

HEALTH AND WELLBEING RISK ASSESSMENT

During Covid-19 and under usual circumstances, we have been clear that employee wellbeing is our top priority. As the pandemic situation has changed, it has been necessary to adapt to changes in our work and home life. During your regular 1-1's with your manager you may have raised an issue or concern about your health and wellbeing and therefore your manager will have sent you a copy of this assessment that asks a few questions about your current experiences of work and how you are feeling. This risk assessment should take less than 10 minutes to complete. Responses should be submitted to your manager by email. Please do participate by completing and submitting the assessment because your health and wellbeing is extremely important to us.

The questions asked are based around what many people would call a risk assessment, however we have widened our approach to get a better understanding of your health and wellbeing needs and experiences at this time which includes your physical, mental or personal circumstances. Your responses will help us to ensure that we have the right information so that we can support your needs and be aware of key issues going forward.

Completion of the assessment is not mandatory, but we really want you support you and your wellbeing. Each of us are responsible for our own health and wellbeing and by working together, we can ensure that we stay well and healthy for our loved ones and continue to ensure we provide the best environment for us to work and for our customers. At the end of this risk assessment you find a table of examples of support for the different types of concerns or issues you may have raised.

The information will be confidential and will only be shared with your consent with the People Team and/or Occupational Health (with further consent) and will not be shared with other departments or shared outside of EFDC except for Harlow Occupational Health Service and with further consent if a GP report may be required, or there are any safeguarding issues identified in the assessment.

YOU AND YOUR ROLE

Q1. NAME

Q2. CONTACT TELEPHONE NUMBER SHOULD WE NEED TO TALK TO YOU

Q3. YOUR SERVICE AREA

Q4. JOB TITLE

Q5. DO YOU HAVE DIRECT FACE TO FACE CONTACT WITH CUSTOMERS?

YES SOMETIMES NO

HEALTH AND WELLBEING RISK ASSESSMENT

Q6. USUAL PLACE OF WORK

Q7. HAVE YOU BEEN REDEPLOYED AS A RESULT OF COVID-19 ARRANGEMENTS?

YES NO

Q8. IF YES, WHERE IS YOUR CURRENT PLACE OF WORK?

Q9. AGE

UNDER 50 50 – 59 60 – 69 70 – 79 80 AND OVER

Q10. DO YOU HAVE A PRE-EXISTING HEALTH CONDITION?

YES
 NO

Q11. HAVE YOU BEEN ABLE TO ACCESS PERSONAL PROTECTIVE EQUIPMENT (PPE) IN YOUR DEPARTMENT IF NEEDED?

YES NO NOT APPLICABLE

AT HOME

Q12. DO YOU LIVE WITH SOMEONE THAT IS CLASSED AS HIGH RISK/SHIELDING?

YES NO

Q13. DO YOU LIVE WITH AN NHS WORKER?

YES NO

Q14. DO THEY WORK ON A COVID ACTIVE WARD/DEPARTMENT?

YES NO DON'T KNOW NOT APPLICABLE

WORKING PATTERNS

Q15. ARE YOU ABLE TO TAKE REGULAR BREAKS AT WORK?

YES NO

HEALTH AND WELLBEING RISK ASSESSMENT

Q16. DO YOU HAVE ANY ANNUAL LEAVE BOOKED IN THE NEXT 8 WEEKS?

YES NO

Q17. HAVE YOU HAD ANY DIFFICULTIES BOOKING ANNUAL LEAVE?

YES NO

Q18. DOES THE CLOSURE/CHANGE TO HOURS OF SCHOOLS MEAN YOU NEED TO WORK MORE FLEXIBLY?

YES NO NOT APPLICABLE

Q19. DO YOU HAVE ANY CARER RESPONSIBILITIES?

YES – DEPENDANT ADULT YES – DEPENDANT CHILD NO

Q20. ARE THERE ANY LIMITATIONS TO YOUR TRAVEL ON PUBLIC TRANSPORT AND THEREFORE DO YOU REQUIRE MORE FLEXIBILITY IN YOUR WORKING PATTERN?

YES NO NOT APPLICABLE

WELLBEING

Q21. ARE YOU ANXIOUS OR CONCERNED ABOUT BEING AT WORK AT THE MOMENT/WORKING REMOTELY?

NO I'M OK I'M MORE ANXIOUS THAN USUAL I'M VERY ANXIOUS

Q22. IF SO, CAN YOU TELL US MORE ABOUT YOUR MAIN CONCERNS?

Q23. HAVE YOU ACCESSED ANY SUPPORT?

YES – OCCUPATIONAL HEALTH YES – BOTH NOT APPLICABLE

3

HEALTH AND WELLBEING RISK ASSESSMENT

YES – EMPLOYEE ASSISTANCE PROGRAMME

NO

Q24. WOULD YOU LIKE TO RECEIVE SUPPORT?

