

## Risk Assessment Tool for Staff during the COVID-19 Pandemic

*Please read guidance notes at the end before completing this form.*

General Information					
<b>Staff Member's Name(s):</b>		<b>Job Title:</b>			
<b>Line manager</b>		<b>Managers' job title</b>			
<b>Location / Ward / Area:</b>		<b>Working hours:</b>			
<b>Date of Assessment:</b>		<b>Review date:</b>			
<b>Individuals underlying health condition category / other factors:</b>	<i>Please tick appropriate box:</i>	<input checked="" type="checkbox"/>	<b>Current post involves:</b>	<i>Please tick appropriate box:</i>	<input checked="" type="checkbox"/>
	<b>Notified as on 12 week Shielding (very high risk group)</b>	<input type="checkbox"/>		Directly caring for Covid-19 patients (tested as positive) and undertakes Aerosol generating procedures (AGPs)	<input type="checkbox"/>
	<b>Age (&gt; 65yrs)</b> <small>Please tick if age is over 50 for BAME Staff</small>	<input type="checkbox"/>		Directly caring for Covid-19 patients (tested as positive) – not undertaking AGPs	<input type="checkbox"/>
	<b>Diabetes</b>	<input type="checkbox"/>		Directly caring for patients not tested / unknown Covid-19 status but within 2 meters of patient – within any setting	<input type="checkbox"/>
	<b>Chronic Lung Disease</b>	<input type="checkbox"/>		Providing a service to other colleagues with the care setting (e.g. cleaning, estates, IT)	<input type="checkbox"/>
	<b>Chronic Heart Disease</b>	<input type="checkbox"/>		Providing a service to colleagues but not directly in the care setting (e.g. training)	<input type="checkbox"/>
	<b>Cancer</b>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>Pregnancy</b> <small>please tick if over 28 weeks, under 28 weeks if pre-existing risks present</small>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>Immunosuppression</b>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>Pre-existing Disability that impacts on Respiratory morbidity</b>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>Impact of carers stress or concerns about family</b>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>BAME background</b>	<input type="checkbox"/>			<input type="checkbox"/>
	<b>Gender</b> <small>(please tick if Male BAME above 50)</small>	<input type="checkbox"/>			<input type="checkbox"/>

## What are you already doing?

Interventions	Current Position	Additional action to reduce risk
Can <i>this</i> work be done at home? <i>Please refer to <a href="#">employer guidance</a> for more information</i>		
Could <i>alternative</i> work be undertaken at home or elsewhere in the Trust (redeployment)? <i>e.g review of serious incident, audit</i>		
Can face to face interactions be limited?		
Have arrangements been made for remote working? e.g. IT facilities for audio and video consultation.		
PPE (the appropriate PPE for the clinical setting) including FIT testing		
Access to swab testing and prioritising at risk groups and their family members		
Has the individual had any sickness in the past linked to their health condition?		
Has the individual had a Vitamin D test showing deficiency?		
What arrangements are you going to put in place to ensure regular contact / wellbeing?		
Other considerations:		

### Assessment

<i>Please tick appropriate box:</i>	✓	Monitoring / further action:
Actions agreed as detailed above reduce the risks to the colleague		Local manager to review and monitor.
Actions agreed as detailed above do not fully reduce the risks to the colleague / some concerns remain.		Contact the People Team for further advice and support

### Additional notes

*Please add any additional notes as appropriate / following discussion with People Team:*

<b>Individual's signature</b> (can be electronic signature or reference to email confirmation)		<b>Date signed</b>	
<b>Print Name</b>			
<b>Line Manager's signature</b> (can be electronic signature or reference to email confirmation)		<b>Line Managers job title</b>	
<b>Print Name</b>			
<b>HR/People &amp; Culture Officer's signature</b> (can be electronic signature or reference to email confirmation)		<b>HR/People and Culture Officer's job title</b>	
<b>Print Name</b>			

## **Guidance Notes**

1. The tool is intended to facilitate a structured one to one conversation with the staff member to seek a pragmatic and safe working arrangement.
2. It can be used in conjunction with but does not replace Occupational Health Assessments of pre-existing disabilities.
3. It is recommended that the Risk Assessment is completed by a Line Manager, co-signed by the member of staff and further validated by an Officer of the HR/People and Culture department.
4. The risk factors are based on emerging data on deaths, further information is also available on this article: <https://www.hsj.co.uk/exclusive-deaths-of-nhs-staff-from-covid-19-analysed/7027471.article>

Pregnancy related risks from <https://www.rcog.org.uk/>



At Risk\_patient  
letter\_CEV1c\_FINAL

5. Please also refer to the Government's advice on shielding patients
6. **Suggested Approach to Interpreting Risk Factors**

<b>Number of Risk Factors</b>	<b>Proposed Action</b>
Singular Risk Factor	Consider Home Working
Multiple factors (>/=2) or have a very high risk single risk factor	Strong Emphasis on Home Working

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