



MELLOR PRIMARY SCHOOL – Risk Assessment

COVID-19 Individual Risk Assessment – 8th March 2021

This assessment is to be used by staff whose usual job and responsibilities currently involve working outside of the home, i.e. job roles which involve some or all of the time to be spent in School (this means that staff whose role has been adjusted to enable them to stay at home because of health or other risk factors should complete the form, whereas those undertaking their full range of duties from home do not need to complete it).

The aim of this risk assessment is to guide school leaders and staff through a conversation to discuss the particular individual circumstances which may increase the risk of impact of Covid-19 and to understand whether there are additional mitigations or support needed for the individual.

It's important to have an open conversation, accepting that each individual will have their own assessment of and tolerance to risk, and that mitigations and support will need to be tailored to these as well as the organisation's needs. It's also important to recognise that many staff members will be used to and good at managing their own long-term conditions and may have an agreed care plan in place. Conversations should consider the feelings of colleagues, particularly regarding both their physical safety and their mental health. School leaders are not be expected to offer solutions to every risk, but will need to listen to concerns and make reasonable adjustments. School will seek clear guidance from HR should there be a need.

Format

The next page of the assessment shows the factors which may increase an individual's risk of experiencing significant impact of Covid-19. The column heading categorises those factors into 'Extremely Clinically Vulnerable', 'Clinically Vulnerable' or 'Other Factors'. It is suggested that managers ask staff whether they feel any of these apply and then complete the assessment on the following pages for those where risk factors are present. The individual risk assessment is optional, and individuals may choose not to undertake it, but must understand that this is at their own risk and must sign the [declaration](#) to this effect.

The assessment is split into the following sections

- **EXTREMELY CLINICALLY VULNERABLE / SHIELDING** allowing a conversation about the impact of any staff or household member who have been advised to shield
- **CLINICALLY VULNERABLE** allowing a conversations about health conditions which may increase the impact of a Covid-19 infection
- **PREGNANCY** allowing a conversations about the impact of pregnancy and Covid-19
- **OTHER FACTORS THAT CAN INCREASE RISK** allowing a conversations about demographic and lifestyle factors which may increase the impact of a Covid-19 infection.



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- **EMOTIONAL IMPACT**

Each section contains a number of risks, the control measures, guidance for how to assess risk and a column to record the agreed risk level and any comments. There then follows a summary of potential mitigations and advice and signposting information.

Whilst completing the risk assessment is optional, colleagues with the recognition of being Extremely Clinically Vulnerable must be aware of the following.

1. If you have received a letter stating that **you must** stay at home then the school leaders must ensure that you work from home. If colleagues insist on working at school (even on grounds of mental health) then the headteacher reserves the right to issue a medical suspension in order to protect the individual.
2. If you have received a letter stating that **you should** then the school leaders will recommend that the individual works at home unless the risks can be mitigated and the individual has expressed their wish to work in school with the understanding and signed agreement that they accept the risks.

People with the following conditions are automatically deemed clinically extremely vulnerable:

- solid organ transplant recipients
- people with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)



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- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- problems with your spleen, for example splenectomy (having your spleen removed)
- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

With this understanding please check the following information. This individual risk assessment should be completed in light of the role you have in school and the associated risks. The completion of this risk assessment is [optional](#).



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Do I need to complete this assessment?

If any of the following statements apply to you then the following individual risk assessment, to be completed together with the headteacher or business manager, will help you discuss how to manage risks and the support available.

