

*This is a Risk Assessment form we have adapted from NHS Foundation for managers to use with team members*

### **Covid-19 Personal Risk Assessment Process**

This process should be used to help managers and staff hold a constructive discussion to consider adjustments or redeployment for any staff that are identified as being at greater risk.

This assessment is not for staff who fulfil the government criteria for 'Shielding' – these staff should follow national guidance and stay at home.

#### **Process:**

- The manager or responsible clinician should provide Section 1: Personal Risk Assessment Matrix to each member of staff
  - Staff member completes Section 1 and returns to manager/clinician
  - Where self assessment includes one or more of the following, prioritise a meeting with the member of staff to discuss implications and take appropriate measures to mitigate the risk of Covid-19 infection:
    - high risk
    - very high risk
    - BAME
    - pregnant
    - where the staff member is low risk but requests a priority meeting
- Note: meet with all other members of staff to complete Section 5: Record of Discussion only, during your next 1;1 / Supervision Session
- Use Section 2: Decision Tree to guide the discussion, reviewing the role/tasks of the staff member in conjunction with the workplace risk assessment (Complete Section 3: Workplace Risk Assessment if one doesn't already exist)
  - Use Section 4: Risk Avoidance/Mitigation Guidance (as at May 2020) to identify appropriate adjustments consistent with self-assessment outcome and workplace risk level
  - Discuss general wellbeing with staff member. The manager should seek to understand any home/work circumstances which may impact or influence the individual's risk threshold. Through open ended questioning such as 'how can I help?' further support may be identified, and may include referral to Occupational Health, Care First telephone support, and Trust Wellbeing resources
  - Additionally, ensure staff are familiar with the following:
    - Local infection control and PPE arrangements
    - Social distancing both during work and during breaks
    - Arrangements for reporting illness, including symptoms of COVID-19 infection
    - COVID-19 swab testing arrangements for self/family members
    - Any recent changes in practice, policies and adaptations to the work environment
  - Record and sign-off the discussion in Section 5: Record of Review
  - Staff member and manager/clinician should retain a copy

## Section 1: Personal Risk Assessment Matrix

Staff Name:

RISK FACTOR		Points	Risk Factor Score
<b>Age</b>	50-59	1	
	60-69	2	
	70+	7	
<b>Sex at birth</b>	Female	0	
	Male	1	
<b>Underlying Health Conditions</b>	Cardiovascular disease (on treatment for hypertension, irregular heartbeat, heart failure, previous heart attack, stroke, TIA etc)	1	
	Diabetes Mellitus Type 1 or 2	1	
	Chronic pulmonary disease (including asthma, COPD, interstitial lung disease)	1	
	Chronic kidney disease (any stage 1-5)	1	
	Sickle cell/Thalassaemia trait or other haemoglobinopathies	1	
	Obesity: BMI >30 or waist circumference >33" (BAME female); > 34.5" (white female); >35" (BAME male); 40+" (white male)	1	
<b>Ethnicity</b>	BAME or Mixed race	1	
<b>Other</b>	Has any member of your immediate family died from or been in ITU due to Covid19 ?	1	
<b>TOTAL</b>			

Sources: British Association of Physicians of Indian Origin; Risk Reduction Framework for NHS Staff at risk of COVID-19 infection

<b>Ethnicity</b>	BAME	
<b>Pregnancy</b>	Under 28 weeks	
	Over 28 weeks	
<b>Meeting Request</b>	I am low risk, however request a priority meeting	

**Mild Risk**  
Score 0-3



Hold a wellbeing discussion as part of your next 1:1 or supervision meeting

**BAME and/or Pregnancy/or requests a meeting**



**Prioritise** a meeting to discuss implications and take appropriate measures to mitigate the risk of Covid-19 infection

