

COVID-19 PERSONALISED RISK ASSESSMENT

This assessment should be used for screening Helpdesk and operations team prior to starting work each day or attending the office. Team members are assessed in line with the case definition for possible COVID-19 and isolation requirements. The purpose of this risk assessment is to protect staff and identify possible/confirmed COVID-19 cases, household contacts.

Team member name	Job role
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Section 1 – COVID-19 Symptom checker

1. Do you have a new, continuous cough? Yes/No
2. Do you have a high temperature of 37.8C or over? Yes/No
3. Are you experiencing a change or loss in your normal sense of taste or smell? Yes/No

If you answers yes to any of the above questions then you must not attend your workplace and must get a test and follow the government stay at home guidance

If you answer no to all questions, then proceed to section 2

Section 2 – Household

1. Have you or anyone in your household tested positive for coronavirus in the last 14 days? Yes/No
2. Are you still in the self/household isolation period? Yes/No
3. Does anyone in your household have a new, continuous cough or a high temperature? Yes/No

If you answers yes to any of the above questions then you must not attend your workplace and must self-isolate, get a test and follow the government stay at home guidance. It is important you stay in regular contact with your HR Director.

If you answer no to all questions, then proceed to section 3.

Section 3 - NHS Test and Trace

1. Have you been contacted by the NHS Test and Trace that you have been in contact with a person with Covid-19? Yes/No

If you answers yes to this question you should contact the NHS Test and Trace guidance. You will not be able to return to work for 14 days from last contact with the infected person.

The completed assessments will be kept securely in your site file and the personal risk assessment sheet must be signed and completed daily.

Personalised Risk Assessment

Name	Temp	Section 1 Y/N	Section 2 Y/N	Section 3 Y/N	Date and Signature