Coronavirus Risk Assessment Guidance

Will I be safe and healthy at work during the coronavirus outbreak?
How to use this guidance

This guidance says how to do a risk assessment for your job.

A risk assessment is a way to check if you are safe and healthy in the place where you work.

Risk looks at what is dangerous and if it is likely to happen.

• Read this guidance along with the Risk Assessment Form. Choose the form that is right for your age.

• Your manager should help you fill out the form.

• Talk with your manager about the form.

• Agree how you can work safely.

3 things affect the level of risk:

1. How many people in Scotland have coronavirus.

The number of people with coronavirus in Scotland has got much lower.

There is less chance you will get coronavirus in the workplace.
Facts and figures about coronavirus in Scotland are online here:


2. How your workplace will protect staff from coronavirus.

Your workplace must be Covid-secure – this means it protects staff from coronavirus.

Guidance for employers and workers about going back to work safely is online here: https://covid19.healthyworkinglives.scot/returning-to-work/risk-assessment

Your workplace must reduce the risk from coronavirus by:

- **Having no risk.**
  For example by letting you work from home.

- **Changing the way you work so there is less risk.**
  For example so you do not work with patients or clients.
• **Using equipment to control the risk.**
  For example having your own workspace and keeping things clean.

• **Other ways to reduce the risk.**
  For example:
  o staff staying 2 metres apart.
  o arriving at work at different times of day.
  o having different shift and breaks.
  o online meetings.
  o guidance for staff so they know they must not come to work if they have coronavirus symptoms.
  o signs in the workplace telling people how to stay safe.

• **Personal protective equipment (PPE)**
  Used to prevent and control infection.
3. How your personal characteristics can change how coronavirus affects you.

Personal characteristics are things like your age, gender, ethnicity, weight and if you have underlying health conditions.

Some characteristics mean you are more at risk from being very ill if you get coronavirus.

Choose the right Risk Assessment Form for your age.

The Risk Assessment Form looks at what your risks are and gives it a number.

This is then added to your actual age.

It tells you what risk group you are in.

Outcomes and Actions

Staff agree a plan with their manager about how they will come back to work.

If you do not feel comfortable discussing your personal characteristics with your line manager, you can have a discussion with them once you have worked out what your level of risk is.
Your manager must keep any information about your health private.

If you and your manager can’t agree how you will work safely, or if you are not sure how your health condition will affect your work, get advice and support from:

- Your doctor or medical specialist
- Health and Safety professionals
- Human Resources
- Trade Union Representative or Professional Organisation
- Health Protection Scotland
- The Advisory, Conciliation and Arbitration Service (ACAS)

If you are in the ‘Very High Risk’ group or you can’t agree with your employer about coming back to work safely because of a health issue, your manager can:

- refer you to occupational health (if available)
- or you can speak to your doctor or medical specialist.
They can give you more advice about the risks and help you and your employer decide what to do.

Employers cannot make people come back to work if it is not safe.

**Support and Advice**

Every member of staff must have good information and support to agree what their level of risk is and how to come back to work if that has been agreed.

Staff should be told about support services.

Employers must have good conversations with staff that offer support with their health, safety and wellbeing – feeling comfortable, healthy and happy

They must ask what you think and what you are worried about.
These websites give more information:

**Returning to Work Support**

- [https://www.som.org.uk/return-to-work/](https://www.som.org.uk/return-to-work/)

**General Information**

- COVID-19 free helpline on **0800 028 2816**
  The helpline is open from 8.00am to 10.00pm each day.
- [https://www.promis.scot/](https://www.promis.scot/)
How to fill out the Risk Assessment Form.

It is best to fill out the form with your manager, who will keep everything you tell them private.

1. Go to the grey section at the top of the form. Tell us your name, your age and what your job is called.

2. Underneath this is information about how to work out your Covid risk. Each risk has a number. If you have one of the risks, write the number in the white column on the right.

3. In the orange section tell us your ethnicity. Ethnicity is the word we use to describe our background. People from an ethnic group might have the same language, culture or religion.

4. In the blue section tell us what your BMI is. This is your body mass index. It uses your weight and height to work out if you are a healthy weight.
Work out your BMI here:  
[https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/](https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/)

5. In the green section tell us about any health problems you have.

6. Add up all the numbers in the white column.

\[ ? + ? = ____ \]

Write the total in the yellow box.

7. Tell us if you are male or female.
   If you are male the number stays the same.
   If you are female, take 5 away from the number in the yellow box.

8. Write the total in the blue box.  
   This is your Covid risk number.

\[ ? + ? = ______ \]

9. Add your age to your Covid risk number.
   Write the number in the red box.  
   This is your ‘COVID age’.

Look at the table on pages 5-8 of the Risk Assessment Form.

Use your COVID age to see what level of risk you have.
Have a discussion with your manager about how you can go back to work safely.

Write how you will do this on page 9 of the form.

If you can’t agree get support from one of the organisations on page 6 of this form.