

Staff Risk Assessment Form for COVID-19

Staff who are shielding or more than 28 weeks pregnant, if working from home is not possible

Individual's Risk Assessment Form 21/07/20. Version 1.0

Only to be used if return to work is being considered for on or after 1st August 2020.

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](#) (version 1.2 or later).

Shielding ('clinically extremely vulnerable') staff and staff who are more than 28 weeks pregnant will no longer be prevented from working outside of the home after 1st August 2020. This form is the individual risk assessment tool for such individuals, and must be used if a manager wishes an individual in these groups to work outside the home after 1st August 2020.

Those staff members correctly self-identifying as being in the "clinically extremely vulnerable"/shielding group (see Appendices 1, 3 and 4 of the Guidance for further information) will have higher risk of getting severely unwell from COVID-19.

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 condition(s) which has put the staff member in the shielding group unless the staff member is comfortable to do so. However, we do recommend that a manager attempts to confirm that the employee has received

relevant letters to confirm their status as a Shielder (see Appendix 4). Where there is doubt, the manager should discuss with HR in the first instance, or the staff member may be able to obtain confirmation of their shielding status from their GP or specialist.

If there is any confusion with letters to Shielders, an approach of erring on the side of assuming someone is a Shielder may be necessary – in the council support to determine shielding status could be sought from the HR and Occupational Health teams. Stage of pregnancy can be confirmed via a MAT B1 form or by self-report.

Records of all risk assessments should be kept by managers in secure locations as per the "COVID-19 Individual Staff Risk assessment FAQs"

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 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.

Employee to fill in:

Staff name:

Date risk assessment completed:

Line Manager:

Employee:

Resource ID

Service Area:

Role:

Individual Risk Category **Shielder** **More than 28 weeks pregnant**

NB If there is an Occupational Health Service which covers your service (e.g. as a council employee) – consider using this service if there is a high level of anxiety about returning to work, or if employee feels more comfortable to speak to Occupational Health than their manager. Consider speaking with HR if it is hard to establish whether the staff member is in the shielding group or not.

Issues or concerns raised by staff member
(Employee to complete):

Review and adaptations suggested/implemented for individual staff member (Line manager to complete – if working remotely is not an option, suggestions of adaptations would include staff members using a dedicated desk (not hotdesking), having a desk near to an openable window/natural ventilation, carrying out a role with less public interaction, only working within a similar group (bubble) of employees, rather than a whole team, having own reserved kitchen/toileting facilities, avoidance of any public transport, use of face coverings, full knowledge, training, and availability of appropriate PPE according to national guidance, availability of sanitiser etc.)

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

After very careful consideration, is there any way to enable the staff member to work from home?

Yes No

If the answer is yes, then the person may only work from home.

Is the business COVID-secure? (note all Council Departments should have attained this standard from the risk assessment process of reopening departments)

Yes No

Does the staff member's proposed work role, after modifications, guarantee that they can socially distance at all times by 2m?

Yes No

If the answer to either of the above questions is "No", staff member may only be allowed to work from home.

Date of re-review, if applicable*

* Re-review the individual's risk assessment and modifications at a maximum of 10 working days after starting work outside the home is mandatory for Shielders and staff over 28 weeks pregnant who will be working outside of the home. Depending on a staff member's anxiety and outcome of the risk assessment, it may be appropriate to carry out a review before 10 working days. After this, review at regular 4-6 weekly intervals must be undertaken (can be part of regular one to one meetings with line manager).

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.