

## COVID-19 Risk Assessment for staff who are 'Clinically Extremely Vulnerable' (CEV), or who are 'Vulnerable' Pregnant, from a BAME community, or who are over 70 years old

The aim of this risk assessment is to ensure that **staff who are likely to be more significantly affected by COVID-19** are able to remain in the work place (or return to the workplace) as far as reasonably practicable, whilst being appropriately protected against exposure to the virus in the workplace.

- It is important to highlight that previous **advice issued to those identified as Clinically Extremely Vulnerable has changed. From 12 April 2021, staff who remained at home and unable to work from home can now return to work place provided a HSCNI COVID Risk Assessment has been completed and appropriate actions have been taken to ensure their safety including safe travel to work which allows for social distancing.**
- **Pregnant women >28 weeks gestation** should continue to work from home but they can choose to remain in work in a covid secure area. This requires a covid-19 risk assessment and a 'new and expectant mother's risk assessment'.
- **For staff identified in the 'Vulnerable' group** (see link below), i.e. not those staff who have conditions that are outlined in the Clinically Extremely Vulnerable group, exposure to the virus should be reduced as far as reasonably practicable, but staff in this group can remain in work with the appropriate risk assessment completion.
- **For staff from a BAME background and aged over 55 years old, or with underlying health conditions, or for staff who are over 70 years old**, exposure to the virus should be reduced as low as possible.
- The most up to date definitions and advice for Clinically Extremely Vulnerable and Vulnerable can be found at <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-definitions-clinically-extremely-vulnerable-and-vulnerable#toc->  
[https://www.nidirect.gov.uk/articles/coronavirus-covid-19-guidance-clinically-extremely-vulnerable-and-vulnerable-people.](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-guidance-clinically-extremely-vulnerable-and-vulnerable-people)

### ❖ Who should complete the risk assessment?

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

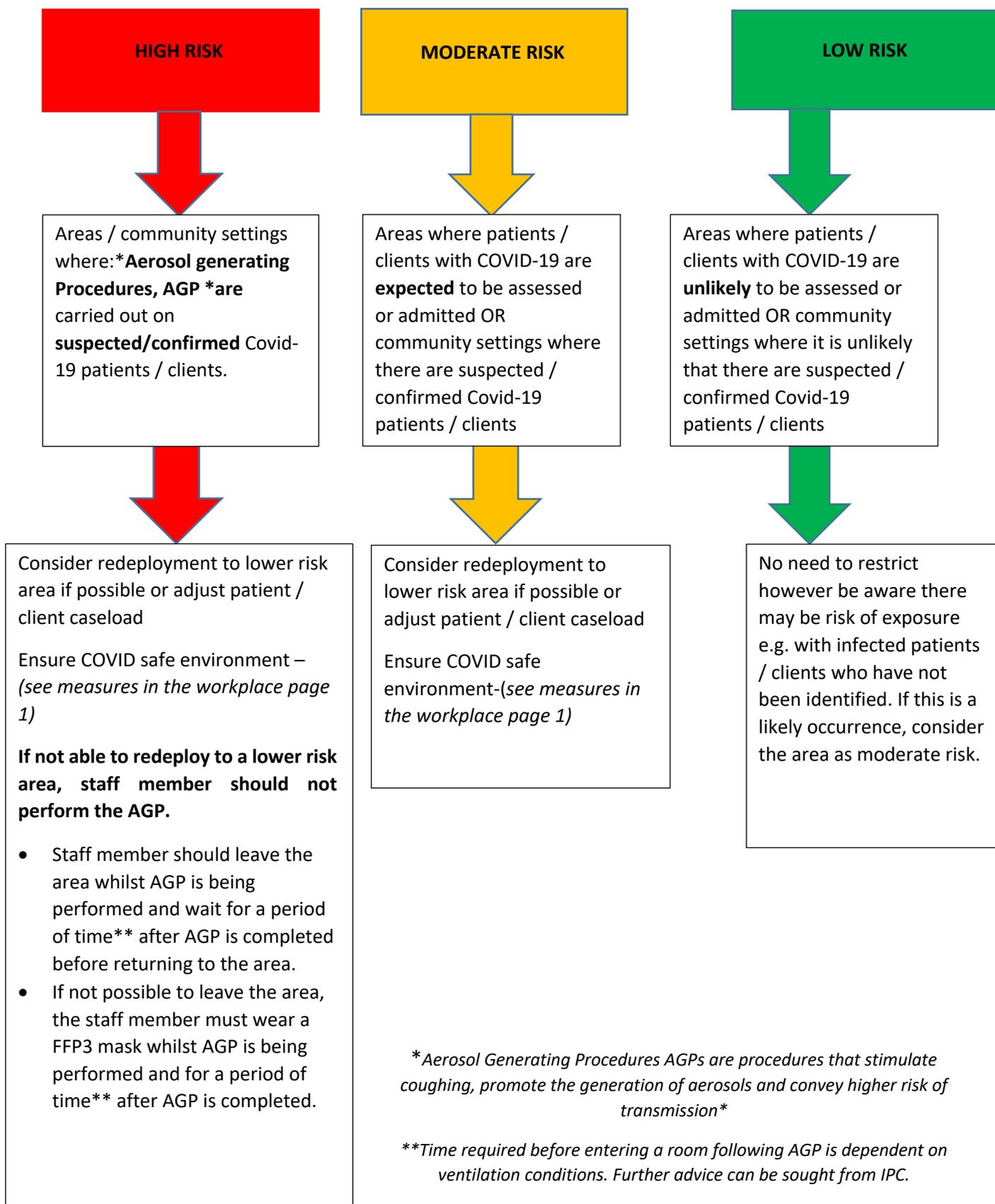
### ❖ When should the risk assessment be carried out?

