This proforma should be used as a record of the staff member's COVID risk assessment and follow-up actions. **It should be reviewed should any of the individual or workplace risk factors change, such as a change in tasks/duties or health condition, age bracket.**

Shielding (‘extremely vulnerable’) staff do not need to be risk assessed, and neither do pregnant women over 28 weeks of gestation, as they should work from home only.

Managers should work through the risk assessment with their team member.

Human Resources or Health and Safety should be contacted if:

* A manager is unsure about how to ‘score’ a person they manage for any reason
* A staff member prefers to speak directly to an independent person rather than their manager about a health condition

Occupational Health may also be able to advise on elements of a person’s health and may be consulted if the staff member feels they have a severe condition which is not recognised in the risk assessment.

Mental Health and Wellbeing Support

The risk assessment tool does not identify mental health conditions as factors when assessing an individual’s risk in returning to the workplace. It is recognised that some staff may be feeling anxious or concerned about their return and this may exacerbate underlying mental health conditions or create new concerns or worries. In this case, this should discussed wherever possible and the employee should be encouraged to openly discuss their concerns or worries where they feel able to so that the right support can be put into place. This could be a stress risk assessment or use of a Wellness Action Plan, other support such as counselling or coaching is also available, for more about information staff support information can be accessed [here](http://insight/information/coronavirus/your-wellbeing/).

A Manager’s Toolkit has been developed which includes practical advice and guidance for managers, including support for starting wellbeing conversations, stress risk assessment tool and Wellness Action Plan and can be accessed [here](http://insight/information/coronavirus/managers-information/).

If the individual isn’t comfortable in having a discussion with their manager regarding their wellbeing, they should contact Human Resources for further advice: [operationalHR@torbay.gov.uk](mailto:operationalHR@torbay.gov.uk) The Council’s Wellbeing Supporters can also be contacted for an initial discussion or for signposting to mental health support, further details can be found [here](http://insight/information/hr/wellbeing/wellbeing-supporters/).

|  |
| --- |
| Date risk assessment completed: |
| Risk assessment completed by: |
| Line Manager: |
| Employee: |
| Service area: |
| Job role: |
| Work location: |
| Shift pattern/working days: |
| Review date (where applicable): |

|  |  |
| --- | --- |
| Total number of individual risk factors (identified from ‘Box 1’)  of the Staff Risk Assessment Tool |  |

Individual Risk Category (highlight)

|  |  |  |  |
| --- | --- | --- | --- |
| Higher | Medium High | Medium Low | Lower |

NB further medical advice may be sought from Occupational Health if the conditions are complex, high risk, or if employee prefers to speak to OH over a manager.

Highest Workplace Risk Category (highlight)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Final Risk Assessment rating (highlight)

|  |  |  |
| --- | --- | --- |
| Red | Amber | Green |

Where a staff member has an **amber/red** matrix assessment colour identified through the Staff Risk Assessment Tool, work place adaptations/adjustments should be discussed and implemented. For further advice or guidance in relation to any of these adjustments, please contact Human Resources (OperationalHR@torbay.gov.uk) or Health and Safety.

Review and record in space below adaptions suggested/implemented for individual staff member:-

|  |
| --- |
|  |

Based on the adjustments listed above please now review the original Assessment Matrix Score from the Staff Risk Assessment

|  |  |  |
| --- | --- | --- |
| Red | Amber | Green |

If still showing as **red** or **amber**, please refer to Human Resources or Health and Safety for further advice.

Issues or concerns raised by employee:-

(Employee to complete)

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Date of review: |  |
| Line Manager Signature (print name): |  |
| Employee Signature (print name): |  |

**Once complete, please return this form to** [**nick.hollins@torbay.gov.uk**](mailto:nick.hollins@torbay.gov.uk) **who will co-ordinate sending all responses to Human Resources.**