Wherever possible, staff should work from home and adjustments may need to be made to allow this. All workplaces should be risk assessed and all reasonable steps taken to reduce risk to all staff.

Management of Health and Safety at Work Regulations 1999 state that employers have a duty to assess risks and take measures to control risks at the workplace. All managers should familiarize themselves with the Government’s latest guidance on [**Working Safely during COVID-19**](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres)**.** Further management support can be supplied by Health and Safety and Human Resources.

Separate guidance in relation to PPE can be found [here](https://www.torbay.gov.uk/health-and-wellbeing/public-health/coronavirus/infection-control-and-ppe/covid-19-ppe/). Workplace adaptations and role adjustments and use of PPE should form part of the discussion and risk assessment for individual staff members where appropriate.

This tool is based on workplace advice and guidance relating to COVID-19 and its effects on different population risk groups.

This risk assessment will be updated to reflect the latest advice and guidance.

**Completing this Risk Assessment**

This risk assessment is based on a RAG rated system, Red, Amber, Green for identifying the level of risk to an individual. It should be completed and then be followed up with the **Staff COVID Risk Assessment Proforma** which will be a record of discussion with the staff member. Once complete, the proforma must be sent to Nick Hollins who will co-ordinate the sending of responses to Human resources for review and placing on the employee’s HR file:-

It is for the workplace to determine what specific actions are recommended for people in each group, however there is guidance on possible modifications in the “action” section of this document. If the individual’s workplace role is adapted, the risk assessment may be repeated with the adaptations in place.

There are four individual risk groups of people which may be identified as part of this risk assessment. Age, gender and BAME are given as specific risks, which are emerging from existing UK data, with age as a more important factor than almost any other for people who are not already in the extremely vulnerable shielding group. There are nine workplace risk levels identified – please select the one which best matches the highest risk environment that the staff member will be working in.

It is recommended that the risk assessment is carried out collaboratively with the employee and the outcome and any workplace adjustments discussed.

The wider impact of COVID in terms of mental health and wellbeing should be discussed as part of the employee’s regular meetings with their line manager. Further resources and support can be found [here](http://insight/information/coronavirus/your-wellbeing/). For further queries please contact: [wellbeing@torbay.gov.uk](mailto:wellbeing@torbay.gov.uk)

**Decision to risk assess**

**This risk assessment should be completed for all staff who cannot conduct all their working duties from home.**

**Risk Assessment**

This risk assessment is in three parts - first assess the **Individual Risk Factors** using the risk categories **and** Box 1 criteria below, then identify the **Workplace Risk Factors**. These should then matched against the **Final Assessment Matrix** to get an overall indication of risk.

1. **Individual Risk Factors**

First assess the risk category (Higher, Medium or Lower) that the employee falls under below together with any of the criteria listed in Box 1:

|  |  |  |
| --- | --- | --- |
| **Risk category** | | **Criteria** |
| **High** | | Those in the ‘extremely clinically vulnerable’ category who have been shielding: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>  Those who are over 28 weeks pregnant.  Age over 70 years.  Over 60 + 2 from Box 1 (e.g. BAME, have diabetes)  Some people who have a combination of risk factors or health conditions listed below but are not in the ‘extremely vulnerable’ category, may still be felt to be high risk based on the individual risk assessment. Advice is available from the HR team. |
| **Medium** | **Medium High** | Any TWO factors from the list in Box 1  Age 60 or over + any one factor from the list in Box 1 |
| **Medium Low** | Any ONE factor from the list in Box 1 |
| **Low** | | None of the above |

**Box 1: Individual risk criteria**

|  |  |  |
| --- | --- | --- |
| **Sex** | Male |  |
| **Ethnicity** | BAME – Black and Asian ethnicity has been associated with a higher risk of complications with Covid-19. Some ethnic groups have a lower risk. |  |
| **Health Condition** | **Asthma and COPD**  Asthma that requires continuous or repeated use of inhaled or systemic steroids or with previous exacerbations requiring hospital admission.  Chronic obstructive pulmonary disease (COPD) including chronic bronchitis and emphysema; bronchiectasis, cystic fibrosis, interstitial lung fibrosis, pneumoconiosis and bronchopulmonary dysplasia\*. |  |
| Heart disease (such as heart failure or a previous heart attack) |  |
| Chronic kidney disease (stages 3-5) |  |
| Conditions affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy) or stroke |  |
| Liver disease (such as hepatitis) |  |
| A weakened immune system from certain health conditions.  Taking medication that can affect the immune system (such as steroid tablets) |  |
| Diabetes (type 1 or 2) |  |
| Obesity with BMI >40 |  |
| Pregnancy |  |

