**MEETING CHECKLIST**

This brief guide for managers is designed to supporting managers in structuring their conversations with staff when undertaking a COVID-19 individual health risk assessment.

Please do read the full guidance before having a conversation with your staff member.

**Meeting Checklist**

Every conversation will be different and this guide cannot cover every issue that may arise. However it should be a helpful checklist in managing the conversations. Ensure that the member of staff has seen the Individual Risk Assessment Framework and check that they understand its purpose and the reason for the meeting.

* Check that they are happy to have the conversation and are willing to discuss any particular risk factors that may apply to them.
* Assure them that the information they disclose will be treated as confidential between them and their manager unless they give consent to it being shared more widely.
* Inform them that this is a temporary measure and that the information is being requested to assess their risk from COVID-19 only and will not be used for any other purpose.
* If, for any reason they are not willing to discuss their risk factors with their line manager, offer to arrange a referral to Workplace Health
* Go through the demographic factors and health conditions and seek agreement on the tier of risk the staff members falls within.
* On the basis of an agreed tier, discuss the workplace safeguards currently in place and agree whether or not these are adequate to allow a return to work.
* If necessary, agree mitigating measures and check that these give a sufficient level of assurance to ensure a return or continued attendance at work.
* If the level of risk revealed by this process requires it, discuss alternatives to on-site working
* If you are unable to agree a level of risk, seek the agreement of the member of staff to escalate the issue and refer to Workplace Health. If they do not wish to be referred, speak to your HR Business Partner.

**After the Meeting**

* Record the details on the risk assessment and keep this record secure
* Discuss with your line manager any general concerns about workplace risks that have arisen during the meeting.
* Document any agreed adjustments and copy these to the staff member you have worked with.
* If you have referred to Workplace Health, arrange a follow-up meeting to discuss the report once this is received.

Workplace Health - 10th July 2020.