

COVID-19 Risk Assessment for BAME, Vulnerable and Pregnant Staff and Staff returning to work following shielding

The aim of this risk assessment is to ensure staff who are more vulnerable to COVID-19 and/or who are returning to work following shielding, are, as far as reasonably practicable, protected against exposure to the virus in the workplace.

- It is important to highlight that every attempt should be made for staff who have been shielding identified in the very high-risk groups to work from home.
- For staff identified as being in medium risk, exposure to the virus should be reduced as far as reasonably practicable.
- For staff from a BAME background and aged over 55 years old or with underlying health conditions, exposure to the virus should be reduced as low as possible.

The Chief Medical Officer for Northern Ireland has updated guidance for those who are shielding during COVID as a result of underlying health condition. This means that from 1st August 2020 staff will not have to shield so their return to work must be risk assessed.

❖ Who should complete the risk assessment?

The line manager can undertake the risk assessment in conjunction with the staff member.

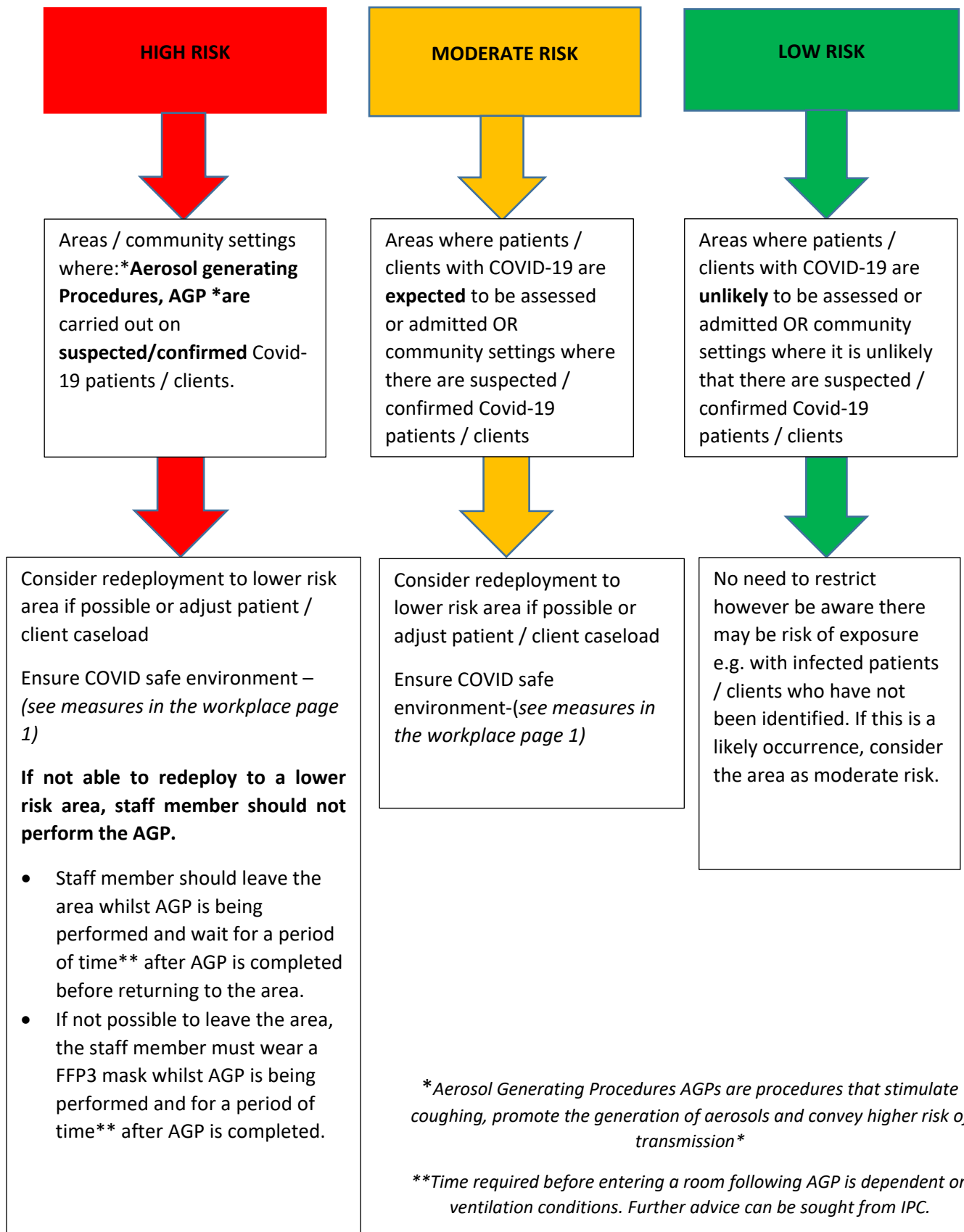
❖ When should the risk assessment be carried out?

The risk assessment should be carried out as soon as a member of staff has been identified as more vulnerable to COVID-19 or prior to an individual returning to work and thereafter regularly updated. As shielding is ending on 31st July 2020, this should be undertaken as soon as possible and BEFORE staff return to work.

❖ What measures in the workplace can ensure COVID- safety and assist vulnerable staff in patient/ client-facing roles?