<u>Extremely clinically vulnerable people and their carers / household</u>	<u>Clinically vulnerable people and their carers / household</u>	Other factors that can increase your risk
<p>People who are clinically extremely vulnerable are at high risk of getting seriously ill from coronavirus (COVID-19).</p> <p>Check the link above for confirmation of your condition</p> <p>If you or a household member previously received a letter from the NHS advising you shield or have been told by your GP or hospital clinician to shield you are advised to complete this risk assessment.</p> <p>The government advice to shield is paused from 1st August, unless the transmission of COVID-19 in the community starts to rise significantly. From 1 August, you can go to work, as long as the workplace is COVID-secure.</p>	<p>If you have any of the following health conditions, you may be clinically vulnerable, meaning you could be at higher risk of severe illness from coronavirus.</p> <ul style="list-style-type: none"> • aged 70 or older (regardless of medical conditions) • under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): <ul style="list-style-type: none"> ○ chronic (long-term) respiratory diseases, such as asthma (if you are prescribed a preventer inhaler / tablets or have had a hospital admission), COPD, emphysema or bronchitis ○ chronic heart disease, such as heart failure ○ chronic kidney disease ○ chronic liver disease, such as hepatitis ○ chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), learning disability or cerebral palsy ○ diabetes – both type 1 and type 2 ○ a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) ○ being seriously overweight (a body mass index (BMI) of 40 or above) NHS BMI calculator ○ pregnant women for whom additional advice is now available 	<p>There are some other demographic and lifestyle factors that can increase your risk of a severe illness from coronavirus:</p> <p>Demographic factors include:</p> <ul style="list-style-type: none"> • Being older, aged over 65 but younger than 70 • Males aged 40 or over • Being from certain black and minority ethnic (BAME) communities • Having a disability <p>Lifestyle factors include</p> <ul style="list-style-type: none"> • Smoking • Having a BMI between 30 and 39 • Having a recent high blood pressure reading (but not being diagnosed as hypertensive)



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COVID-19 Individual Risk Assessment

Name	
Date	
Workplace	
Role	
School leader	Jim Nicholson

What are the risks?	Who may be harmed?	Controls required	Additional controls	Risk assessment guidance	Assessment and comments
EXTREMELY CLINICALLY VULNERABLE / SHIELDING					
Severe impact of COVID-19	Staff or staff with someone in their household who are Clinically Extremely Vulnerable	<p>All clinically extremely vulnerable individuals must shield. Shielding guidance applies to clinically extremely vulnerable individuals only. Others living in a household with someone who is clinically extremely vulnerable are not advised to follow this guidance. They should instead follow the general advice and regulations set out in the national lockdown guidance that came into effect on 5 January 2021.</p> <p>Discussion about whether staff or those in their households have received a NHS letter advising them to shield.</p>	<p>Staff who are extremely clinically vulnerable must work from home if their risk is deemed significant after discussion. Further advice may need to be sought from occupational health or other health care professionals.</p> <p>Review risk assessment for own workplace / setting in light of discussion and agree any additional controls needed.</p> <p>This could include offering on-site roles that enable you to stay 2 meters away from others or alternative work from home.</p>	<p>Low: no one being shielded</p> <p>Moderate: has a household member who was advised to shield.</p> <p>Moderate to Significant Staff who were advised to shield – must stay at home until unless the government advice changes or unless local lockdown measures which specifically apply to those who are extremely clinically vulnerable</p>	



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What are the risks?	Who may be harmed?	Controls required	Additional controls	Risk assessment guidance	Assessment and comments
		COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable		<p>are put in place either in Stockport or in the staff members place of residence,</p> <p>Having a condition which is well managed and doesn't impact day to day activities would lead to a moderate risk.</p> <p>Having three or more conditions (including those in the clinically vulnerable group), or at least one condition that is not well managed (for example leading to urgent hospital visits, or significant work absence in the last 12 months) would lead to a significant risk</p>	
CLINICALLY VULNERABLE					



