

Appendix B - Managers Risk Assessment for employee who may be fit for work

Attach this risk assessment to the doctor's Fit Note

Can the return to work advice be applied safely in your work setting?	Yes: if so how will this be done?	No: what prevents this from happening?
What risks do you foresee in doing this?		
To your employee:		
To other employees:		
To children:		
How will you reduce these risks as far as you can?		
Control measures (including support & resources)	Who will do this	Date
Weekly review &/or further actions	Who will do this	Date
Head Teacher signature & date:	Employee signature & date:	
Contact made with School HR or Health & Safety Adviser? Yes / No		

Guidance on the completion of Fitness for Work Risk Assessment

Head Teachers need to assess whether a safe return to work is possible and if they can implement the GP's recommendations for return to work.

The risk assessment must be completed in conjunction with the employee concerned, and should take account of the condition, advice and functional effects described on the Statement of Fitness for work.

You should contact your School HR Adviser or Health and Safety Adviser if you are uncertain about any of the proposed adjustments.

Examples of return to work activities:

Phased return to work

A gradual increase in the intensity of their work duties or working hours

- A return to work on reduced hours, gradually increasing to normal over an agreed period of time
- Gradually increasing the quantity or building up capacity for normal work intensity

Altered Hours

A change in the hours that are worked – not necessarily working fewer hours

- A change to start and leave times to avoid rush hour to continue working
- Flexible hours to attend treatment sessions

Amended duties

Changes which take account of the stated condition

- Removing the need for heavy lifting from the job while recovering from an injury
- Reducing or removing a pressured part of a job role to help someone off with stress to return to work

Workplace adaptations

- Re-assessment of the workstation
- Arranging for a temporary parking space near to the entrance for someone who has reduced mobility post surgery
- Locating a workstation on the ground floor for someone who is returning with mobility problems using stairs

Once completed this risk assessment should be attached to the Doctors Fit Note and filed on the employee's personal file.