- Consider non-patient / client facing roles
- Consider adjustments in start/finish/break times to avoid busy times if required to use public transport
- Consider adjusting case load
- Consider providing surgical masks for all interactions with patients/clients/public/staff or specimens
- Where practicable, limit duration of close interaction with patients / clients (e.g. prepare as much as possible in advance away from patients/clients).
- Where practicable, maintain distance of 2m from the patient/client
- Where practicable, consider asking patients /clients to wear masks for staff member's interactions.
- Where practicable and for home visits, request that only one patient is in a room.
- Consider pregnant women >28 weeks gestation to work in 'green' zones
- Any other measures?

How do I identify areas in the workplace and community settings which have high/low likelihood of COVID-19 exposures?



CONFIDENTIAL RISK ASSESSMENT TOOL FOR STAFF DURING COVID-19

Guidance Notes for completion of risk assessment tool:

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 health conditions.
3. The Risk Assessment must be completed by a Line Manager, and co-signed by the member of staff.
4. HR / Occupational Health support is available for managers to contact to assist with completion of risk assessment tool and for advice on supporting staff to return to work.
5. For staff members who are pregnant, managers should note that the normal H&S risk assessment for new and expectant mothers should also still be completed.
6. Please also refer to the latest NI advice on shielding.
<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-pausing-shielding-extremely-vulnerable-people>

GENERAL INFORMATION:			
Staff Member Name:		Job Title:	
Line Manager Name:		Line Manager Job Title:	
Work Location / Ward / Area / Community Setting:		Working hours:	
Date of Assessment:	/ /2020	Has the member of staff been shielding?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Review Date:	/ /		
Is staff member: <ul style="list-style-type: none"> BAME with underlying health condition and/or 55 years plus >28 weeks gestation Aged 70+ Reporting underlying moderate or high risk medical condition? 	<input type="checkbox"/>	What is the level of risk for COVID-19 exposure in the workplace?	High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/>
Comments on above:			

Is staff member: <ul style="list-style-type: none"> • BAME without underlying moderate or high risk health condition and/or aged under 55 years • <28 weeks gestation? 	<input type="checkbox"/>	What is the level of risk for COVID-19 exposure in the workplace?	High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/>
Comments on above:			
If pregnant - details of the pregnancy <ul style="list-style-type: none"> ❖ Stage of pregnancy - <28 weeks or >28 weeks gestation ❖ Is it multiple pregnancy? ❖ From BAME community? ❖ It is a higher risk pregnancy due to underlying health conditions? 			
Is staff member trained to use PPE?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comments:		
Is staff member confident and competent in using appropriate PPE?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comments:		
Has staff member been fit tested?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comments:		
What concerns does the staff member have about being in the workplace or returning to work?	Comments:		

<p>Does the staff member require any support to maintain their health and wellbeing?</p> <p>(Ensure Trust and other information on staff support for psychological wellbeing is shared with the staff member)</p>	<p>Comments and any agreed actions:</p>
<p>AGREED ACTION PLAN</p>	
<p>Interventions:</p>	<p>Comment where applicable and note agreed actions:</p>
<p>Can the work be done from home, and does the staff member have access to all necessary equipment / wifi?</p>	
<p>In the community setting, if applicable, can the caseload be adjusted to minimise the risk of exposure to confirmed or suspected cases of Covid-19?</p>	
<p>Can 2 metres distance be maintained in the workplace from patients/clients / others? Refer to workplace risk assessment.</p>	
<p>Can duration of close interaction with the patient/client be limited? (e.g. prepare everything in advance away from the patient /client)</p>	
<p>Could patient / client be asked to wear a mask when staff member is interacting with them?</p>	
<p>Could only the patient/client be asked to be in attendance for home visits / outreach, where possible?</p>	
<p>Could surgical masks for staff member be provided to use for all interactions with patients / clients/ public / staff and / or specimens?</p>	
<p>Can the area be left when an AGP is undertaken on suspected / confirmed COVID patients/clients and for the necessary period of time afterwards**?</p>	
<p>Can staff member wear FFP3 mask in the area where AGP is undertaken on suspected / confirmed COVID patient/clients and for the necessary period of time afterwards**?</p>	

Can staff member's start and finish time, if using public transport, be changed to avoid rush hour? Can break times be staggered to avoid busy times / queues?	
Is redeployment to a lower risk area possible within your wider team?	
Any other interventions / adjustments?	

ASSESSMENT

<i>Please tick appropriate box:</i>		<i>Monitoring / further action:</i>
Actions agreed above reduce the risk to the staff member	<input type="checkbox"/>	Line manager to keep under review and monitor. Staff member can return to work.
Actions agreed above do not fully reduce the risk to the staff member and some concerns remain	<input type="checkbox"/>	Contact your aligned HR support for further advice and support.

ADDITIONAL NOTES

<p>Please add any additional notes as appropriate after discussion with your aligned HR support contact.</p>
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Staff member name:		Staff member signature:	
		Date:	
Line manager name:		Line manager signature:	
		Date:	

Following completion provide staff member with a copy of this risk assessment and file in their personal file. It is the manager's responsibility to keep this under review. If on completion of the risk assessment, the staff member wishes to continue working in a moderate risk area despite vulnerability, this should be documented in the risk assessment. Managers should be aware that this risk assessment contains personal / sensitive information, and therefore should be stored securely to maintain confidentiality.