

Schools HR

COVID-19 – individual health risk assessment process

The government has defined the Extremely Clinically Vulnerable (high risk) who must shield during the pandemic and Clinically Vulnerable (moderate risk) who should stay at home as much as possible and socially distance when not at home.

This risk assessment would not ordinarily be required if the worker who is “at risk” and would otherwise require a health assessment is working from home.

It will be required if their status changes or government guidance is updated and they are therefore required to return to on-site working.

This Risk Assessment can therefore be applied to any front-line worker or worker which would otherwise be required to work on-site who is;

- Extremely Clinically Vulnerable and has a shielding letter and must remain at home for the duration of the letter
- Any worker who lives with someone who has a shielding letter
- Any worker who meets the criteria of Clinically Vulnerable issued by the NHS
- Any worker who lives with someone who has been categorised as Clinically Vulnerable.

If a staff member lives in a household with someone who is **extremely clinically vulnerable**, as set out in the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#), it is advised they only attend work if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to work at home.

Emerging vulnerabilities

Emerging UK and International data indicate that people from Black, Asian and Minority Ethnic (BAME) backgrounds are being disproportionately affected by COVID-19.

Likewise, the data shows that gender, age, and weight may disproportionately affect outcomes too.

There may be some staff, while not considered to be clinically vulnerable according to national guidance, for whom these factors should be taken into account as part of an individual health risk assessment. Your School risk assessment will have adequately controlled risk for most individuals however there may be a small number of staff where this is not the case. In these circumstances it may be necessary to undertake a separate risk assessment with individual members of staff. As this will not necessarily be known to you staff should be informed to notify you if they have particular concerns.

Any risk assessment should be undertaken alongside the most recent Government guidance on working during COVID-19. As this guidance changes updated risk assessments may be necessary.

The Headteacher or line manager should undertake an initial assessment **with** the employee(s) of:

- The issues and potential risk factors and how mitigation can be enabled in the way in which the work is undertaken (Where the employee has a shielding letter, the options will be limited to the first two bullet points set out below). This includes;
 - Adjusting the work so it can be done from home
 - Reallocating the worker to work that can be done from home
 - Safe systems of work, social distancing (at work/home), hygiene measures and the use of appropriate personal protective equipment (PPE)
 - Any temporary or alternative working arrangements that can be put in place to enable the key elements of the job role to be done.

The form below has been developed to support Headteachers and line managers with this assessment. It should be completed in line with guidance issued. The link to the current government guidance is here:

<https://www.gov.uk/coronavirus>

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Health Risk Assessment: Exposure to Covid-19,

General Information					
Employee(s) Name(s)			Job Title(s)		
Headteacher/Line manager			Job title		
School / Area:			Working hours:		
Date of Assessment:			Review date		
Individuals underlying health condition category / other factors:	Please tick appropriate box:	<input checked="" type="checkbox"/>	Current post involves:	Please tick appropriate box:	<input checked="" type="checkbox"/>
	Notified as on 12 weeks Clinically Extremely Vulnerable (Shielding very high-risk group)	<input type="checkbox"/>		Providing a service which involves levels of face to face interactions with service users / members of the public within 2 meters.	<input type="checkbox"/>
	Clinically Vulnerable – pregnant, over 70 or underlying health condition as per PHE list and has supporting GP letter (moderate risk)	<input type="checkbox"/>		Providing a service which involves levels of face to face interactions with service users / members of the public with social distancing and controls in place	<input type="checkbox"/>
	In same household as someone who is Extremely Vulnerable and has shielding letter	<input type="checkbox"/>		Providing a service to colleagues (e.g. training)	<input type="checkbox"/>
	In same household as someone who is Clinically Vulnerable and has GP letter	<input type="checkbox"/>		Working with colleagues and not providing any direct face to face services to service users/members of the public without social distancing in place	<input type="checkbox"/>
	Emerging vulnerabilities not within clinically vulnerable categories: -	<input type="checkbox"/>		Working with colleagues and not providing any direct face to face services to service users/members of the public with social distancing in place	<input type="checkbox"/>
	BAME	<input type="checkbox"/>		Cleaning duties	<input type="checkbox"/>
	Age	<input type="checkbox"/>			<input type="checkbox"/>
	Weight	<input type="checkbox"/>			<input type="checkbox"/>
	Gender	<input type="checkbox"/>			<input type="checkbox"/>
	Pregnancy	<input type="checkbox"/>			<input type="checkbox"/>
	Other	<input type="checkbox"/>			<input type="checkbox"/>

What are you already doing?		
Aspects	Current Position	Additional action to reduce risk
If Shielding due to Extreme Vulnerability can they be reallocated to a home working role/undertake work from home?		
If living with an Extremely Clinically Vulnerable person can they be reallocated to home working role/undertake work from home?		
If Clinically Vulnerable can they work from home/be reallocated to home working. If not can strict socially distancing be applied.		
Can <i>this</i> work be done at home?		
Could <i>alternative</i> work be undertaken at home or elsewhere in the workplace?		
Can face to face interactions be limited and move to virtual working?		
If they can't, will they be able to work at 2m social distancing		
What arrangements are in place / will be put into place to ensure regular contact / wellbeing?		
Can work times be adjusted to reduce the use of public transport, especially at peak times.		
Can work times within the team be staggered to reduce group sizes?		
Can the layout of the workplace be adjusted to allow for 2-metre social distancing?		
Is Personal Protective Equipment readily available (including hand sanitiser for mobile working) where a need is identified?		
Are hand washing facilities available to enable regular hand washing with soap and running water, or, if running water is not		

What are you already doing?		
Aspects	Current Position	Additional action to reduce risk
available, hand sanitizer with at least 60% alcohol content is available		
Other considerations:		

Assessment		
<i>Please tick appropriate box:</i>	<input checked="" type="checkbox"/>	Monitoring / further action:
Actions agreed as detailed above reduce the risks to the employee(s)		Local manager to review and monitor.
Actions agreed as detailed above do not reduce the risks to the employee(s) and some concerns remain.		Consider whether referral for home working reallocation is appropriate Consider referral of employee to Occupational Health for further advice and support and consider if staff member should isolate pending that referral.

Additional notes		
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Please add any additional notes as appropriate

Employee(s) signature		Date signed	
Print Name			
Headteachers/Manager's signature		Date signed	
Print Name			
Form passed to Headteacher/nominated Governor for oversight and consistency	Passed to:	Date	