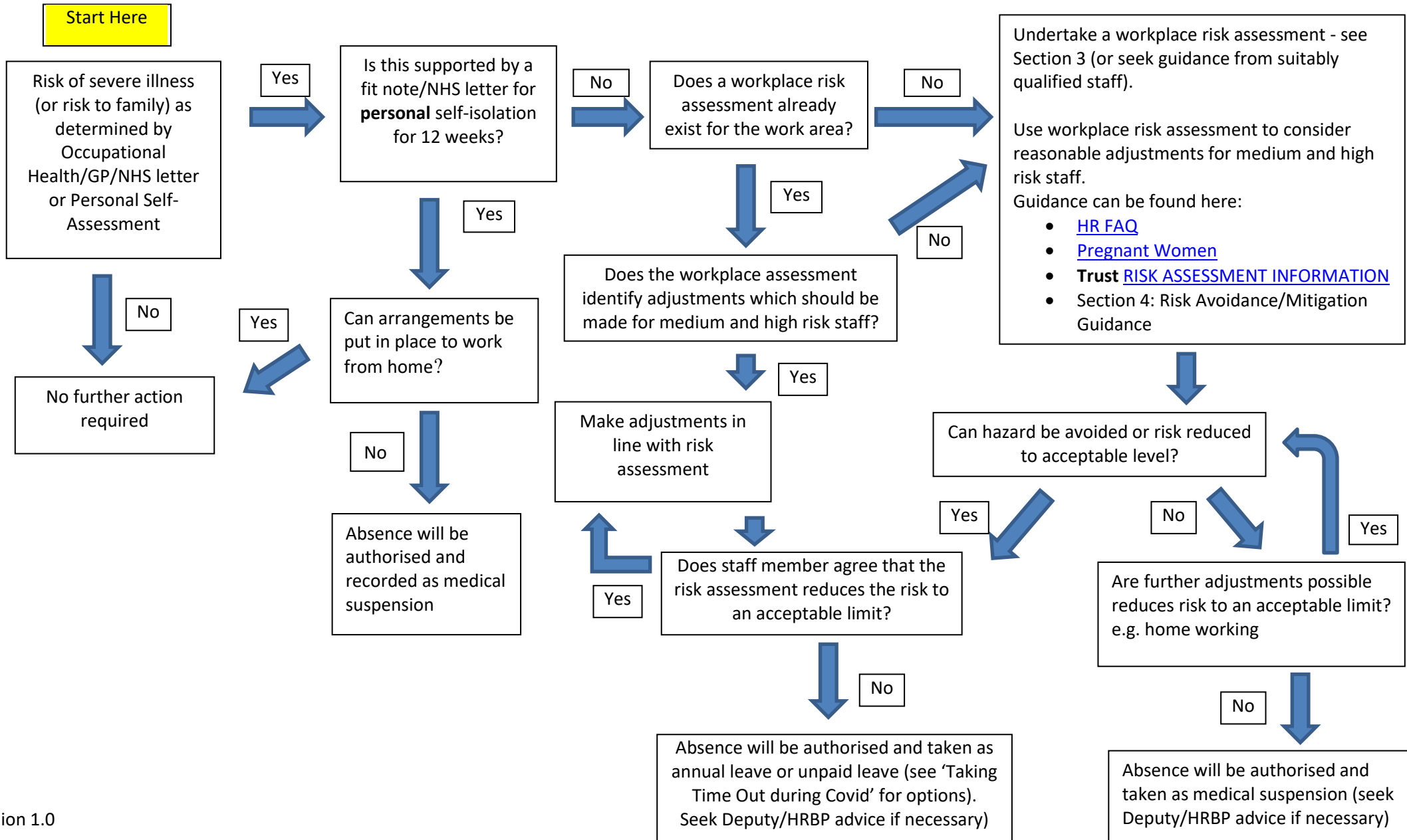
**High Risk**  
Score 4 – 6



**Very High Risk**  
Score 7+



## Section 2: Decision Tree for Managing Staff at Increased Risk of Severe Illness from COVID-19



### Section 3: Workplace Assessment

<b>Green</b>	Work assessed as COVID-19 low risk	<b>Amber</b>	<u>Medium risk</u> Environment / working practices may need to be tailored for individuals to lower identified areas of risk.	<b>Red</b>	<u>High risk</u> Create an action plan to identify and address causes. This could include individual assessments or specific working arrangements.	
<p><u>Relevant Guidance:</u></p> <ul style="list-style-type: none"> <li>Working in Care Homes - <a href="https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes">https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes</a></li> <li>Working in Homecare - <a href="https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care">https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care</a></li> <li>Supporting Adults with Learning Disability and Autism - <a href="https://www.gov.uk/government/publications/covid-19-supporting-adults-with-learning-disabilities-and-autistic-adults">https://www.gov.uk/government/publications/covid-19-supporting-adults-with-learning-disabilities-and-autistic-adults</a></li> </ul>						
<b>Working Environment</b>						
<p>Level of interface with potentially infected Patients:</p> <ul style="list-style-type: none"> <li>Working with known or suspected COVID-19 infected – Red/High</li> <li>Working with Patients – Amber/Medium</li> <li>Public-Facing – Amber/Medium</li> <li>Office-Based – Green/Low</li> </ul>					Additional controls to be established:	
<b>Washing Facilities</b>						
<ul style="list-style-type: none"> <li>Hand washing facilities with soap and hot water at a reasonable distance in place</li> <li>Stringent hand washing taking place in line with Infection Control Policy and national guidance</li> <li>Paper towels/hand driers available for drying of hands</li> <li>Gel sanitisers in areas where washing facilities are not readily available</li> </ul> <p>See internal guidance and/or training</p>					Additional controls to be established:	

<p><a href="#">See NHS hand washing guidance</a></p>	
<p style="text-align: center;"><b>Social Distancing</b></p>	<p style="text-align: center;">Additional controls to be established:</p>
