

Individual Risk Assessment Manager Guide

1. Introduction

To support colleagues attending the workplace, we have developed a new confidential Risk Assessment for all colleagues to complete.

Although no personal information will be made available to managers, the answers provided will help you to identify colleagues who are in high-risk categories and ensure you provide the right level of support so their health and wellbeing is not put at risk.

We advise that all members of your team complete the Individual Risk Assessment as soon as it is reasonably possible to do so.

2. What colleagues will be asked to complete

Send your colleagues an Individual Risk Assessment Form. They will need to complete section 1 and 2 of the Risk Assessment, as outlined below.

SECTION 1	COLLEAGUE RESPONSE
If you have not yet resumed office or customer facing work, how are you feeling about returning?	Details:
If you have resumed office working, how do you feel about being back?	Details:
Regardless of whether you have returned to work, are there any concerns that you wish to discuss?	YES NO Details:

SECTION 2	COLLEAGUE RESPONSE	
Do you identify as black, Asian or another ethnic minority group?	YES	NO
Are you male and age 60 or above?	YES	NO
Do you have a BMI of 40 or above?	YES	NO
<p data-bbox="183 492 558 526">Do you meet Category 1?</p> <ul style="list-style-type: none"> <li data-bbox="199 537 805 616">➤ aged 70 or older (regardless of medical conditions) <li data-bbox="199 627 798 784">➤ under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds) <li data-bbox="199 795 877 952">➤ chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis <ul style="list-style-type: none"> <li data-bbox="247 963 845 1041">* chronic heart disease, such as heart failure <li data-bbox="247 1052 638 1086">* chronic kidney disease <li data-bbox="247 1097 877 1142">* chronic liver disease, such as hepatitis <li data-bbox="247 1153 829 1310">* chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy <li data-bbox="247 1321 422 1355">* diabetes <li data-bbox="247 1366 821 1534">* a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) <li data-bbox="247 1545 837 1624">* being seriously overweight (a body mass index (BMI) of 40 or above) <li data-bbox="247 1635 430 1668">* pregnant 	YES	NO

Do you meet Category 2

YES

NO

- > Solid Organ Transplant Recipients
- > People with specific cancers:
 - * People with cancer who are undergoing active chemotherapy
 - * people with lung cancer who are undergoing radical radiotherapy
 - * people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - * people having immunotherapy or other continuing antibody treatments for cancer
 - * people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - * people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- > people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- > people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell)
- > people on immunosuppression therapies sufficient to significantly increase risk of infection
- > women who are pregnant with significant heart disease, congenital or acquired
- > other people 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

3. What you need to do once a colleague has completed the Risk Assessment

Once a colleague has completed Section 1 and 2 on the Risk Assessment Form, you will need to follow the steps below:

Step 1: schedule a 1-2-1 to review the completed Risk Assessment Form

During the 1-2-1 meeting, review the answers the colleague has provided and confirm all answers are correct.

Step 2: assign the colleague to a relevant group

Based on the answers given, allocate the colleague to the relevant group using the table below and allocate on their Individual Risk Assessment Form.

Group A

- > Colleagues who answer 'no' to being in category 1 and 'no' to being in one of the high-risk groups
- > Colleagues who answer 'yes' to being in category 1 and 'no' to being in one of the high-risk groups

Group B

- > All colleagues who answer 'yes' to being in category 2
- > Colleagues who answer 'yes' to being in category 1 and 'yes' to being in one of the high-risk groups

Step 3: discuss reasonable adjustments that can be made and agree next steps

Explain which group the colleague has been assigned to and why. Then use the table on the next page to guide a discussion on next steps or reasonable adjustments that can be made.

If the colleague falls into Group A:

- > Reassure the colleague that they are returning to **COVID-safe environment**
- > Ask the colleague to familiarise themselves with your organisation's **Return to work Guidance**
- > You can contact the Occupational Health National Advice Line on **0127 355 5666** for general clinical advice if the colleague has raised health or work vulnerability concerns under Section 1 of the Risk Assessment Form. Alternatively, you can consider making an [Occupational Health Referral](#)

- > If the colleague raises concerns about **living with someone who is in one of the vulnerable health categories**, reassure the colleague about the COVID-safe control measures in place. If the colleague remains concerned and specific clinical advice is required, make an [Occupational Health Referral](#)
- > If the colleague is pregnant, **complete an Expectant Mother Risk Assessment**. Assure the colleague that they are returning to a COVID-safe environment. If the colleague has any pre-existing health conditions or there are any specific health, safety or wellbeing concerns identified and home working or stringent social distancing is not always feasible within the colleague's role then an [Occupational Health Referral](#) should be considered

