COVID-19 risk: Tool and Guidance.

**Shielding** (clinically extremely vulnerable) staff and staff more than 28 weeks pregnant should NOT be assessed with this form, but with their own dedicated form: "[Risk Assessment Form for staff who are shielding or more than 28 weeks pregnant, if working from home is not possible](#)".

#### Risk assessments

Managers should brief their staff on the individual staff risk assessment and offer advice and support with filling it in. All managers must check together with their staff their responses on the form, record the recommended workplace adaptations, and document plans for review meetings between the line manager and staff member.

A manager should not discuss the nature of the risk(s) that the staff member has entered unless the staff member has indicated they are comfortable to do so.

Records of all risk assessments should be kept in a secure location. Additional time is to be spent with individuals where:

- they fall into the Amber or Red overall risk groups
- the employee is unsure on what to fill in on the risk assessment
- concerns or other issues are documented

**Occupational Health** advice should be sought (if available in your work setting – it is available to Council employees) where any of the following apply:

- A manager is unsure about how to 'score' a person they manage for any reason
- A staff member prefers to speak directly to occupational health rather than a manager about a health condition
- If the staff member is experiencing severe anxiety about returning to work

A GP or consultant may also be able to advise on COVID-19 risk factors that a person may have and may write a letter stating that the staff member is clinically vulnerable (NB not shielding/"clinically extremely vulnerable"). This may be requested by the staff member themselves or by Occupational Health. If the person is deemed to be in the shielding or clinically extremely vulnerable group please use the [dedicated risk assessment](#) form for this group. If there is uncertainty, the manager or staff member should discuss with Occupational Health.

**Employee to fill in:**

Staff name:

Date risk assessment completed:

Line Manager:

Employee:

Resource ID

Service Area:

Role:

Total number of individual risk factors (identified from 'Box 1')

Individual Risk Category  Higher  Medium High  Medium Low  Lower

**NB** If there is an Occupational Health Service which covers your service (eg. as a council employee) – consider using this service if the employee finds it hard to assess the risk from their medical conditions, if there is a lot of anxiety about returning to work, or if employee feels more comfortable to speak to Occupational Health than their manager.

Highest Workplace Risk Category  1  2  3  4  5  6  7  8  9

Final Risk Assessment Colour  Red  Amber  Green

Where a staff member has an amber/red matrix assessment colour, the manager should consider adaptations to the staff member's work as per the [Risk Assessment Tool and Guidance](#).

**Issues or concerns raised by employee**

(Employee to complete)

**Review and adaptations suggested/implemented for individual staff member**

(Line manager to complete)

For pregnant health and care workers, employers should be aware of the [occupational health advice for risk reduction from the Royal College of Obstetricians and Gynaecologists](#).

**Assessment Matrix Score adjusted for****adaptations documented above (if applicable)**

Red

Amber

Green

**Date of re-review, if applicable\***

\*Re-review is recommended as best practice for all staff, and is necessary if the role or the health of the staff member changes. Re-review should be planned if the staff member's risk category is orange or red, or if there are high levels of employee anxiety. Re-review can be undertaken in a staff-manager one to one meeting.

**Line Manager Signature****Employee Signature**

This tool has also been provided to assist our partners, such as Academies and other educational settings, however any other organisation should be seeking its own health and safety advice. No liability can attach to the Council in relation to the provision of this tool.

Ultimately any decisions on how the tool is used, the assessments reached and the appropriate steps taken are the responsibility of the relevant organisation and not the responsibility of the Council.