

## **Individual workers health risk assessment for returning to the BDA office- COVID19 BDA**

### **Strictly Private & Confidential**

**To be completed for all staff requesting an occasional return to work at the BDA office. This individual risk assessment MUST be completed, so staff are clear on compliance.**

#### **1. Who needs this risk assessment?**

All BDA staff returning to work from the BDA office in Birmingham.

#### **2. Who should conduct this risk assessment?**

The line manager should conduct the risk assessment prior to approval being given to the member of staff returning to the BDA office. An e-file copy should be retained by the line manager, stored on the BDA's HR files and a copy given to the staff member if requested. The document will not be disclosed to anyone else unless there is a medical or disciplinary requirement.

***(Note: should any detail in this risk assessment change, the staff member is required to inform their line manager immediately. Failure to do so could constitute a disciplinary offence)***

**SECTION A - DETAILS OF THOSE UNDERTAKING THE RISK ASSESSMENT**

<b>Colleague name(s):</b>		<b>Job title:</b>	
<b>Line manager/supervisor name:</b>		<b>Line manager/supervisor job title:</b>	
<b>Line manager/supervisor telephone number:</b>		<b>Line manager/supervisor email address:</b>	
		<b>Working hours:</b>	
<b>Date of Assessment:</b>		<b>Assessment carried out by:</b>	
<b>Date for risk assessment to be reviewed:</b>			

<b>SECTION B - HEALTH STATUS</b>	Please tick appropriate box:
1. Notified as on 12 weeks <b>Shielding</b> (high-risk group)	
2. <b>Vulnerable</b> – over 70	
3. <b>Vulnerable with an underlying health condition * refer to categories below</b>	
4. <b>BAME (Black &amp; Minority Ethnic) or Mediterranean workers</b> over 55	
5. <b>BAME or Mediterranean workers</b> with an underlying health condition	
6. <b>BMI &gt; 40</b>	
7. <b>Pregnant</b>	
8. <b>None of the above apply</b>	

**\*Underlying health conditions are listed below** (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds):

- Chronic (long-term) respiratory diseases, such as [asthma](#), [chronic obstructive pulmonary disease \(COPD\)](#), emphysema or [bronchitis](#)
  - Chronic heart disease, such as [heart failure](#)
  - [Chronic kidney disease](#)
  - Chronic liver disease, such as [hepatitis](#)
  - Chronic neurological conditions, such as [Parkinson's disease](#), [motor neurone disease](#), [multiple sclerosis \(MS\)](#), a learning disability or cerebral palsy
  - [Diabetes](#)
  - Problems with your spleen – for example, [sickle cell](#) disease or if you have had your spleen removed
  - A weakened immune system as the result of conditions such as [HIV and AIDS](#), or medicines such as [steroid tablets](#) or [chemotherapy](#).
- If you have ticked boxes 1-7 you will not be allowed to return to the office unless Government guidelines change***

# SECTION C RISKS & CONTROL MEASURES

Who of your staff might be harmed and how?	What are you doing to control the risks?	What further action do you need to take to control the risks, i.e. reasonable adjustments?	Actioned by (Initials)	Action needed by? (date)	Done (Initials)
<p>1. Staff concerns about travel to the &amp; from the office.</p> <p>2. Concerns about Infection at the Office.</p> <p>3. Staff have health concerns but are not in 'Vulnerable' Category.</p> <p>4. Other issues identified by staff</p>	<ul style="list-style-type: none"> <li>• Discussion on planned route to work, PPE to alleviate concerns, issue of government advice.</li> <li>• Ensure staff avoid public transport</li> <li>• Ensure staff have read and understood the BDA office risk assessment prior to return.</li> <li>• Ensure staff are aware of the measures in place, e.g. handwashing/sanitisation/cleaning</li> <li>• Ensure staff know what to do if they or anyone exhibits COVID19 symptoms</li> <li>• Staff discuss when health condition affects them and identifies triggers/symptom.</li> </ul>				

	<ul style="list-style-type: none"> <li>• Staff advise manager of any relevant advice from GP to shield, etc.</li> <li>• To be recorded and discussed</li> </ul>				
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<b>Please tick appropriate box when you have completed the assessment</b>	✓	<b>Monitoring / further action:</b>
<b>Actions agreed as detailed above reduce the risks to the staff member.</b>		<b>Date agreed to review action:</b>
<b>Actions agreed as detailed above do not fully reduce the risks to the staff member/ some concerns remain. Likely outcome will be refusal of permission to work from the office.</b>		<b>Date agreed to review action:</b>
<b>Please add any additional notes as appropriate</b>  <b>Line managers should conduct a thorough, sensitive and comprehensive conversation with their team members. They should identify any existing underlying health conditions or risk factors that increase the risk for each worker in undertaking the role identified. The conversation should be an ongoing basis (complete review date above) Consider a colleague's feelings re: safety and mental health and wellbeing. Where required/ identified managers will seek HR advice.</b>		
<b>Individual's signature</b>		<b>Date signed</b>
<b>Print Name</b>		
<b>Manager's signature</b>		<b>Managers job title</b>

<b>Print Name</b>			
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