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What are the risks?	Who may be harmed?	Controls required	Additional controls	Risk assessment guidance	Assessment and comments
Severe impact of COVID-19	Staff with long-term health conditions (clinically vulnerable but not extremely clinically vulnerable)	<p>Staff who are clinically vulnerable should manage their own condition, following any care plan agreed with their health professional and should not come to work when unwell with their pre-existing condition.</p> <p>Staff who are clinically vulnerable, like all staff, should adhere to:</p> <ul style="list-style-type: none"> • social distancing measures, • good hand hygiene • cleaning routines • be aware of when and how to use PPE provided. <p>Staff who are clinically vulnerable, should be aware that the risk of contracting COVID-19 cannot be eliminated and should have a discussion with the headteacher about their personal level of risk and mitigations.</p>	<p>Staff who are clinically vulnerable must work from home if their risk is deemed significant after discussion.</p> <p>Further advice may need to be sought from occupational health or other health care professionals.</p> <p>Review risk assessment for own workplace / setting in light of discussion and agree any additional controls needed.</p> <p>This could include offering on-site roles that enable you to stay 2 meters away from others or alternative work from home.</p>	<p>Low: Where staff or household member does not have clinically vulnerable conditions</p> <p>Low to moderate: Has a household member with a clinically vulnerable condition. Risk should be rated in discussion with the headteacher, depending on how well the condition is managed and what impact it has on day-to-day activities</p> <p>Moderate to Significant Staff who have clinically vulnerable conditions should rate themselves in discussion with their line manager depending on how well their condition</p>	



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				<p>is managed and what impact it has on their day-to-day activities.</p> <p>A list of conditions can be found here</p> <p>Having a condition on this list which is well managed and doesn't impact day to day activities would lead to a moderate risk</p> <p>Having three or more conditions across this and the extremely vulnerable categories, or at least one condition that is not well managed (for example leading to urgent hospital visits, or a significant work absence in the last 12 months) would lead to a significant risk</p>	



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PREGNANCY					
Severe impact of COVID-19	Staff who are pregnant	<p>This individual risk assessment will enable the risks and mitigations to be discussed for those who are pregnant.</p> <p>Staff who are pregnant, like all staff, should adhere to:</p> <ul style="list-style-type: none"> • social distancing measures, • good hand hygiene • cleaning routines • be aware of when and how to use PPE provided. <p>Staff who are pregnant, should be aware that the risk of contracting COVID-19 cannot be eliminated and should have a discussion with their line manager about their personal level of risk and mitigations.</p>	<p>Staff who are pregnant must work from home if their risk is deemed significant after discussion.</p> <p>The Royal College for Obstetrics and Gynaecology advice has now changed. Pregnant women are in the 'clinically vulnerable' category and therefore can be considered a moderate risk.</p> <p>Those who are 28 weeks or more gestation should be considered as having two moderate risk factors. These risk factors should be considered along with other factors identified as part of this risk assessment and where a staff member has four or more moderate risk factors should be considered as at significant risk</p> <p>Further advice may need to be</p>	<p>Low: Where staff member is not pregnant</p> <p>Moderate risk Where staff member is under 28 weeks pregnant they should be regarded as having one moderate risk.</p> <p>Where staff member is 28 weeks or more gestation they should be regarded as having two moderate risks.</p> <p>Significant risk Where the pregnant staff member has 4 moderate risk factors overall (including extremely clinically vulnerable or clinically vulnerable condition</p>	



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			<p>sought from occupational health or other health care professionals.</p> <p>Review risk assessment for own workplace / setting in light of discussion and agree any additional controls needed.</p> <p>This could include offering on-site roles that enable you to stay 2 meters away from others or alternative work from home.</p>	or lifestyle risk factors)	
OTHER FACTORS THAT CAN INCREASE RISK					
Severe impact of COVID-19	Staff with these demographic risk factors: age, ethnicity, disability,	<p>Age Age is the risk factor with the greatest degree of difference. People aged 65+ are considered to be at moderate risk, but this should count as two moderate factors when in combination with other factors. Those below age 65 are classed as lower risk.</p> <p>Sex Males aged over 40 are disproportionately affected by</p>	<p>Staff who have demographic risk factors must work from home if their risk is deemed significant after discussion.</p> <p>Further advice may need to be sought from occupational health or other health care professionals.</p> <p>Review risk assessment for own workplace / setting in light of discussion and agree</p>	<p>Low: Where there are no additional risk factors.</p> <p>Moderate Where the staff member has one or more of these factors but fewer than 4 moderate risk factors overall (including extremely clinically vulnerable</p>	