YES NO IN THE FUTURE IF NEEDED

Q25. DO YOU HAVE ANY CONCERNS ABOUT YOUR SAFETY AT WORK?

YES NO

Q26. ARE THERE SUFFICIENT GUIDES AND NOTICES TO PROVIDE A SAFE ENVIRONMENT WHERE YOU WORK ON SITE?

YES NO DON'T KNOW

Q27. ARE YOU ABLE TO FOLLOW SOCIAL DISTANCE RULES WHEN WORKING ON SITE?

YES NO

Q28. CAN YOUR ROLE BE UNDERTAKEN AT HOME?

YES PARTLY NO

Q29. IF YOU ARE WORKING FROM HOME, IS THE ENVIRONMENT YOU ARE WORKING IN SAFE AND COMFORTABLE?

YES NO

Q30. IF NO, PLEASE PROVIDE DETAILS.

Q31. IF SO, DO YOU HAVE ANY CONCERNS ABOUT WORKING FROM HOME ON A LONGER TERM BASIS?

YES NO NOT APPLICABLE

HEALTH AND WELLBEING RISK ASSESSMENT

Q32. IF SO, CAN YOU TELL US MORE ABOUT YOUR CONCERNS?

Q33. IF YOU ARE RETURNING TO WORK ON SITE FOLLOWING WORKING FROM HOME, DO YOU HAVE ANY CONCERNS?

YES NO NOT APPLICABLE

Q34. WHAT CAN WE DO TO SUPPORT YOU WITH THESE CONCERNS?

Q35. HAVE YOU TOLD US EVERYTHING ABOUT YOUR HEALTH AND WELLBEING THAT WE NEED TO KNOW?

YES NO

Q36. IF NOT, WHAT MORE WOULD YOU LIKE TO TELL US ABOUT?

Q37. WHAT OTHER CONCERNS DO YOU HAVE THAT WE HAVE NOT ASKED ABOUT?

HEALTH AND WELLBEING RISK ASSESSMENT



Q38. IS THERE ANYTHING MORE WE CAN DO TO SUPPORT YOUR HEALTH AND WELLBEING? WOULD YOU LIKE TO GIVE ANY FEEDBACK ON THE SUPPORT PACKAGES PROVIDED BY EFDC CURRENTLY?

EMPLOYEE GUIDANCE


On receipt of the assessment, your responses will be analysed by your manager and if further support is required, information may be shared with the People Team and/or Occupational Health. See below for details of what support is available for any issues or concerns you may raise. An action plan will be put in place if necessary, to detail and agree the next steps to support you.

Description of concern/issue	Available support for employees
Physical Health	<p>Manager to contact the People Team - hradmin@eppingforestdc.gov.uk</p> <p>Your responses to the assessment may indicate that you need a conversation with Occupational Health. Your manager will discuss an Occupational Health referral with you and complete the referral form and the People Team will arrange a suitable appointment, this can be by telephone.</p> <p>Occupational Health colleagues will complete a more detailed assessment of health and wellbeing factors specific to you. This will be used to help your manager understand what changes, if any, may be needed to make sure you are supported at work. You will be invited to talk through your assessment and support needs with your manager so that you can agree next steps. This conversation should take place after your manager receives the report from Occupational Health. An action plan will be put in place if necessary, to detail and agree the next steps to support you.</p> <ul style="list-style-type: none"> • For wellbeing news items and stress support checkout our Wellbeing Hub • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a


HEALTH AND WELLBEING RISK ASSESSMENT

	<p>wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.</p>  Confidential, independent support 24/7
<p>Mental Health</p>	<p>Manager to contact the People Team - hradmin@eppingforestdc.gov.uk</p> <p>Your responses to the assessment may indicate that you may need further support. Your manager will contact you to discuss the next steps options and an action plan will be put in place if necessary, to detail and agree the next steps to support you. Examples of support would be:</p> <ul style="list-style-type: none"> • A discussion with one of the Mental Health First Aiders who can signpost appropriate support, for MHFA's contact details see the Wellbeing Hub. • Occupational Health referral. • For wellbeing news items and stress support checkout our Wellbeing Hub • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.  Confidential, independent support 24/7
<p>Physical AND Mental Health</p>	<p>Manager to contact the People Team - hradmin@eppingforestdc.gov.uk</p> <p>Your responses to the assessment may indicate that you may need further support. Your manager will contact you to discuss the next steps options and an action plan will be put in place if necessary, to detail and agree the next steps to support you. Examples of support would be:</p>