<ul style="list-style-type: none"> <li>The number of persons in any work area complies with the 2-metre (6.5 foot) gap recommended by Public Health England see <a href="#">Social Distancing – Gov.UK</a>;</li> </ul>	
<p style="text-align: center;"><b>Cleaning of Environment</b></p>	<p style="text-align: center;">Additional controls to be established:</p>
<ul style="list-style-type: none"> <li>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches using appropriate cleaning products and methods.</li> </ul>	
<p style="text-align: center;"><b>Personal Protective Equipment (PPE)</b></p>	<p style="text-align: center;">Additional controls to be established:</p>
<ul style="list-style-type: none"> <li>Public Health guidance on the use of PPE to protect against COVID-19 to be maintained.</li> <li>In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</li> <li>Where Risk Assessment identifies wearing of gloves/PPE as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves/PPE carefully to reduce contamination and how to dispose of them safely</li> </ul>	
<p style="text-align: center;"><b>Respiratory Protective Equipment (RPE)</b></p>	<p style="text-align: center;">Additional controls to be established:</p>
<ul style="list-style-type: none"> <li>Tight-fitting face pieces (such as disposable FFP3 masks) rely on having a good seal with the wearer’s face. Where tight fitting face pieces are a requirement a fit test will be carried out to ensure the RPE can protect the wearer</li> </ul>	
<p style="text-align: center;"><b>Are there other factors that need to be taken into account?</b></p> <ul style="list-style-type: none"> <li></li> <li></li> </ul>	<p style="text-align: center;">Additional controls to be established:</p>

<p style="text-align: center;"><b><u>Overall Risk Rating:</u></b> <i>please identify (tick or X in shaded box)</i></p> <p><b>Green</b> (low risk) = e.g. mostly green, one or two rated as amber  <b>Amber</b> (medium risk) = e.g. single red and / or small number of ambers  <b>Red</b> (high risk) = e.g. two or more red ratings in assessment</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="width: 30px; height: 30px; background-color: #90EE90; border: 1px solid black;"></div> <div style="width: 30px; height: 30px; background-color: #FFD700; border: 1px solid black;"></div> <div style="width: 30px; height: 30px; background-color: #FF0000; border: 1px solid black;"></div> </div>

