Health Vulnerability Risk Assessment – Educational Settings

*Colleagues in the increased risk group Covid-19*

It is the line manager’s responsibility to complete a risk assessment of staff who fall into the increased and higher risk categories as set out by Public Health England (PHE) and NHS England/Improvement.

This assessment aims to reduce the overall risk of the vulnerable individuals contracting the virus to as low as reasonably practical. If a vulnerable individual contracts the virus, the effectiveness of the clinical measures needed to reduce the adverse health consequences may be impacted by their vulnerability.

This form has been developed to support managers with this assessment, but it must be completed in conjunction with the latest guidance from Public Health England/NHS.

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| **Useful Links** | |
| [Clinically Extremely Vulnerable](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/if-youre-at-very-high-risk-from-coronavirus/) (high risk – shielding) | The Government is currently advising people to shield until 30 June 2020 and is regularly monitoring this position. If this guidance changes, you should review each health vulnerability risk assessment.  <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>  <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/if-youre-at-very-high-risk-from-coronavirus/>  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> |
| [Clinically Vulnerable](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/if-youre-at-very-high-risk-from-coronavirus/) (moderate risk) e.g. over 70, pregnant, diabetes etc and BME individuals1 (if not shielding) | <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>  <https://www.nhs.uk/conditions/coronavirus-covid-19/staying-at-home-to-avoid-getting-coronavirus/staying-at-home-and-away-from-other-people/> |
| Pregnancy guidance for employers | <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/>  <https://www.rcog.org.uk/globalassets/documents/guidelines/2020-04-21-occupational-health-advice-for-employers-and-pregnant-women.pdf> |
| Caring/Living with Shielding | <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/if-you-live-with-someone-at-very-high-risk-from-coronavirus/>  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#living-with-other-people> |

**Main Risks** – Exposure to Covid-19, impact on current heath condition, mental wellbeing.

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| **General Information** | | | | |
| Name(s) |  | | Job Title: |  |
| Line Manager: |  | | Manager’s job title: |  |
| Team/Service: |  | | Working hours |  |
| Date of assessment: |  | | Review Date2: |  |
| Risk categories | *Please tick appropriate box(es)* | **** | Detail health conditions/situation of individual & any advice provided by their GP. | |
| Clinically **extremely** vulnerable (high risk) - shielding |  | *If shielding, copy of letter given to line manager?* | |
| **Clinically Vulnerable** (moderate risk) – over 70 or  underlying health condition as per PHE list and/or BME who >55 or have vulnerable (moderate risk) health condition. |  |
| **Pregnant** |  |
| Third Trimester?  (28 weeks) |
| Other specific concerns e.g. caring/living in a household with shielding individual |  |

Key:

1. Emerging evidence shows that black and minority ethnic (BME) communities are disproportionately affected by COVID-19. Line managers who have BME staff that are age >55 or has other vulnerability (e.g. health conditions in high or moderate risk groups) should aim to reduce the exposure to the lowest possible degree. BME staff who are shielding, like any individual, should only work from home.   
   No formal guidance has been produced in relation to COVID-19 and BME staff. Useful example from NHS Employers’ vulnerable risk assessment: <https://www.guysandstthomas.nhs.uk/resources/coronavirus/occupational-health/risk-assessment-matrix-vulnerable-staff-COVID19.pdf>
2. Risk assessments should be reviewed when guidance around the vulnerable risk groups changes.

Any text in *grey/italic* is simply an example to help assist line-managers. You should complete the columns in line with the case of the vulnerable staff member.