HEALTH AND WELLBEING RISK ASSESSMENT

	<ul style="list-style-type: none"> • A discussion with one of the Mental Health First Aiders who can signpost appropriate support, for MHFA's contact details see the Wellbeing Hub. • Occupational Health referral. • For wellbeing news items and stress support checkout our Wellbeing Hub • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.  <p>Confidential. independent support 24/7</p>
<p>Physical Health AND Personal Circumstances</p>	<p>Manager to contact the People Team - hadmin@eppingforestdc.gov.uk</p> <p>Your responses to the assessment may indicate that you need a conversation with Occupational Health. Your manager will discuss an Occupational Health referral with you and complete the referral form and the People Team will arrange a suitable appointment, this can be by telephone.</p> <p>Occupational Health colleagues will complete a more detailed assessment of health and wellbeing factors specific to you. This will be used to help your manager understand what changes, if any, may be needed to make sure you are supported at work. You will be invited to talk through your assessment and support needs with your manager so that you can agree next steps. This conversation should take place after your manager receives the report from Occupational Health. An action plan will be put in place if necessary, to detail and agree the next steps to support you.</p> <ul style="list-style-type: none"> • For wellbeing news items and stress support checkout our Wellbeing Hub

HEALTH AND WELLBEING RISK ASSESSMENT

	<ul style="list-style-type: none"> • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.  <p>Confidential, independent support 24/7</p>
<p>Mental Health AND Personal Circumstances</p>	<p>Manager to contact the People Team - hradmin@eppingforestdc.gov.uk</p> <p>Your responses to the assessment may indicate that you need a conversation with Occupational Health. Your manager will discuss an Occupational Health referral with you and complete the referral form and the People Team will arrange a suitable appointment, this can be by telephone.</p> <p>Occupational Health colleagues will complete a more detailed assessment of health and wellbeing factors specific to you. This will be used to help your manager understand what changes, if any, may be needed to make sure you are supported at work. You will be invited to talk through your assessment and support needs with your manager so that you can agree next steps. This conversation should take place after your manager receives the report from Occupational Health. An action plan will be put in place if necessary, to detail and agree the next steps to support you.</p> <p>Other support would be:</p> <ul style="list-style-type: none"> • A discussion with one of the Mental Health First Aiders who can signpost appropriate support, for MHFA's contact details see the Wellbeing Hub. • For wellbeing news items and stress support checkout our Wellbeing Hub

HEALTH AND WELLBEING RISK ASSESSMENT

	<ul style="list-style-type: none"> • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.  <p>Confidential, independent support 24/7</p>
<p>Physical AND Mental Health AND Personal Circumstances</p>	<p>Manager to contact the People Team - hradmin@eppingforestdc.gov.uk</p> <p>If you need to speak to someone urgently please see below for support contact information:</p> <ul style="list-style-type: none"> • A discussion with one of the Mental Health First Aiders who can signpost appropriate support, for MHFA's contact details see the Wellbeing Hub. • For online GP access - Check out Perkbox Medical which gives you free access to a GP available 24/7 through your phone or computer to deal with any health concerns. • For access to our Employee Assistance Programme (EAP) confidential independent support 24/7 - check out Perkbox and choose 'Perks', navigate to the 'Free Perks' section and sign into the 'Health Assured Perk' (see logo below) for access to free advice and counselling. Life is not always smooth sailing and having someone to talk to can certainly help. You'll find a wealth of information and advice on topics such as anxiety, depression, debt, legal issues, bereavement and relationships.  <p>Confidential, independent support 24/7</p> <p>Your responses to the assessment may indicate that you need a conversation with Occupational Health. Your manager will discuss an Occupational Health referral with you and complete the referral form and the People Team will arrange a suitable appointment, this can be by telephone.</p>

HEALTH AND WELLBEING RISK ASSESSMENT

	<p>Occupational Health colleagues will complete a more detailed assessment of health and wellbeing factors specific to you. This will be used to help your manager understand what changes, if any, may be needed to make sure you are supported at work. You will be invited to talk through your assessment and support needs with your manager so that you can agree next steps. This conversation should take place after your manager receives the report from Occupational Health. An action plan will be put in place if necessary, to detail and agree the next steps to support you.</p>
<p>Personal Circumstances</p>	<p>If your completed assessment indicates that you have some personal commitments that may require some support or flexibility in terms of working arrangements, your manager will arrange a meeting to discuss and explore options together.</p>
<p>Shielders – if applicable</p>	<p>If you are shielding, you will not be asked to fill out the health and wellbeing risk assessment. Instead your manager can arrange for an Occupational Health referral (call) if required. Once you have received a call from Occupational Health to talk through your current circumstances. They will send a report to your Manager with options to consider when your shielding comes to an end, taking into account your personal circumstances and any mental health and wellbeing concerns you may have.</p>

Private & Confidential - Action Plan			
Health and Wellbeing Risk Assessment			
Employee's Name:		Position:	
Manager's Name:		Position:	

HEALTH AND WELLBEING RISK ASSESSMENT

Work Location:		Date of Meeting:	
Issues/concerns	Activity/Actions to be taken	Timescales of support	Comments
Employee Signature:		Date	
Line Manager Signature:		Date	

HEALTH AND WELLBEING RISK ASSESSMENT

Date of next meeting:	
Date of next meeting:	

Risk Assessment guidance issue date: 10 December 2020