**Health and wellbeing conversations:**
**Individual Health Risk Assessment**

This set of questions will help you to start the conversation about undertaking a COVID-19 risk assessment, build insight into how the staff member is feeling, and create a safe environment to raise concerns.

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| **To open** | * How are things going for you at work?
* What's on your mind about work, what feels important?
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| **How are you feeling?** | * How is the current situation with COVID-19 impacting you?
* How is the current situation impacting your family?
* How are you feeling about your role?
* How are you feeling? What could you/we do to improve on this?
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| **Introducing the risk assessment** | * How manageable is work? What support can I give to make it feel more manageable?
* What's the biggest concern for you?  Why is it having an impact on you?
* What steps have you taken to resolve this concern? How did that go?
* Do you have any questions or concerns about the health risk assessment?
* Are you happy to proceed?
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| **To understand how someone is feeling about change** | * How are you feeling about the impact of COVID-19? How would you describe your initial reaction to it?
* What concerns do you have about this situation?
* Do you feel involved? Is there anything we can do to make you feel more involved?
* Do you feel safe?
* How is this impacting on you?
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| **Health Risk Assessment**  | * Go through the questions, adapt the pace based on the conversation.
* Agree actions and record them, share with the employee quickly and confirm how you will follow through on actions.
* If there is a need to refer to Occupational Health provide advice on the next steps.
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| **To close the wellbeing conversation** | * During this time of uncertainty and worry, it's important that we support one another and look after our health and wellbeing. It's understandable that you and your colleagues may feel anxious about this developing and uncertain situation.
* Please remember to use the health and wellbeing support you are entitled to, including confidential support through Workplace Options, occupational health and freedom to speak up.
* If you have any concerns at all you are encouraged to contact HR/OD.
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