

COVID-19 Risk Assessment – Returning Shielded Colleagues

Introduction

The government advises anyone who's at high risk of getting a severe illness if they catch COVID-19 — 'vulnerable people' — to take particularly strict social distancing measures. Although everyone is advised to practise social distancing, it's particularly important for those in a vulnerable group. The Society supports home working where this is possible but accepts that some roles do not suit such an arrangement.

Any Colleague including those returning to work following COVID-19 shielding must be briefed on all existing control measures in their work place **prior** to their first day on site.

“Returning Colleague Briefs” can be used to support this but there must also be a consideration of any specific site circumstances that may exist and the measures in place to control COVID-19 and protect colleagues. These too must be explained to the Colleague and should be identified by completing this risk assessment.

Colleague Details

Colleague Name									
Colleague Number									
Site Name					Job Title				
Hours of Work		Days of work(tick)	Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Homeworking

Can the Colleague work from home? Tick Yes or No

Yes	<input type="checkbox"/>	Colleague works from home for now
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No	<input type="checkbox"/>	Continue with the risk assessment process to identify any site risk
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Confirmation and approvals

Name of person completing the assessment:

Date of Assessment

Colleague Sign Off

I have been made aware of all risks on site as a result of the Coronavirus pandemic and the controls that have been put in place and have agreed to return to work

Colleague Signature:

Date of Review:

Or, I have concerns about returning to work and require further assistance

Colleague Signature:

Date of Review:

A copy signed by the Colleague is to be saved in their personnel file, as per the Society's Return to work Policy.

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Principal Controls

Colleagues must be made aware that the principle control measures for COVID-19 are as below:

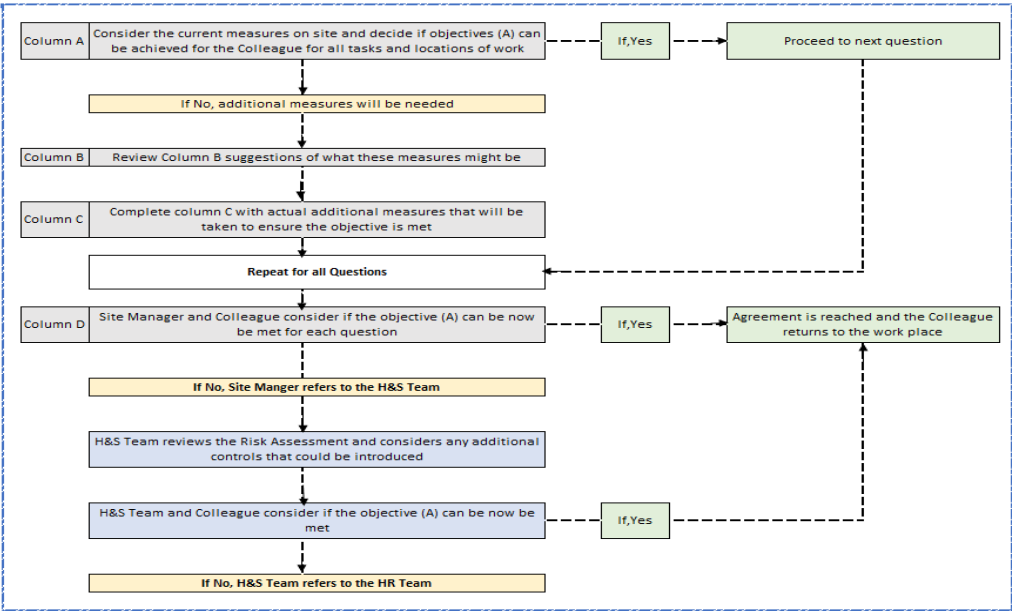
- Social distancing (@2m) must be maintained whenever possible including when working with others, dealing with members of the public and taking breaks.
- Wash your hands more often and for more than 20 seconds and always at the start and finish of your shift.
- Share any concerns about working arrangements on site with your line manager.
- Do not leave home if showing signs (or someone you live with is showing signs) of COVID-19 (refer to the GOV.UK/ Coronavirus website for the latest information)

Common symptoms include:

- a high temperature,
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

Risk Assessment Process

The Colleague’s Line Manager must complete an assessment of their site and discuss their findings with the Colleague before being allowed to return to the work place. It is important that the returning Colleague is comfortable with the arrangements and the role they must play in controlling the coronavirus and protecting their own health.



Concerns or identified issues

Where a specific issue is identified as inadequately controlled (Answered “No” in Column D below) or concern raised during this risk assessment process then these must be discussed with the Health & Safety Team before the Colleague will be allowed to return.

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Step 1) Consider what tasks the Colleague will be doing each day and how long they will be doing each task

List all tasks that the Colleague will be completing in the box below and include **approximate % of time spent on each per day**

Step 2) Consider the locations where the Colleague will be completing these tasks and the time spent in the location

List all locations where the Colleague will be working in the box below and include **approximate % of time spent in each per day**

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Step 3) Considering the tasks and locations from above, complete the risk assessment below and decide if Objectives can be met

A) Objective to meet	Yes	No	B) Suggested Measures required if objective (hazard) cannot be achieved	C) What additional measures have been adopted on site	D) Will measures (B&C) achieve objective (A)	
Maintaining Strict Social Distancing (SD)					Yes	No
Can SD be maintained whilst completing the tasks listed above?			Change tasks to those with less exposure Reduce shift and activity times. Make changes to site layout Consider use of PPE			
Can SD be maintained in all areas and locations where the Colleague will work?			Change tasks to those with less exposure Reduce shift and activity times. Consider use of PPE Increase ventilation, e.g. open windows in staff rooms/ extractor units on/ non fire doors kept open			
Can SD be maintained during break times and/or using toilets			Stagger shift and break times to always allow distancing Re-organise staff areas to encourage SD Limit colleague numbers in facilities			
Can SD be maintained during shift start and finish?			Stagger shift & break times to always allow SD Change days of work Consider alternative entry/ exit			
Can SD be maintained if there is face to face working?			Work behind a screen Change tasks to those with less exposure Change to side to side working if task is critical Reduce shift and activity times			
Is there easy access to handwashing facilities and sanitiser units?			Make adjustment to allow access whenever required Change tasks to allow easier access Paper hand towels to be provided for hand drying, avoid the use of hot air blowers and reusable towels. Supply additional hand sanitiser units			
Will the Colleague need to wear face covering and gloves? If so					Yes	No
Is this always available and in the Colleague's size?			Colleague to check it fits and keeps some spare pieces for personal use			

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A) Objective to meet	Yes	No	B) Suggested Measures required if objective (hazard) cannot be achieved	C) What additional measures have been adopted on site	D) Will measures (B&C) achieve objective (A)	
Does colleague know how to correctly fit & dispose of it?			Train colleague in use Identify disposal practice and locations of bins			
Reducing exposure from others					Yes	No
Is the Colleague frequently working with others?			Schedule Colleague with the same "cohort" of workers Consider changing start and finish times to prevent cross overs/ bottle necks			
Will the colleague be using their own equipment only?			Provide "own" equipment Change tasks to those not requiring sharing Introduce "between user" cleaning			
Will the Colleague be using own transport to get to work?			Is car sharing with members of same cohort possible? Face coverings and sanitiser to be used on public transport			
Other hazards identified on site – please list below with details of site introduced measures						
A) Objective to meet	Yes	No	B) Suggested Measures required if objective (hazard) cannot be achieved	C) What additional measures have been adopted on site	D) Will measures (B&C) achieve objective (A)	

Further Action required

List any additional measures that need to be taken

Further Guidance document

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>