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 ) | On 4th January 2021, the UK entered a National Lockdown. Over this period, we are advising the clinically extremely vulnerable to work from home. If you cannot work from home, you are advised not to go to work. You must speak with your manager immediately.. We are advising clinically extremely vulnerable people to stay at home as much as possible, except to go outdoors for exercise or to attend health appointments. You may wish to meet up with one other person from outside your household or support bubble, for example, to exercise in an outdoor public place, but we suggest that you always try to do so as safely as possible.The updated Government guidance on shielding is available here;  [National lockdown: Stay at Home - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/national-lockdown-stay-at-home)  <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>  **Shielding advice for the clinically extremely vulnerable to stop from April 21**  In line with the government’s [COVID-19 Response - Spring 2021](https://www.gov.uk/government/publications/covid-19-response-spring-2021) those on the shielded patient list can begin to follow the national restrictions alongside the rest of the population, but are still advised to take extra precautions to keep themselves safe from COVID-19.  Letters to patients with updated guidance have been sentout advising of the practical steps people can follow to reduce their risk of catching the virus, including continuing to maintain strict social distancing and to keep their overall social contacts at low levels, such as working from home where possible.  Staff should continue to work from home where possible. However if they cannot work from home, a Health Vulnerability Risk assessment must be undertaken to determine if additional control measures are required, above the normal workplace measures. If staff have any concerns in respect of this information they should raise it with their line manager in the first instance. |
| [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 clinically extremely vulnerable ) | <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/>  Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the [guidance for pregnant employees](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees).  Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on [workplace risk assessment for vulnerable people](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm).  Information contained in the [Royal College of Obstetricians and Gynaecologists and the Royal College of Midwives guidance on coronavirus (COVID-19)](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy) in pregnancy should be used as the basis for a risk assessment.  Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.  Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus (COVID-19) at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). Refer to COP 038 D & E  As of 23.4.21 Pregnant women should be offered a vaccination along with their age or risk group. Pfizer or Moderna are the preferred vaccine for women of any age. If they have already had the first does of a different vaccine they should continue with the same vaccine: <https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding> |
| Caring/Living with someone at very high risk from coronavirus | <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) may include:   * *Solid organ transplant recipients* * *Individuals with specific cancers:* * *Individuals with cancer who are undergoing active chemotherapy* * *Individuals with lung cancer who are undergoing radical radiotherapy* * *Individuals with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment* * *Individuals having immunotherapy or other continuing antibody treatments for cancer* * *Individuals having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors* * *Individuals who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs* * *Individuals with severe respiratory conditions including cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)* * *Individuals with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell)* * *Individuals on immunosuppression therapies sufficient to significantly increase risk of infection* * *adults with Down’s syndrome* * *adults on dialysis or with chronic kidney disease (stage 5)* * *Women who are pregnant with significant heart disease, congenital or acquired* * *Other individuals 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* |  |  | |
| **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 clinically extremely vulnerable individual |  |

Key:

1. Emerging evidence shows that black and minority ethnic (BAME) communities are disproportionately affected by COVID-19. Line managers who have BAME staff that are aged >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. BAME staff who are clinically extremely vulnerable , like any individual If your role involves visiting client’s homes and interacting with members of the public, your manager will explore options with you such as carrying out alternative duties on a temporary basis, or you may have been furloughed.  
   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 should work from home. If you cannot work from home your manager will explore options with you such as carrying out alternative duties on a temporary basis, or you may have been furloughed.*** * ***If your role involves visiting client’s homes and interacting with members of the public, your manager will explore options with you such as carrying out alternative duties on a temporary basis, or you may have been furloughed*** * ***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.*** * ***Those who are caring/living with an individual who is clinically extremely vulnerable should be seen as a ‘moderate risk’ group – even if the staff member does not have any health conditions themselves. They are permitted to work away from home but further considerations should be made by their manager.***   **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** * *Reduce the amount of time this individual works in the school /around the borough/number of journeys they make to the office.* * *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.* |
| * Clinically extremely vulnerable individuals;   If your role involves visiting client’s homes and interacting with members of the public, your manager will explore options with you such as carrying out alternative duties on a temporary basis, or you may have been furloughed.   * Where necessary, managers should look into other ways of working so that vulnerable i.e. moderate risk/ not clinically extremely vulnerable . 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 clinically extremely vulnerable), 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.*

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| Version | Date Change | Changed by | Items |
| 5 | 14.1.21 | G.Watson – H&S Adviser | Page 2 – Useful links changed Tier 4 to National Lockdown and added link.  Page 3 - Added additional advice for pregnant staff |
| 6 | 24.03.21 | G.Watson – H&S Adviser | Updated information to reflect shielding advice ending on 1st April 2021 |