If the colleague falls into Group B

- > Reassure the colleague that they are returning to a **COVID-safe environment**
- > If the colleague is not carrying out any clinical or customer-facing duties, ask them to familiarise themselves with the **Return to work Guidance**
- > If the colleague has raised **travelling to work as a concern**, discuss whether the use of public transport is necessary or if alternative means of travel could be considered. If this is not possible, consider if start and end times can be adjusted to avoid busy travel periods
- > If the colleague is carrying out any clinical or customer-facing duties and has raised **health or work vulnerability concerns**:
 - * Where home working is not feasible or sustainable, assess whether **stringent social distancing** is possible within their role. Refer to the government [social distancing and control measures](#) for additional advice. Think about any other control measures that could be put in place before the colleague resumes customer or clinical-facing work
 - * You can contact the Occupational Health National Advice Line on **0127 355 5666** for advice on whether the colleague can resume face-to-face delivery whilst adhering to safe working practices, complying with PPE and local clinical protocols
 - * If the Occupational Health National Advice Line (OHNAL) advises that an [Occupational Health Referral](#) is required, gain consent from the colleague to make the referral. In the interim, ask the colleague to continue working from home. If the colleague has already returned to office working, ensure they are aware that the building is COVID-safe and they must adhere to all safety precautions that have been put in place such as social distancing measures and allocated desks/working areas
- > If you are a manager that does not have access to the Occupational Health National Advice Line, you can make an [Occupational Health Referral](#) if all safety measures have been considered but the colleague still has health or wellbeing concerns

- If the colleague raises concerns about **living with someone who is in one of the vulnerable health categories**, reassure the colleague about the COVID-safe control measures in place. If the colleague remains concerned and specific clinical advice is required, make an Occupational Health Referral
- If the colleague is pregnant, **complete an Expectant Mother Risk Assessment**. If home working is not suitable for their role, assure the colleague that they are returning to a COVID-safe environment and advise them they must follow stringent social distancing measures. If the colleague has any pre-existing health conditions or there are any specific health, safety or wellbeing concerns identified and home working or stringent social distancing is not always feasible within the colleague's role then an Occupational Health Referral should be considered

Step 4: following the meeting, identify if there is a primary health or safety concern

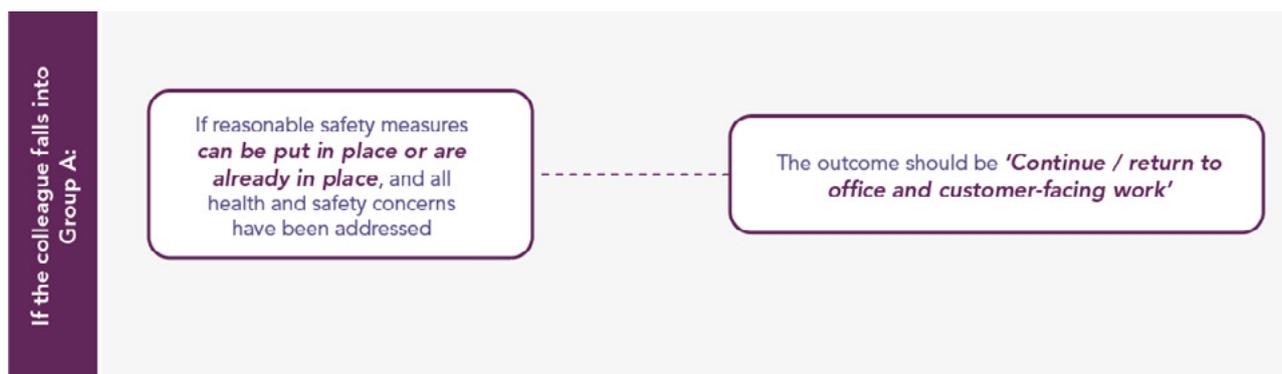
If the colleague has a specific health or safety concern, update the primary concern the individual has. If no concern has been identified, leave this field blank.

