

## Your organisation

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### COVID-19 Individual Assessment Form

Your Name:	
Job Title:	
Service Area:	
Work Location:	
Line Manager Name:	
Line Manager Email:	

As part of **your organisation** recovery plans, we need to ensure that all employees are able to work safely and comfortably in an environment which best suits their needs at this time. This assessment form is made up of several parts.

#### **PART 1:**

The first section contains information on the current at-risk groups for contracting COVID-19. All employees need to review this to determine whether they feel they fall into any of the at-risk groups. Full details do not need to be disclosed but it is important that we are aware of any key information we can use to support employees, the best we can.

#### **PART 2:**

The second section is a review of the current workplace environment. All criteria need to be worked through and considered to form the basis of your Risk Assessment Conversation with your manager.

#### **PART 3:**

You will attach your completed DSE Assessment form within this Assessment. If you are unable to do this, please make sure you email this to your manager in advance of your next meeting.

Once this form is submitted, notifications will be received by your line manager and HROD. Your manager will be arranging a meeting with you to discuss the contents of this form and the DSE Assessment as part of your Risk Assessment Conversation.

**Please note: All guidance is based on the current National Guidelines (May 2020).**



**It is of great importance that we protect our employees and therefore we need all to review the following information thoroughly, in order to best assess working options for employees at this time.**

### **PART 1: KEY COVID-19 INFORMATION: At Risk Categories**

NHS research confirms the below to be 'at risk' groups who need to be considered when risk assessing against contracting COVID-19 and within the wider SBC recovery plan. All employees need to review the guidance below to risk assess themselves against this information.



### **AGE & ETHNICITY**

- BAME Ethnicity aged above 55, particularly in those with other health conditions
- WHITE European Ethnicity aged over 60



### **SEX**

- UK Data shows that COVID-19 disproportionately affects men

### **UNDERLYING HEALTH CONDITIONS**



#### **Clinical vulnerable groups including:**

- Hypertension
- Cardiovascular Disease (CVD)
- Diabetes Mellitus (DM)
- Chronic Kidney Disease (CKD)
- Chronic Obstructive Pulmonary Disease (COPD)
- Obesity



### **PREGNANCY**

#### **All pregnant women should have risk assessment.**

- Women > 28 weeks pregnant or have underlying condition should be recommended to stay at home
- Women < 28 weeks pregnant should only work in patient facing roles where risk assessment supports this

We understand that this is an uncertain time and if you identify within one or more of the above groups, knowing what you can and can't do at this time may provide an extra layer of stress.

Below is a list of resources to various information sites and networks which may be helpful at this time.

## Age & Ethnicity

<https://www.gmcvo.org.uk/Coronavirus/BAMESupport>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.ageuk.org.uk/information-advice/coronavirus/>

<https://www.blacksouthwestnetwork.org/>

## Sex

<https://www.menshealthforum.org.uk/>

<https://www.nhs.uk/common-health-questions/mens-health/>

## Underlying Medical Conditions

<https://lift-swindon.awp.nhs.uk/physical-health/>

<https://www.england.nhs.uk/ourwork/clinical-policy/ltc/>

<https://www.nhsemployers.org/covid19/health-safety-and-wellbeing/supporting-our-most-vulnerable-people>

## Pregnancy

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

## CONFIRMATION:

**If you fall into one of these categories listed above, it is essential that you continue to work from home where you can.**

If you feel comfortable to do so, you can talk through this with your line manager as part of this assessment, if not, tick the relevant option and move on to Part 2 of the Assessment.

**Based on the above information, I confirm that:**

Yes, I fall into one of the at risk categories and it is safer for me to work from home

I do not fall into one of the at risk categories but someone in my home does and therefore I need to continue to work from home for their safety

**No**, having read and reviewed the guidance around risk factors of contracting COVID-19, I confirm that I am fit and able to return to the workplace

## PART 2: AGILE WORKING

Assessment	Yes	No	Comments
<b>Workstation</b>			
Have you completed <a href="#">a DSE Self-Assessment Form</a> for your work station? Have you thought about how you will apply those principles to ad hoc work spaces?			
Have any reasonable adjustments been identified through a previous assessment to support with agile working?			
If you have <a href="#">reasonable adjustments</a> in the workplace, do you require this additional equipment to enable you to work from home?			
Have you reviewed the current resources and guidance SBC have shared on ways to adapt your current workstation?			
Are you clear about your exit routes and ensure they are clear and unobstructed?			
Have you read and understood Swindon Borough Council's Guidelines for <a href="#">DSE Users</a> ?			
<b>Support and Wellbeing</b>			
Have you reviewed the <a href="#">Health and Wellbeing</a> pages on the intranet?			
Are you in regular contact with your manager and are you happy with the current level of contact?			
Do you know what you needed to do if you had to report an issue or concern?			
<b>IT</b>			
Is your work mobile close to hand in case for two-way communication with your line manager?			
Are you able to connect using Skype for Business and/or Microsoft Teams?			
<b>Compliance</b>			
Have you read and understood <b>your organisation's</b> Guidelines for <a href="#">Lone working</a> and			

made appropriate arrangements within your team?			
Have you read and understood <b>your organisation's</b> Guidelines for <a href="#">Reporting Accidents/Incidents</a> ?			
Have you read and understood <b>your organisation's</b> <a href="#">Privacy Notice Policy</a> (for employees)?			

I also confirm that:

- Family members, other occupants and visitors to the home must not have access to **your organisation's** systems, applications or data – whether electronic or paper-based.
- Service users must not be invited to your home for reasons connected with work and work-related meetings must not be held at your home.
- The workstation and data used are not immediately apparent to passers-by
- If any changes are made to regular locations a new Agile Working Assessment Form will be completed.
- I will remain contactable during hours agreed with my manager and team.
- I understand that, due to service requirements, my agile working arrangements can be refused or withdrawn.
- If you are requested to be present in **your organisation's** buildings for meetings, supervision, briefings or other necessary work activity and only if it is safe for you to do so, you will be responsible for arranging your diary to enable this

<b>Employee's signature:</b>	
<b>Date assessment completed:</b>	