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What are the risks?	Who may be harmed?	Controls required	Additional controls	Risk assessment guidance	Assessment and comments
		<p>COVID-19 and have higher risk than other groups and therefore males aged 40-64 are considered to be a moderate risk. Those below age 40 are classed as lower risk.</p> <p>BAME background Some Black, Asian and Minority Ethnic (BAME) groups are disproportionately affected by COVID-19 and have higher risk than other ethnic groups. Staff from:</p> <ul style="list-style-type: none"> • Black / Black British • Asian /Asian British Indian • Asian / Asian British Pakistani • Asian / Asian British Bangladeshi groups <p>are considered to be at moderate risk.</p> <p>Disability Physical or learning disability may be associated with other health conditions or difficulties with social distancing and are considered to be at moderate risk.</p>	any additional controls needed.	<p>or clinically vulnerable condition(s) or lifestyle risk factors)</p> <p>Significant risk Where the staff member has one or more of these factors and 4 moderate risk factors overall (including extremely clinically vulnerable or clinically vulnerable condition or lifestyle risk factors)</p>	



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What are the risks?	Who may be harmed?	Controls required	Additional controls	Risk assessment guidance	Assessment and comments
Severe impact of COVID-19	Staff with these lifestyle risk factors: Obesity Smoking High blood pressure	<p>Obesity Those with a BMI of >30 but <40 should be regarded as moderate risk. BMI is a measure that adults can use to see if they're a healthy weight for their height. You can calculate your BMI using the NHS BMI calculator.</p> <p>Smoking If you smoke, you generally have an increased risk of contracting respiratory infection and of more severe symptoms once infected. COVID-19 symptoms may, therefore, be more severe and smokers should be regarded as moderate risk.</p> <p>It is currently unknown what effect vaping may have on susceptibility to severe disease if you are infected with COVID-19. For most people vaping remains significantly less harmful than smoking and it is very important that you avoid returning to smoking. Details are at: https://www.gov.uk/government</p>	<p>Individual risk assessments should consider ways to increase their personal resilience to the virus (e.g. support to stop smoking, lifestyles support, medical review if needed).</p> <p>By and staying within a healthy range you'll:</p> <ul style="list-style-type: none"> • reduce your risk of serious health conditions • feel more confident and motivated • have more energy and find it easier to be active • have a stronger immune system <p>Reaching and keeping your body at a healthy weight is about finding the right balance. It's a combination of eating the right healthy foods in the right amounts, and doing the right amount of exercise for you. See https://www.healthystockport.co.uk/topic/healthy-weight-and-diet and information</p>	<p>Low: Where there are no additional risk factors.</p> <p>Moderate Where the staff member has one or more of these factors but fewer than 4 moderate risk factors overall (including extremely clinically vulnerable or clinically vulnerable condition or demographic risk factors)</p> <p>Significant risk Where the staff member has one or more of these factors and 4 moderate risk factors overall (including extremely clinically vulnerable or clinically vulnerable condition</p>	



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What are the risks?	Who may be harmed?	Controls required	Additional controls	Risk assessment guidance	Assessment and comments
		<p>/publications/covid-19-advice-for-smokers-and-vapers.</p> <p>Recent High blood pressure measurement Blood pressure is a measure of the force that your heart uses to pump blood around your body and it naturally goes up and down. For example; it will go up when you're moving about, at different times of the day and at times of stress. Some people are diagnosed as having high blood pressure and receive treatment (see clinically vulnerable above). If you have had a recent high blood pressure reading (140/90 or above) it is important to get it checked out by your GP Surgery, who will do more in-depth tests to see if you have hypertension (one high reading doesn't necessarily mean so), however if you've had a recent high blood pressure measurement but have not been diagnosed as hypertension this can be considered a moderate risk.</p>	<p>below for more support. Stopping smoking will bring immediate benefits to your health, including if you have an existing smoking-related disease. E-cigarettes (vapes) can be an effective aid to stopping smoking and staying smoke free. See https://www.healthystockport.co.uk/topic/smoking and information below for more support. See https://www.healthystockport.co.uk/topic/high-blood-pressure and information below for more support.</p> <p>Staff who have lifestyle risk factors must work from home if their risk is deemed significant after discussion (see next column).</p> <p>Further advice may need to be sought from occupational health or other health care professionals.</p>	or demographic risk factors)	