### Section 4: Risk Avoidance/Mitigation Guidance (as at May 2020)

Personal Risk Rating	Guidance	Considerations for all Staff Groups
Mild (0-3)	<ul style="list-style-type: none"> <li>Continue working as normal, following infection control and safety precautions applicable to role and work area</li> </ul>	<ul style="list-style-type: none"> <li>Availability and accessibility of relevant level of PPE</li> <li>PPE Fit-test complete (where appropriate)</li> <li>Training in use of PPE complete (refresher required?)</li> <li>Workplace social distancing measures (e.g. barriers in front of reception areas, use of less frequented offices to ensure 2 metres between employees, arrangements for breaks, break-out areas)</li> <li>Alternative ways of delivering role eg. telephone/video</li> <li>Alternative working patterns eg. rota system to reduce contact time such as alternate weeks on-site</li> <li>Travel to work arrangements eg. avoiding public transport/rush hour through adjustments to work hours</li> <li>Reduce contact with general public</li> <li>Alternative access/routes into the hospital to reduce contact with general public</li> <li>Limiting duration of close interaction with the patient (for example, preparing everything in advance away from them)</li> <li>If possible, maintaining a two-metre distance from the patient</li> </ul> <p>Wellbeing</p> <ul style="list-style-type: none"> <li>Signposting to Wellbeing resources including Employee Assistance Programme (Care First) and Avon Partnership Occupational Health</li> <li>Arrange regular wellbeing check-ins</li> <li>Ensure staff member takes regular annual leave</li> </ul>
High Risk (4-6)	<ul style="list-style-type: none"> <li>Avoid high-risk procedures (e.g. aerosol generating procedures, Covid-19 swabbing)</li> <li>Work from home where possible</li> <li>Minimise face-to-face patient contact</li> <li>Staff who attend work should do so in a low-risk environment and follow infection control and safety precautions applicable to low-risk work area</li> <li>Work in a separate room where possible</li> <li>Consider adjusting working hours where possible to limit exposure (eg reduced shift length)</li> </ul>	
Very High Risk (7+)	<ul style="list-style-type: none"> <li>Remove from frontline duties and work from home where possible</li> <li>Staff should not work in a patient-facing role</li> <li>Staff who attend work should do so in a low-risk environment and follow infection control and safety precautions applicable to low-risk work area</li> <li>Where possible work in a separate office with minimal movement within the building</li> </ul>	



**Section 5: Record of Review**

<b>Employee Name:</b>		<b>Service</b>	
<b>Manager Name:</b>		<b>Date of discussion:</b>	
<b>Personal Risk Assessment Rating:</b>	<b>Mild / High / Very High</b>		
<p><b>Use <u>Section 2: Decision Tree</u> to guide the discussion, reviewing the role/tasks of the staff member in conjunction with the workplace risk assessment; agree and document appropriate adjustments to mitigate/reduce risk.</b></p> <p><b>Identify anything not agreed, and reasons for the decision.</b></p>			
<p><b>Wellbeing: any home/work circumstances which may impact or influence the individual's risk threshold. Identify further support including referral to Occupational Health, Care First, Trust Wellbeing resources. Ensure staff are familiar with</b></p> <ul style="list-style-type: none"> <li>• Local infection control and PPE arrangements</li> <li>• Social distancing: during work and breaks</li> <li>• Arrangements for reporting illness, including symptoms of COVID-19 infection</li> <li>• COVID-19 swab testing for self/family members</li> <li>• Any recent changes in practice, policies and adaptations to work environment</li> </ul>			
<b>Sign off and each retain copy</b>	<b>Employee:</b>	<b>Manager:</b>	