



Finance and Corporate Resources
Executive Director **Paul Manning**
Personnel Services

Guidance for Managers

Self-Assessment process for Covid-19 Risks

This guidance for managers has been developed in consultation with the recognised trade unions, in accordance with the principles of partnership working, and based on Scottish Government guidance. It should be used in conjunction with existing SLC guidance and policies in relation to Coronavirus, equalities issues, health and safety regulations and safe systems of work and risk assessments already in use in the workplace to consider and address the needs of employees who may be vulnerable to infection from Covid-19

The employee who has completed this self-assessment is likely to have been shielding or working from home due to severe or high risk health conditions and is likely to have concerns about returning to work and keeping safe.

The Scottish Government has announced that Shielding will be paused from 1 August 2020 which means that those people can return to work if required, assuming safety measures are in place.

The employee is asked to complete their own self-assessment, looking at individual risk factors and indicating their overall score. There is also an additional assessment of other risks/considerations which the employee will note such as mental health, PEEPs, existing reasonable adjustments or disability.

The employee is asked to complete the form and return Part 2 to you before they can return to a workplace. The self-assessment will indicate whether they are in the low, moderate, high or very high vulnerability group and reminded them of other factors that should be taken into consideration.

Following receipt of Part 2 of this form, you should arrange a supportive discussion with your employee in order to agree what measures are required for them to feel safe in returning to work.

Before the discussion:

- Make sure you have a clear understanding of your own service recovery plan and whether you need the employee to physically return to work or if they can continue to work from home.
- Be aware of the safety measures already in place in your service and be able to explain these clearly to the employee.
- Does the employee have an existing PEEP or adjustment in place that needs to be considered and do the safety measures in place have an impact?
- Are there any changes to the workplace which may have an impact on the employee's return to work?

During the discussion:

- Remember that the employee is likely to have been shielding or in self-isolation and may be anxious about making changes.

- Ask them how they are generally and how they are feeling.
- Talk to the employee about their concerns and ask what medical advice they may have been given about returning. Shielded people will have received written communication about the pause in shielding and what it will mean for them.
- Explain what measures are in place to address the concerns. You might offer the employee an opportunity to visit the workplace to see these measures for themselves.
- Explore what additional measures are available, these might include:
 - Moving the employee to a non-caring/contact role
 - Allowing the employee to continue to work from home
 - Agreeing that the employee can return to the workplace
 - Agreeing altered working times to avoid public transport at busy times
 - Additional training
- The discussion should also cover other changes which have been implemented in the workplace environment that could impact on the employee. For example, new physical barriers that could impact on the employee. additional PPE etc.
- If working from home is not an option due to the service delivery, you should explain this to the employee.

Employees who are vulnerable may not feel confident in speaking about health issues, personal concerns or anxieties that could prevent them making an effective return to a workplace. Managers will need to have a sympathetic and open discussion with them and discuss with sensitivity any adjustments and/or ongoing support needed to keep the staff member safe at work. This is especially important for those who are anxious or reluctant to return to a workplace and who may have additional risk factors. Some employees may require a new working arrangement.

If you and the employee are unable to come to an agreement about a return to work, advise the employee that a member of Personnel Services will be in contact for a further discussion and that there may be a need for a referral to Occupational Health. The employee can of course be accompanied by a trade union representative at any further meetings at this stage if they wish.

After the meeting:

- Note the agreed actions on the form and provide a copy to the employee
- Note in the agreed actions, the date of return to work
- Send a copy of the form to personnel@southlanarkshire.gov.uk for further action or to be filed