

COVID 19: Individual Risk Assessment for Potentially Vulnerable Employees working outside of their home environment

2 December 2020

This Risk Assessment should be completed for staff who will be working outside of their own home environment and are:

a) considered clinically extremely vulnerable who have previously been advised (by their clinician or through a letter from the NHS) to follow shielding measures or employees living with those who are being shielded, can now return to work if the workplace is COVID – secure, but they should be supported, where possible, to work from home.

Advice for those who are extremely clinically vulnerable can be found in here [guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](#)

b) considered clinically vulnerable to Covid 19 (including employees who are over 70) [staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing clinically-vulnerable-people](#)
A Pregnancy Risk Assessment should also be completed for employees who are pregnant.

c) from a Black Asian or Minority Ethnic origin (BAME)

Managers should be aware that this is a constantly changing environment and the current guidance should be referred to when completing the risk assessment.

PART 1 (to be completed by the employee) COVID 19 – Staff Questionnaire

The purpose of these questions is to assess our risks within your current role with the current risk of Coronavirus (Covid-19). If your response to any of these questions is YES, and you want to return to work a risk assessment will be completed to ensure it is safe for you to do so.

Name:		Assessment date:	
Age:		Gender:	
Job Title:		Team:	
Service Area:		Line Manager:	

Questions	YES	NO
Were you considered extremely clinically vulnerable and have previously been advised to follow shielding measures? Clinically extremely vulnerable people may include:		
Solid organ transplant recipients		
People with specific cancers		
People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)		
People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell)		
people on immunosuppression therapies sufficient to significantly increase risk of infection		
Women who are pregnant with significant heart disease, congenital or acquired		
Other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions		

Do you have any of the following medical conditions that are listed in 'Clinically Vulnerable Category' (includes the following conditions) :	Yes	No
Aged 70 or older (regardless of medical conditions)		
Under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds)		
Chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis		
Chronic heart disease, such as heart failure;		
Chronic kidney disease;		
Chronic liver disease, such as hepatitis;		
Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy;		
Diabetes;		
A weakened immune system as the result of conditions such or medicines you are taking (such as steroid tablets)		
Being seriously overweight (a body mass index (BMI) of 40 or more		
Pregnant women		
Are you a BAME member of staff?		
If you are a BAME member of staff are you over 55 and/or male?		
Do you work in a front line role?		

Part 2 (to be completed by the manager with the employee) Risk Assessment

Completing the risk assessment		
This should be completed for any employee that has indicated they meet a criteria in the clinically vulnerable category or they are BAME – the aim is to reduce the exposure as much as practicable.		
1. This can be undertaken by line manager or supervisor, involving the member of staff 2. If needed, support can be sought from HR, Occupational Health or H&S - email hrhelpdesk@telford.gov.uk 3. Consider actions to minimise risk, record risk assessment and review if needed		
Workforce (Staff) tick to identify those individuals with potentially increased vulnerability due to health conditions, age, pregnancy, and BAME background risk factors		
	Female BAME under 55, and not clinically vulnerable	Low Risk -Staff can attend workplace provided workplace risk assessments are in place
	Male BAME of any age, or female BAME over 55	Low - Moderate Risk - Staff can attend workplace provided appropriate workplace hygiene measures, social distancing (2m rule) are operationally feasible/can be reliably implemented and staff are practising hygiene precautions. Workplace to meet the COVID secure guidelines
	Staff in the clinically vulnerable category	
	Staff in the clinically extremely vulnerable category	Moderate Risk - you can go to work if you workplace is COVID Secure (As above) but should carry on working from home wherever possible
Workplace /setting – tick to identify employee's workplace/setting/task		
	Office based Community based Educational Setting	Low risk - No need to restrict. Staff are practising hygiene and social distancing precautions. Complete action plan. Monitor and review
	Care Provision Direct contact/ hand contact Personal/Medical care	Low - Moderate risk - Consider Lower risk setting if possible. Where social distancing is not possible, but COVID 19 transmission can be reduced by diligent hand and workplace hygiene and adequate PPE. Complete action plan. Monitor and review
PPE – This section only applies where PPE is recommended for job role or risk control measure.		
	Staff member is trained to use appropriate PPE	Where PPE is needed but all boxes cannot be ticked the staff member should move to a lower risk
	Staff member is confident and competent in using appropriate PPE.	
	Appropriate PPE is available at all times	
AGREED ACTION PLAN: (Please tick those that have been agreed)		
	1. Limit duration of close interaction with customer (e.g. prepare everything in advance away from customer)	
	2. If possible maintain >2m distance from the customer. Is social distancing achievable?	
	3. Access to necessary hygiene measures, hand wash facilities, hand sanitiser, clean working environment	
	4. Asking that only customer is in attendance for home visits/outreach where possible	
	5. Restrict interaction with symptomatic customer.	
	6. Provide appropriate face mask for staff member for all interactions with customers	
	7. Avoidance of public transport is recommended. Can public transport / rush hour can be avoided through adjustments to work hours	
	8. Redeployment to lower risk area	
	9. Remote working if the staff member is enabled (staff member does have access to equipment and Wi-Fi or access has been requested from IT)	
	10. Referral to Occupational Health for guidance, if there is any uncertainty as to whether there is a clinical condition which meets the current definition of clinically vulnerable.	
	11. Others, please specify.	
Next Review date:		
Managers Name and Signature:		
Employees Name and Signature:		
Once completed provide a copy to the staff member and file in their personal file. It is the manager's responsibility to keep this under review. If you need advice please email HRhelpdesk@telford.gov.uk with your relevant query and contact details for you and member of staff in subject please use "COVID Staff Risk Assessment"		
Potential work-related concerns/questions to aid any discussions		
General Questions		
Does the individual have any concerns about working in a public/client facing role		
Are there any cultural factors that may need to be taken into account?		
Does the individual either assert or display increased anxiety, stress or fear?		
Are there any external pressures that are impacting on the individual (i.e. family/financial pressures)		

Resources
Does the individual have appropriate PPE to undertake their role? Do they know they know how to use that PPE effectively?
Is there further training /information that the individual requires to support them at this time?
Can adjustments be made to any on site working so as to ensure social distancing?
Will the individual have access to hand washing facilities whilst undertaking their role/place of work?
Support
Does the individual need additional support in the way he/she carries out their role?
Does the individual want to access the Council health and wellbeing and mental health support? Are they aware of the Employee Assistance Programme (EAP)?
Communication
As a manager is the level of communication appropriate, one-to-one meetings etc?
Is there a need for a discussion with Occupational Health Advisor re a medical condition or concern?
Other stressors
Does the individual have other issues that might be affecting their work?