

Request for Risk Assessment

Dear _____,

I am writing to formally request an individual risk assessment is undertaken in line with The Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and Control of Substances Hazardous to Health Regulations 2002. This risk assessment will need to determine how I could be exposed to COVID-19 at work, how my health condition is impacted by exposure and what, if any, protective measures are needed to ensure my health and safety, so far as is reasonably practicable.

This risk assessment and discussion should take into consideration my specific health and personal circumstances, namely my asthma diagnosis and resultant clinically vulnerable status. I am happy to speak to an occupational health provider, under conditions of medical confidentiality to assist in the assessment process. A risk assessment template for you to work from may also be provided to ensure that all necessary considerations are addressed.

I understand that a range of measures can be implemented to ensure my health, including:

- the enforcement of 2m social distancing site rules;
- the provision of Personal Protective Equipment and the assurance that all adult members of the household will wear it in common areas (ie. kitchen, living room, children's bedrooms, etc.);
- support in organising a safe route of travel to and from work (ie. providing a parking permit so that public transport use can be avoided).

The Risk Assessment should also cover the planned procedures for managing specific incidents related to COVID-19, specifically:

- If a member of the family tests positive for COVID-19
- If there is a significant increase in cases of COVID-19 (>5,000 per day within one week)

I hope you can understand that, despite these measures, I will still be posing a significant risk to my health by coming into work. This Risk Assessment is therefore intended only to identify and minimise avoidable risk, and not as a solution to the broader risk being undertaken.

I am sure you will consider this in ensuring a safe system of work is provided going forward and I hope this assessment will ensure that the health of all parties is protected as much as is feasible. Given the severe health and legal implications of COVID-19 in the workplace, I would be grateful for an urgent response from you.

Yours sincerely,