| **Mitigation of risk** | | |
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| **Risk Factor** | **Current Position** | **Additional action to reduce risk (mitigation)** |
| Are any adjustments already in place for this member of staff? | *Example: Employee is currently working from home.* | *NFA if working from home 100%* |
| Has advice been sought from Occupational Health or Individual’s GP (where appropriate)? | *Example: Employee has had no conversation with GP (not necessary due to their condition) and therefore has been following government advice.* | Further action to be carried out:  *E.g. line manager to refer individual to occupational health if service is available to the school* |
| Have any other risk assessments been carried out with this member of staff (e.g. stress risk assessment/pregnancy risk assessment) | YES / NO | If no, do you need to carry out a risk assessment on non-COVID risks for this individual?  (Note: [You do if they are pregnant](https://intranet.reading.gov.uk/manual/maternity-scheme/assessments)). |
| If yes, detail controls in the other risk assessments:  *Example: Employee is pregnant. Risk assessment carried out for non-COVID risks.* |
| Is it necessary for this member of staff to work in the school? | YES / NO | **Further actions to mitigate risk further if working in school:**   * *Where possible, the vulnerable person should not attend physical meetings (should connect remotely) or host external visitors whilst working in the school to reduce potential contact.* * *Vulnerable staff members will be given priority parking to avoid using public transport.* * *Vulnerable person should not car share.* |
| * ***Those who are high-risk/shielding (or live in a household with a person shielding) should not work in the school.*** * ***Where possible, vulnerable people (moderate risk) should work from home as much as possible and only visit the school when it is the last resort.***   **If vulnerable person (moderate risk) works in the school, the following controls should be in place**   * **Take extra care in observing social distancing** * **Work from home where possible** * **Support remote education; carry out lesson planning or other roles which can be done from home** * **Offered the safest available on-site roles** * **Risk assess if they are within 2 metres of other people** * *Social distancing measures implemented throughout the building covering: entrance/exit, movement around buildings, workspaces and rest areas.* * *Signage/floor stickers in place to ensure 2m distancing is maintained by all staff members.* * *Hand hygiene advice reiterated to vulnerable individual.* * *Advised staff member to wear a face covering if travelling on public transport to work. If possible, find alternative ways of commuting to work (rather than public transport) e.g. driving/cycling/walking.* |
| Is it necessary for this member of staff to work around the borough e.g. facilities management or conducting welfare checks on pupils who are at home. | YES / NO | **Further actions to mitigate risk further if working in school:**   * *Vulnerable staff members will be given priority parking to avoid using public transport.* * *Vulnerable person should not car share.* * *Vulnerable person should not visit households that are self-isolating/symptomatic where possible.* |
| * No individuals shielding or within a household of a person who is shielding should carry out visits/work around the borough. Alternative ways of working (working from home only) should be explored by their manager. * Where necessary, managers should look into other ways of working so that vulnerable i.e. moderate risk/not shielding. individuals work from home as much as possible (or the school, if only is necessary). If visits need to be carried out by the vulnerable person (who are not shielding), further control measures need to be in place.   *If yes, what type of people will they be visiting?*   * *Non-symptomatic public* * *Symptomatic persons (but no direct care)* * *Symptomatic persons (direct care)* |
| Is this staff member required to travel to carry out their role? | YES / NO | *Managers should look at reducing the distance of travelling visiting carried out (to prevent using public transport) e.g. carrying out visits in walking distance to their homes.* |
| *What controls will be in place? Public transport should be the last resort.* |
| Other considerations as part of the individual’s role e.g. first aider. | *Further comments?* | *Any special measures to be in place?* |

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| **Assessment** | | | | |
| *Please tick appropriate box:* | | **** | Monitoring / further action: | |
| Actions agreed as detailed above reduce the risks to the staff member | |  | Date agreed to review action: | |
| Actions agreed as detailed above do not fully reduce the risks to the staff member/ some concerns remain. | |  |  | |
| **Additional Notes** | | | | |
| *Please add any additional notes as appropriate / following discussion with HR Advisor:*  *Line managers should conduct a thorough, sensitive and comprehensive conversation with staff. They should identify any existing underlying health conditions or risk factors that increase the risk for the staff member in undertaking the role identified. The conversation should be an ongoing basis (complete review date above) and consider staff member feelings re: safety and mental health and wellbeing. Where required/ identified managers will seek occupational health and/or HR advice.* | | | | |
| **Individual’s signature** |  | | | |
| **Print Name** |  | | **Date signed** |  |
| **Manager’s  signature** |  | | | |
| **Print Name** |  | | **Date signed** |  |

*Electronic signature is accepted. Send this risk assessment (PDF format) to your HR adviser and the employee.*