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What are the risks?	Who may be harmed?	Controls required	Additional controls	Risk assessment guidance	Assessment and comments
			Review risk assessment for own workplace / setting in light of discussion and agree any additional controls needed.		
MENTAL HEALTH AND WELLBEING					
Emotional and wellbeing impact of Covid-19 and changes in ways of working	All staff	<p>It is important to remember that this crisis and changes to the way we live our lives has had an impact on us all, and especially our mental wellbeing.</p> <p>This is an opportunity to discuss issues which may be causing concern or anxiety including (but not limited to):</p> <ul style="list-style-type: none"> • Child care • Worry about family and friends • Feeling isolated • Financial worries • Travel & transport • Bereavement • Sleep • Relaxation 	<p>See https://stockportcouncil.sharepoint.com/taps/pages/service.aspx?q=Covid19#Wellbeing for support for any issues raised.</p> <p>Review risk assessment for own workplace / setting in light of discussion and agree any additional controls needed.</p>	N/A	



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Summary Assessment

Following the completion of their individual risk assessment and consideration of all factors highlighted, it should be agreed by the line manager and the individual that they fall into one of the following groups;

Highlight the level of residual risk and agreed actions. On review, please record the date actions were completed.

Risk stratification	Action required
Low risk / everyone	<ul style="list-style-type: none">• Able to continue to work with members of the public in front facing work (in line with social distancing and infection control requirements for their job role).• Access health and wellbeing support, including support to stop smoking , lifestyles advice and mental and emotional wellbeing (see sources of help)• Access training on Personal Protective Equipment (in line with infection control requirements for their job role).• Follow workplace risk assessment<ul style="list-style-type: none">○ Social distancing wherever possible and in any case, avoid large groups of staff or the public.○ Good hand hygiene and cleaning• Must self-isolate if you or household member is symptomatic and arrange a test• Must self-isolate if advised by NHS Track and Trace• Support the Lateral Flow Testing process
Additional for those at Moderate risk (1 , 2 or 3 risk factors at moderate risk)	<ul style="list-style-type: none">• Follow existing care plan for long term conditions, check that your care plan is in date• Seek health and wellbeing support to mitigate risks if possible / choose to• Agree and implement additional controls as agreed with line managers• Review the risk assessment monthly.
Additional for those at Significant risk (or 4 or more risk factors at moderate risk or 3 or more clinical vulnerable conditions)	<ul style="list-style-type: none">• Home working only• Review the risk assessment monthly especially following medical management and changes in government advice. Staff may move to moderate risk level following medical or other changes



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Declaration

Please delete or strike through one of the following paragraphs leaving only the paragraph which does apply:

Declaration (for those who complete)

I declare that the information discussed as part of this risk assessment true and complete, as it will be used to determine the arrangements to ensure the health and safety of myself at work.

I will notify you immediately of any changes to the factors we have discussed, if I develop any health conditions, COVID-19 symptoms or am requested to self-isolate by NHS track and trace as those may affect the health and safety of myself or others. If these changes are likely to increase my risk to significant I should only work at home.

Declaration (for those don't complete)

I declare that I'm declining the offer to complete a risk assessment of my individual risk factors for Covid-19 in discussion with my line manager. I have understood what these factors are, but at this time choose not to undertake the assessment, recognising that this is at my own risk.

I understand that if my risk factors are significant I should only work at home but understand this can only be agreed following completion of the individual risk assessment.

I confirm that I will follow the workplace / setting risk assessment for my area of work and will review this decision regularly, I will notify you immediately should my decision change and will complete the assessment as soon as possible at this time.

