

Returning to work good practice risk assessment template

- ✓ Those still shielding ('extremely vulnerable') staff who can only work from home do not need to be risk assessed. Depending on role you make a similar requirement to work from home for pregnant women over 28 weeks of gestation
- ✓ For the remainder who may return, consideration needs to be made of any underlying health conditions, BAME, or any other potential Covid 19 risk factors
- ✓ It is advised that all returning staff should have completed an individual assessment and this should be signed and held on file. Review needs to be undertaken within agreed timescales
- ✓ Risk assessment may be carried out by an employee or manager. The employee should be encouraged where possible to do this independently in the first instance. Where staff are unsure of how to 'score' their risk, they should discuss with a manager
- ✓ Managers should brief their staff on the risk assessment and offer advice and support with filling it in. All managers must check together with their staff their responses on the proforma and record the recommended, or plans for repeat meetings between the line manager and staff member
- ✓ Records of all risk assessments should be kept. Additional time is to be spent with individuals where:
 - they fall into high risk groups
 - the employee is unsure on what to fill in on the risk assessment
 - concerns or other issues are documented

This template allows the employer to keep a record of the staff member's COVID risk assessment

RETURN TO WORK RISK ASSESSMENT FORM

Date risk assessment completed	
Risk assessment completed by	
Line Manager Name	
Employee Name	
Service Area/Department/Location	
Role	

Health

Do you have any underlying medical issues?	Please detail:
Have you been issued with any medical advice in respect of working or public contact?	Please detail and give date:
<p>Do you fall into any of the following high-risk groups?</p> <p>> Pregnant >28 weeks gestation > BAME staff, over 55 or with another vulnerability > Carer of a high-risk person >Respiratory issues</p>	If so which:
Any other health related issues that you feel would impact on your safety or potential risk from Covid 19 or the work environment?	Please detail:
RISK LEVEL AGREED AS LOW/MEDIUM/HIGH	

Staff role and Exposure

Does your role involve any elements of personal care or high-risk medical processes?	Please detail:
Are you able to work with 1m plus distancing?	Please detail:
Do you use public transport to get to work?	Please detail:
Does your role involve public contact or any activities where you would be in public (under current gov guidance and organisational procedures?)	Please detail:
RISK LEVEL AGREED AS LOW/MEDIUM/HIGH	

Staff activities

Are there any activities that would increase risk? Consider groups, attendance in public places, court,	Please detail:
RISK LEVEL AGREED AS LOW/MEDIUM/HIGH	

Risk Overview

Would the use of PPE mitigate any of the risks posed above? (consider is PPE is advised if respiratory problems i.e. Asthma)	Please detail:
Issues or concerns raised by the employee:	Please detail:
Issues or concern raised by the manager	Please detail:
OVERALL RISK LEVEL AGREED AS: LOW/MEDIUM /HIGH (consider all above risk levels)	

Actions

What actions can be taken to support safety on site/in the workplace.	Consider redeployment/continued furlough/ working from home/PPE use....
Staff to complete PPE competency	When: How: How will be evidenced:
Signed and dated by Manager	
Signed and dated by Employee	
Who is responsible for arranging review?	
Review date agreed:	