The risk assessment must be carried out as soon as a member of staff has been identified as Clinically Extremely vulnerable (or one of the other groups outlined above) to COVID-19. The risk assessment must also be carried out prior to an individual from one of these groups returning to work / choosing to remain in work and thereafter it should be regularly reviewed in line with changing guidance.

### ❖ 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.
- 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. Both HR (HRBPs) and the OH helpline are available for managers if required for complex cases
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 CEV & Vulnerable staff.  
<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-definitions-clinically-extremely-vulnerable-and-vulnerable#toc-0>

GENERAL INFORMATION:			
<b>Staff Member Name:</b>		<b>Job Title:</b>	
<b>Line Manager Name:</b>		<b>Line Manager Job Title:</b>	
<b>Work Location / Ward / Area / Community Setting:</b>		<b>Working hours:</b>	
<b>Date of Assessment:</b>	/ /2021	<b>Was the member of staff previously shielding under previous shielding definition?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Review Date:</b>	/ /		
<b>Is staff member:</b> <ul style="list-style-type: none"> <li>• In the 'Clinically Extremely Vulnerable' Group of staff (CEV)?</li> </ul> <input type="checkbox"/>		<b>What is the level of risk for COVID-19 exposure in the workplace?</b>	<b>High</b> <input type="checkbox"/> <b>Moderate</b> <input type="checkbox"/> <b>Low</b> <input type="checkbox"/>
<b>Comments on above:</b> <i>Staff member is advised to work from home. However Staff member can choose to remain in work and conversation should note how level of risk could / will be mitigated.</i>			

<ul style="list-style-type: none"> <li>• In the 'Vulnerable' group of staff?</li> <li>• BAME with underlying health condition and/or 55 years plus</li> <li>• Pregnant &gt;28 weeks gestation</li> <li>• Aged 70+</li> <li>• Reporting another medical condition?</li> </ul>	<input type="checkbox"/>	<b>What is the level of risk for COVID-19 exposure in the workplace?</b>	High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/>
<b>Comments on above:</b> <i>Staff member can continue in work, with appropriate mitigating actions outlined</i>			
<b>If pregnant - details of the pregnancy</b> <ul style="list-style-type: none"> <li>❖ Stage of pregnancy - &lt;28 weeks or &gt;28 weeks gestation</li> <li>❖ Is it multiple pregnancy?</li> <li>❖ From BAME community?</li> <li>❖ It is a higher risk pregnancy due to underlying health conditions?</li> </ul>			
<b>Is staff member trained to use PPE?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comments:		
<b>Is staff member confident and competent in using appropriate PPE?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comments:		
<b>Has staff member been fit tested?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comments:		
<b>Has staff member had the COVID-19 Vaccination?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:		
<b>Does the staff member have concerns about remaining in the workplace / returning to work?</b>	Comments:		

<p><b>Does the staff member require any support to maintain their health and wellbeing?</b></p> <p><b>(Ensure Trust and other information on staff support for psychological wellbeing is shared with the staff member)</b></p>	<p>Comments and any agreed actions:</p>
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**AGREED ACTION PLAN**

<b>Interventions:</b>	<b>Comment where applicable and note agreed actions:</b>
<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>	

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**?	
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>
<b>Actions agreed above reduce the risk to the staff member</b>	<input type="checkbox"/>	<b>Line manager to keep under review and monitor. Staff member can return to work.</b>
<b>Actions agreed above do not fully reduce the risk to the staff member and some concerns remain</b>	<input type="checkbox"/>	<b>Contact your aligned HR support for further advice and support.</b>

### ADDITIONAL NOTES

<b>Please add any additional notes as appropriate after discussion with your aligned HR support contact.</b>

<b>Staff member name:</b>		<b>Staff member signature:</b>	
		<b>Date:</b>	
<b>Line manager name:</b>		<b>Line manager signature:</b>	
		<b>Date:</b>	

*\*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.\**