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|  cid:image003.png@01D3A199.29C98FE0**Safety, Health and Wellbeing Risk Management** Guidance Notes for vulnerable person’s risk assessment working on front line -COVID-19  Version 0.1 *Guidance notes should be read and used alongside the risk assessment which has been designed to support employees working on front line services who may have a higher risk of exposure to the COVID-19 virus infection.*  May 2020

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| Document History |  |  |
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**Scope**

The risk assessment template has been developed to support employees working on front line services who may have a higher risk of exposure to the COVID-19 virus infection. It proactively supports colleagues from protected groups including BAME, age, gender and disability. You don’t have to complete a risk assessment, but are encouraged to do so. You should only give information you’re comfortable to share that relates to your role and workplace. Your manager’s role is to discuss the outcomes from the risk assessment with you and provide support and guidance to ensure that you are kept safe whilst at work. It should be a collaborative process that you lead.

**Approach**

The aim of this document is to provide a pragmatic and proportionate way in which managers and vulnerable employees can work together to determine the level of risk and protect each individual working in front line services to the exposure of COVID-19 virus and risk of serious illness.

The methodology which is qualitative has drawn from a range of sources across government, PHE and the NHS to develop a process that supports Bristol City Council.

This document is separate from the Health and Wellbeing Plan and only deals with the COVID-19 virus infection for individual staff that is required to work in front line services.

**Level of risk**

The government have revised the level of risk for people who may be at higher risk into two categories.

* High risk – clinically extremely vulnerable ( called shielding)
* Moderate risk – clinically vulnerable

***Clinically extremely vulnerable***

Clinically extremely vulnerable people are those people who have specific underlying health conditions that make them extremely vulnerable to severe illness if they contract COVID-19. This group of people should have received a letter from the NHS telling them they are in this group, and should already be shielding themselves from contact with other people, and therefore will not be working in front line roles. If this assessment identifies any person who should be shielding they must be removed from delivering front line services.

***Clinically vulnerable***

Clinically vulnerable people are people who are at a moderate risk because of their protected group status and health condition to severe illness if they contract COVID-19. Any person who is at moderate risk will need to consider their current area of front line work to determine whether it is appropriate. Because of their vulnerability these groups of people must stay at home as much as possible, they must always be able to follow the social distancing government advice.

**Identifying protected groups with health conditions.**

Protected groups may haveadditional or higher vulnerability to getting a severe illness from coronavirus. In identifying which protected group an employee belongs to will provide the individual with better protection and the manager with a greater understanding of the risks.

If you have identified as being in a relevant protected group and/or fall within one of the health categories you are encouraged to complete the risk assessment. This will help determine the level of risk from a single health condition and/or disease or a combination of health conditions and or diseases.

Where a person is over the age of 70 irrespective of any health condition they are considered to be at moderate risk to getting a severe illness from coronavirus. A pregnant worker after 28 weeks gestation is considered to be at high risk to getting a severe illness from coronavirus.

By understanding the levels of risk you and your manager will be better able to put in place the right controls and responses for managing COVID-19 whilst you are at work.

**Risk Controls**

Ensuring the right controls are in place for front line workers who have been identified as being at moderate risk is very important. It will require a combination of looking at the job, your protected group status, your health condition and assessing the level of risk for the environment that you work in. The standard controls remain in place for the work that BCC staff undertakes. These are:

* Respiratory and cough hygiene – Catch it, Bin it, Kill it
* Social distancing – 2 metres
* Standard infection control – hand hygiene and cleaning of surfaces

Based on the overall assessment of risk the manager and employee must consider together whether it is appropriate for the employee to remain working in their current role. If this is a client facing role consideration should be given to additional PPE requirements and further advice may be provided by the HR, Health, Safety and Wellbeing Team and Trade Unions.

If it is considered **inappropriate following the overall level of risk** for the employee to stay in their current role based on the information assessed, where possible, aim to redeploy to an area of lower risk where contacts can be minimised and where social distancing can be undertaken. Consider any additional PPE requirements. Use the PPE risk assessment document.

If the employee is unable to undertake work from home within their current role/team/department/ then suitable roles/work may be identified in accordance with the COVID -19 redeployment process. Contact the HR COVID email to discuss individual details and redeployment requirements.

If based on information sources above, redeployment is not possible, discuss other suitable working arrangements e.g. working from home.

The risk assessment will need to be reviewed on a regular basis or where the situation changes including an employee changing their role.

**Risk Assessment Process**

1. Identify whether you fall into a protected group.
2. Identify what category of health condition you have.
3. Assess the level of risk to your health if you were to contract COVID-19 by using the health condition table. Table 1 Health conditions- provide risk categories by condition. It allows you to determine your vulnerability/risk in relation to underlying health problems or where you are over 70 or pregnant.
* Any person who is assessed as high risk is extremely clinically vulnerable and should already be shielding
* Any person who is assessed as a moderate risk will need to determine with their manager whether you current area of work is appropriate
* Any person who is assessed as low risk will require no further action as their current area of work is considered appropriate.
1. Evaluate the work environment and decide whether the existing controls and responses are in place for managing COVID-19 and record your findings

**Flow chart of Process**

**Examples of different scenarios of assessing the level of risk**

The following examples will help you when you are deciding on your level of risk using Table 1 – health conditions

**Weakened Immune System**

If you have a rare disease/s and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell) you will be at a **higher** risk of contracting a serious illness from the coronavirus disease and be classed as extremely clinically vulnerable. Those people who are extremely clinically vulnerable should already be shielding.

If you have well controlled HIV and aids you will be at a **moderate** risk of contracting a serious illness from the coronavirus disease.

If your HIV is not well controlled you will be at a **higher** risk of contracting a serious illness from the coronavirus disease and be classed as extremely clinically vulnerable. Those people who are extremely clinically vulnerable should already be shielding.

If your HIV is well controlled but with other significant risk factors (e.g. heart disease) you will be at a **higher** risk of contracting a serious illness from the coronavirus disease and should already be shielding.

**Respiratory Conditions**

If you have mild asthma that is well controlled will not be at any additional vulnerability and therefore the risk of contracting a serious risk from the coronavirus disease is **low.**

If you have asthma that requires high-dose inhaled steroids alongside additional controller treatments for your asthma, suffered 2 or more asthma exacerbations requiring oral steroids over the past year; and continue to experience frequent asthma symptoms requiring the use of your reliever medication, you will be at a **moderate** risk of contracting a serious illness from the coronavirus disease.

If you have severe asthma (hospital diagnosed in accordance with national guidelines) including those requiring biologic treatments, maintenance oral corticosteroids or other immunosuppressant’s you will be at a **higher** risk of contracting a serious illness from the coronavirus disease. You will be classed as extremely clinically vulnerable. Those people who are extremely clinically vulnerable should already be shielding.

**Pregnancy**

If you are pregnant workers (at any stage) with underlying health conditions you will be at a **higher** risk of contracting a serious illness from the coronavirus disease. You will be classed as extremely clinically vulnerable. Those people who are extremely clinically vulnerable should already be shielding. Pregnant Workers after 28 weeks gestation will be at higher risk and should already be shielding or preparing to shield at the point of 28 weeks.

 **Useful links**

<https://www.nhs.uk/conditions/coronavirus-covid-19/staying-at-home-to-avoid-getting-coronavirus/staying-at-home-and-away-from-other-people/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/>