

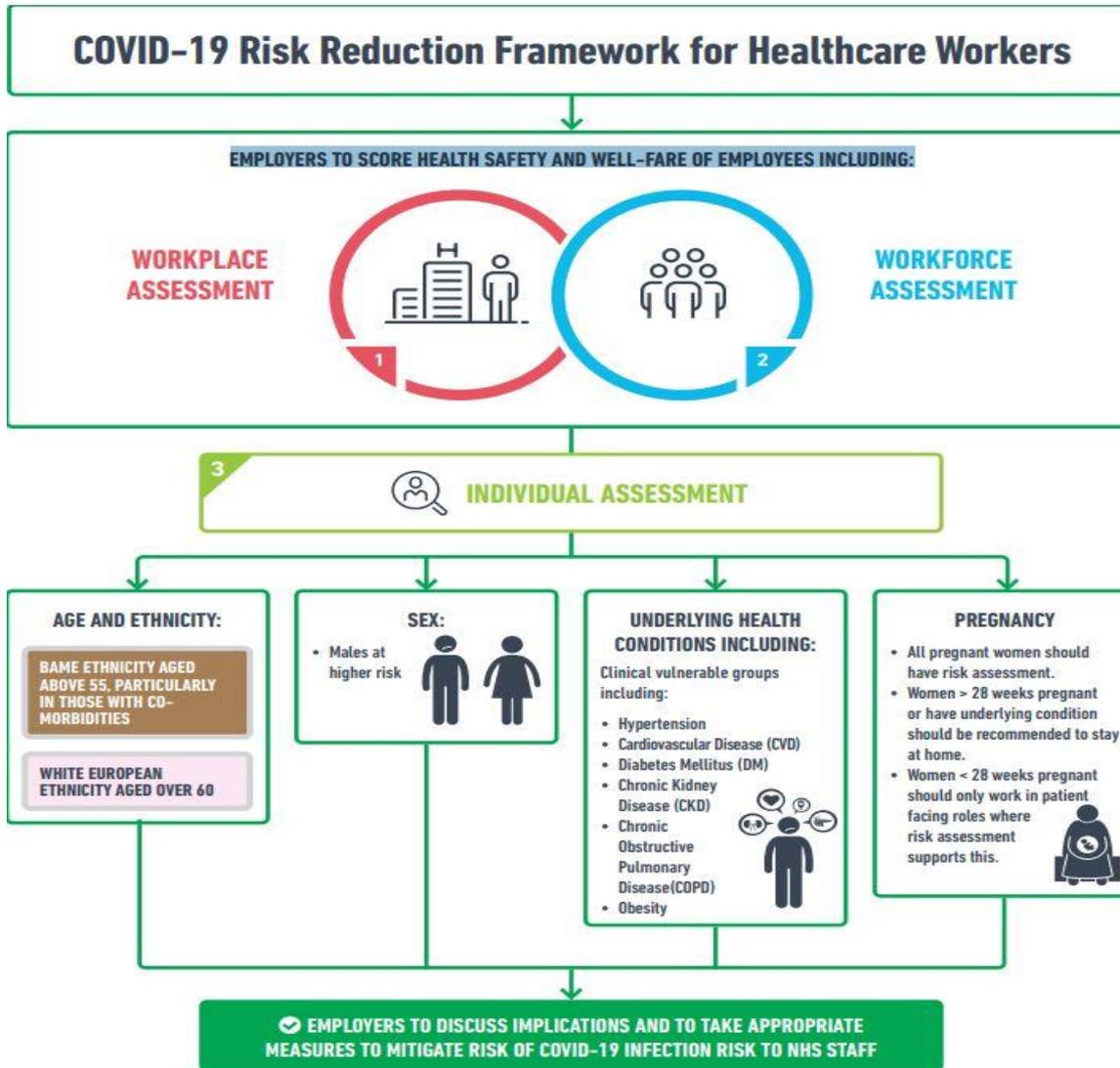


Supporting our staff in undertaking risk assessments guidance – Covid 19



Risk Assessments for colleagues

- If you manage staff who are potentially at increased risk of illness from coronavirus
- You are expected to carry out the Joint Risk Assessment with ALL members of staff within 2 weeks (before 2nd June 2020)
- This presentation provides guidance on how best to do that effectively.



Preparing for the Risk Assessment

- Book a time to carry out the assessment
 - Book at least 30 minutes to give you time to undertake the assessment thoroughly and without rushing.
 - Book a safe, confidential and quiet space to undertake the assessment OR carry out the assessment over the phone/MS Teams call at a booked time when you are both prepared.
 - Ensure that you both have all of the paper work before the meeting so you can prepare.
 - Be prepared to answer questions about why the risk assessment is being carried out, what will happen to the information and what support is available.

Carrying out the Risk Assessment

- The questions are personal. Staff will be more likely to share all of the information required if they are comfortable and in a safe relationship with you.
- Think about:
 - Your body language – face the person, be open, smile, nod and encourage responses.
 - Using open questions that encourage further exploration of the answers given.
 - Use comfortable silence to allow them to have time to think and answer thoroughly.
 - Be curious not nose, listen carefully for what is said and not said and explore those things together.

Responding as a manager

- Things may come up that are difficult to answer straight away.
- Keep an open mind. We all have different experiences and viewpoints of what is happening with Covid-19.
- If you feel the staff member is finding sharing personal information difficult that they can come back to you or use the alternative methods for talking their concerns through.

Documenting the Risk Assessment

- Ensure that you document what is said by completing the risk assessment tool fully
- Ensure it is agreed how and what is written down; particularly the risks identified, actions agreed and timescales
- Agree when this will be reviewed and make a note of that date
- Ensure that the staff member knows to let you know if their circumstances change and vice versa

Referrals and signposting



- There is support available both on Airesshare pages and the Internet page if the member of staff is currently working from home
- Ensure that the employee is aware of the support and how to access it.
- Link to website Wellbeing page is here:

www.airedale-trust.nhs.uk/about-us/corporate-publications/coronavirus-your-wellbeing

Referrals and signposting

- All staff letter included the risk assessment and the additional support available on mental health.
- Mental health support leaflet:



Mental Wellbeing during COVID-19

It is natural for all of us to feel lots of different emotions during the current pandemic. This can come from changes to working practices or fear of the virus itself. We all need to consider how to look after our mental health at this time and we suggest watching the following videos for all staff: [Clip 1](#) and [Clip 2](#)

Acting on the Risk Assessment

- Complete actions ASAP and keep staff member informed of what has been undertaken and what has not been possible.
- Any queries contact HRAdvice@anhst.nhs.uk
- You will be asked to confirm completed risk assessment numbers
- Save a copy of the Risk Assessment in the staff members personal file.
- Ensure that you continually review each risk assessment

Self Care

- On completion of the assessment take some time to reflect on how you are. This is a difficult time for managers and conversations about staffs concerns can trigger your own.
- Take time to talk to colleagues and/or your manager about any concerns you have personally.
- Access the health and wellbeing support as necessary

Questions?

