**COVID 19 – INDIVIDUAL RISK ASSESSMENT**

This risk assessment should be completed by those employees who are at highest risk from coronavirus, including those with an underlying health condition or who are pregnant. Employees should complete the [Covid-19 Risk Assessment tool](https://alama.org.uk/covid-19-medical-risk-assessment/) which should be used to inform discussion about a return to the workplace/ working during pregnancy.

This information should be discussed with each employee together with general measures which will be, or have been, put in place to ensure the safety of employees in the team. Any specific arrangements needed to support the employee in a return to work at an appropriate time should be agreed, recorded using this risk assessment, uploaded to Myview and reviewed regularly.

**No employee in these groups should return to the workplace without a COVID-19 risk assessment being completed**.

In the case of pregnant employees, this is in addition to the normal pregnant worker’s risk assessment which should be undertaken in all circumstances. It is advised that this Risk Assessment should be completed as early as possible and in all cases as soon as notification of pregnancy is given by the employee.

It is important to consider individual risk and aim to remove the risk. If this is not feasible, reduce the risk as much as possible.

Actions to consider include:

* Working from home for all or part of the role
* Adjust work times to facilitate travel at off-peak times
* Adjust the work environment, times or duties to reduce the risk of exposure, for example working in a separate office, not using shared telephones, carrying out telephone rather than face to face interactions.
* Working in alternative duties

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| **Employee Details** |  |  |
| **Employee Name:** | **Manager Name:** | **Date:** |
| **Job Title:** | **Service:** | **HR rep:** |
| **(For pregnant employees only)** | **Expected date of birth:** | **Expected maternity leave start date:** |

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| **Outcome of occupational risk assessment tool** | **Comments** |
| Risk Level (Very High/High/ Moderate/ Low) | Employees who are scoring at high or very high risk must be referred to OH. Referral may be appropriate in some other cases. Speak to HR adviser for guidance as required. |
| **Employee/Post Information (to be completed only where outcome of risk assessment tool is high or very high)** | **Comments** |
| Is the employee a key or essential worker?  **Yes**  **No** | Consider if there is someone else who could carry out the duties. If no, the following factors below should be considered regarding how duties could be undertaken. |
| Can the duties be carried out from home?  **Yes**  **No** | If home working can be carried out this should be arranged. |
| Does the employee have to deal with clients or service users face to face?  **Yes**  **No** | This activity comes with an increased risk to the employee. Can the employee carry out telephone consultations or deal with service users remotely? If this is not possible can the employee work from home or carry out alternative duties which would not require meeting with service users or clients? |
| Do they work in a large open plan office or with groups of people where it may be difficult to maintain [physical distancing](https://www.falkirk.gov.uk/employees/coronavirus/managers/social-distancing.aspx)  requirements (where required)?  **Yes**  **No** | This becomes a higher risk activity. Can duties or work plan location be adjusted to avoid contact with large groups of people? If not, consideration could be given to reducing the number of people the employee comes into contact with or reducing the time spent with others, however the strongly advised option would be to look at home working where possible. |
| If yes will they be dealing with clients/Service Users with confirmed or suspected COVID-19?  **Yes**  **No** | This is a very high risk activity and guidance in the SG toolkit should be considered and OH advice taken as necessary. |
| Do they require to take public transport to come into work?  **Yes**  **No** | Use of public transport represents an increased risk to employees. If they do use this could the employee work from home or attend another venue which would not require use of public transport? Could start and finish times be adjusted to help the employee avoid rush hour? |
| Occupational health advice required?  **Yes**  **No** | Employees with underlying health conditions who are scoring as being at high or very high risk must be referred to OH. |
| Does the employee have to share a vehicle in work?  **Yes**  **No** | This is a higher risk activity; can physical distancing be maintained in the vehicle? Or can the employee take their own transport or travel on their own? |
| Can or does the employee work outside?  **Yes**  **No** | Work outside is considered a lower risk activity. |
| Does the employee have to meet another person, employee or service user at a closer distance than 1m?  **Yes**  **No** | I.e., moving and handling tasks requiring two people. Consider tasks where the employee can work on their own with no interaction with others. |
| Employee’s thoughts/views/ concerns on returning to work  **Yes**  **No**  Any other issues they want to discuss: |  |

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| Adjustment(s) recommendation(s) to be considered | Impact of adjustment | Has adjustment been implemented?  Yes / No  If not, why not? | Implementation Date | Review Date | Impact on absence/ return to work/ability to remain at work |
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| **Is there any adjustment/any other support I have not discussed with you that you consider would support you in your role?** |  |
| **Detail any other alternatives considered by service to support employee** |  |

**Pregnant Employees**

The Royal College of Obstetrics and Gynaecology provides guidance on what health care workers should do if they are pregnant. Existing legislation protecting pregnant employees must be followed. Further guidance can be found at: <https://www.rcog.org.uk/coronavirus-pregnancy>

This guidance and process is being continually reviewed.