

Overall Approach to Returning Shielding Staff to Work

The process we will have in place is a 9 stepped approach when assessing whether currently shielding staff are able to return to work

1. Organisational Risk Assessment in place

2. Site specific Risk Assessment in place

3. Original Covid-19 Individual Risk Assessment in place

4. Shielded Staff Pre Return to Work Self-Assessment
For staff use and retention only

5. Update the Individual Risk Assessment
(By Manager) and send to HR

6. HR to refer to OH with all above Risk Assessments

7. OH advice email to HR

8. Final sign off by Aspire (HR, Chief Exec or Ops Director)

9. Staff member either RTW with mitigations in place or continue to shield