\*[Green Book of Immunisations](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/796886/GreenBook_Chapter_19_Influenza_April_2019.pdf) April 2019

# **Workplace Risk Factors**

|  |  |
| --- | --- |
| **Risk Category** | **Criteria** |
| 1 | Performing all work duties from home.  (Check that employee has completed the Homeworkers Self- Assessment  Checklist and DSE, which can be accessed through [SHE Assure](https://sheassure.net/TorbaySMS/Portal/TorbayCouncilPortalzzR23492wHT713D/Index)) |
| 2 | Can maintain social distancing in workplace (more than 2m, or with a physical barrier always present e.g. an effective screen).  No shared facilities e.g. kitchen and bathroom |
| 3 | Can maintain social distancing (more than 2m, or with a physical barrier always present, e.g. an effective screen) but with shared facilities e.g. kitchen and bathroom |
| 4 | No direct physical contact but necessary or possible to be within 2m of people without a physical barrier where the contact is **only** with a specifically limited small group of people i.e. within a work bubble. |
| 5 | No direct physical contact but necessary or possible to be within 2m of people without a physical barrier (this includes unavoidable use of public transport to and from work) |
| 6 | Direct physical contact with people may be unavoidable, e.g. early years setting or Children’s Social Care. |
| 7 | Performing an Aerosol Generating Procedure (asymptomatic patient) (AGP)\*\* **NOT APPLICABLE TO LOCAL AUTHORITIES** |
| 8 | Direct contact (<2m) with suspected or confirmed cases of COVID e.g. in a school or early years setting while waiting for a symptomatic child to be collected. Appropriate PPE should be worn. |
| 9 | Aerosol Generating Procedure on a symptomatic patient  **NOT APPLICABLE TO LOCAL AUTHORITIES** |

# **Final Assessment Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Individual Risk Group** | | | |
| **Workplace Risk Factors** |  | Low | Low-Medium | Medium-High | High |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  | Not applicable |  |  |
| 8 |  |  |  |  |
| 9 |  | Not applicable |  |  |

**Actions**

**Red** – Where lower risk staff members are available to perform these tasks, these should be the preferred people to carry them out. Seek alternative work role or work from home if not possible to work in alternative role.

**Amber** – Where lower risk staff members are available to perform these tasks, these should be the preferred people to carry them out. Workplace adjustments should be sought if person unable to work from home.

**Green** – Employee may perform these roles with standard precautions and workplace risk-assessed adaptations to increase safety (please see government guidance).

Where there are still concerns from the employee these should be mitigated as much as possible, however, if there are still concerns these should be further discussed with Human Resources.

Once this Risk Assessment is complete, please record the overall rating on the **Staff COVID Risk Assessment Proforma.** You should also use the profroma to record your follow-up discussion with employee, noting the necessary adjustments and adaptations. A further risk assessment may be conducted to assess risks following implementation of any adjustments:-

**Overall Risk Assessment Rating**

|  |  |
| --- | --- |
| **Pre Adjustment Risk =** | e.g. Red - High 8 |
| **Post Adjustment Risk =** | e.g. Green - High 2 |

**General considerations**

In line with the Government’s guidance [**Staying Alert and Safe (Social Distancing)**](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) and [**Staying Safe Outside your Home,**](https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home) as part of any return to the workplace, where employees meet the relevant work categories, it is essential that individuals practice the following:

1. Limit duration of close interaction with customers and colleagues (e.g. prepare everything in advance as much as possible).

2. If possible maintain more than a 2m distance from the customer/your work colleagues.

3. Consider whether public transport / rush hour can be avoided through adjustments to work hours.

4. Consider asking customers/work colleagues to wear mask or face coverings for general workplace interactions.

5. For home visits, request that only the customer is in room if possible

6. Consider moving to non-public facing role or redeployment to lower risk area.

7. Consider remote working if the staff member is able to including access to equipment and Wi-Fi

**Sources of Information and References**

[https://w](http://www.fom.ac.uk/wp-content/uploads/Risk-Reduction-Framework-for-NHS-staff-at-risk-of-)ww.fom.[ac.uk/w](http://www.fom.ac.uk/wp-content/uploads/Risk-Reduction-Framework-for-NHS-staff-at-risk-of-)p[-content/uploads/Risk-Reduction-Framework-for-NHS-staff-at-risk-of-](http://www.fom.ac.uk/wp-content/uploads/Risk-Reduction-Framework-for-NHS-staff-at-risk-of-)

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