Signature of member of staff undertaking assessment	Signature of Headteacher



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Sources of further help for individuals:

START (Stockport Triage Assessment and Referral Team)

<https://www.stockport.gov.uk/groups/stockport-triage-assessment-and-referral-team> ,

For those of you who have become concerned about your health during the lockdown please contact START for healthy lifestyle advice. Maybe you have exercised less, found yourself eating more or your alcohol intake has increased?

For information and tools on how to improve your health <https://www.healthystockport.co.uk/coronavirus-covid-19> or you can contact START direct by emailing START@Stockport.gov.uk or phoning us on 0161 474 3141.

We can help you to find advice and support in Stockport for:

- | | |
|---|--|
| • Support to stop smoking | access to specialist smoking cessation service |
| • Stay active | access to physical activity |
| • Healthy eating and drinking | access to weight management course |
| • Living with a long-term health condition | signposting to support for living with health conditions |
| • Support to reduce or stop drinking alcohol | harm reduction advice and access to support |
| • Support to reduce or stop using drugs | harm reduction advice and access to support |
| • Emotional wellbeing and mental health | signposting to support to improve your mental wellbeing |

Services are free and confidential for those working, living or registered with a GP in Stockport.

Other advice sources:

- Own GP Practice
- Usual long term condition management support, such as national charities or your care plan
- Stockport Wellbeing and Self-care service for support <https://www.viaductcare.org.uk/our-services/wellbeing-and-self-care-service/>
- Life Leisure <https://www.lifeleisure.net/> for advice and support on physical activity
- ABL Stockport (a better life) <https://www.ablhealth.co.uk/> for support quitting smoking or weight management
- More Life run NHS weight management services in Stockport for those who have a high BMI <https://www.more-life.co.uk/what-we-do/our-services/in-your-area/greater-manchester/>
- High blood pressure – see <http://www.bloodpressureuk.org/Home>





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- Emotional wellbeing – see <https://stockportcouncil.sharepoint.com/taps/pages/service.aspx?q=Covid19#Wellbeing>



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Sources of advice & support for managers

This risk assessment process may raise some sensitive issues and potentially difficult topics which you are not used to. It can be difficult to talk about health conditions, weight, smoking, wellbeing, alcohol and drug use. When having these conversations remember:

- **To listen and have an open conversation**
 - Show empathy
 - Believe what is said
- **You are not an expert in these risk factors, and the person you are supporting is the expert on their life.**
 - Many people with a long-term condition will be used to managing it and have an established care plan
 - Lifestyles and demographic factors may be especially challenging to discuss
 - Make notes and ask what they want support with? What do they think will help?
 - Be honest if you are unsure what they are telling you, clarify with them, and ask questions.
 - Ask is that something you want to do something about? Not everyone is able or ready to make changes
 - Ask if you can refer or signpost them to someone who has more knowledge?
 - Consider whether you need more support.
 - Should Occupational Health be consulted?
 - Should the individual talk to their health care professional for tailored advice?
- **You are not responsible for solving the issues raised**
 - But you may help by pointing them in the right direction (see page above)
 - Having a healthier lifestyle will improve recovery time if individuals become ill with any virus.
 - Small changes can improve health a lot
 - And you can also support the individual to manage their own health and risks in the workplace, by putting in place mitigations

Remember in Stockport we have START – Stockport Triage Assessment Referral Team who have health conversations every day, they can help signpost people to the right support, especially if the choice seems overwhelming. They do this by having a chat about the areas of lifestyle the person wants to improve by triaging, assessing and referring into the most appropriate service.

Further support for managers is also available via:

- [online video](#) of less than 5 minutes providing advice on how to have conversations about health with your staff



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- One to one or group training / advice for managers from Public Health via MS Teams (hayley.taylor-cox@stockport.gov.uk / toria.dante@stockport.gov.uk), who can attend manager meetings, or chat to individual managers about issues raised.