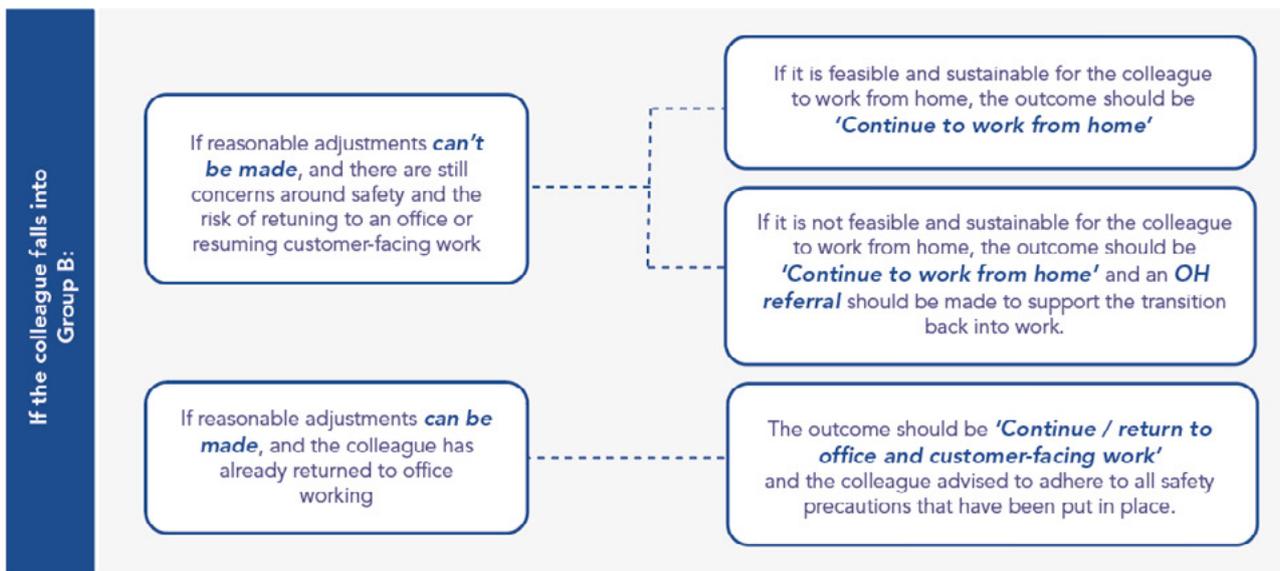
If the colleague has a specific health or safety concern, update the **primary concern** the individual has. If no concern has been identified, leave this field blank.

Health Mental Wellbeing
 Physical Wellbeing
 Safety Travel

Step 5: assign an outcome

Finally, select the appropriate outcome of the assessment.





Once all the steps are complete, Section 3 of the Risk Assessment should look like this.

Section 3: Manager Discussion and Agreed Actions	
Identified Group	Group A
Next Actions	Follow Restart guidance & safety measures
Category of primary concern identified?	Travel
Risk Assessment Outcome	Continue / return to office & customer-facing work

Step 6: schedule a follow up meeting

Schedule a follow up meeting. If the outcome of the assessment was 'Continue / return to office and customer-facing work', discuss whether the colleague has any additional concerns and whether there is further support needed.

If the outcome of the assessment was 'Continue to work from home', review the colleague's concerns and discuss whether any reasonable adjustments can be made to enable the colleague to resume office/customer-facing work.

4. Reasonable adjustments to consider

As a manager, there are a number of things you can consider to reassure colleagues and make returning to work or resuming face-to-face easier.



4.1 Social distancing considerations

General control measures:

- > Limit the number of people at any one time using any areas that may become congested.
- > Use floor markings to maintain social distancing.
- > Keep surfaces clear so that cleaning can be carried out more effectively.
- > Identify objects that may be touched more frequently, such as kettles, cooking equipment, phones, computers, or tables and make sure that they are frequently cleaned.
- > Try to maximise ventilation.
- > Make sure that colleagues are clear on the rules when using common areas. These areas should be regularly cleaned in line with your cleaning plan.
- > Provide hand-washing facilities or hand sanitiser close to frequently used areas.
- > Display signs reminding people to socially distance, wash hands and not touch their faces.
- > Where office work is essential, free office capacity must be used as much as is reasonably practicable and work organised in such a way that multiple occupancy of office premises is avoided and social distancing is maintained.
- > Organise colleagues into teams who consistently work and take breaks together. The teams should be as small as is reasonably practicable in the context of the work to be done.
- > Organise breaks to facilitate social distancing.
- > Conduct meetings remotely as much as possible.
- > Where face-to-face meetings are absolutely necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must maintain physical distancing at all times.

Where social distancing is not always possible, consider:

- > The use of face coverings for non-clinical/ customer facing roles or PPE for clinical roles, where day-to-day interaction with others is essential because of the nature of the work.
- > Limit the time interacting with others within a **2-metre space to 15 minutes** at any one time.
- > Keep task activity times as short as possible.
- > Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- > Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

4.2 Travel considerations

- > Refer to the government guidance on [travelling safely to work](#).
- > Is there an option for the colleague to avoid using public transport, and aim to walk, cycle, or drive instead?
- > Business trips and face-to-face interactions should be reduced to the absolute minimum. Practicable, technological alternatives should be made available where reasonably possible (e.g. telephone or video conferencing).
- > For necessary work-related trips, the use of the same vehicle by multiple colleagues is not encouraged. The number of colleagues who share a vehicle should be kept to a minimum, for example by assigning a vehicle to a fixed team.

4.3 Work planning considerations

- > Is there an option to alter a colleague's shift to fall in less busy periods of the day?
- > Is it possible to look at where the colleague sits in the office and move the colleague to a quieter area where fewer colleagues are in close proximity?
- > If the colleague normally works on particular work tasks that requires them to work in close contact with others, is there an option to undertake these tasks on their own and can the tasks be reallocated to a different time of the day so that they can work on these alone and can have control over their environment?

4.4 Health and Safety education sessions

- > Facilitate discussions and/or education sessions around vulnerable workers to explain that they have an underlying health condition and need to take extra care in observing social distancing.

4.5 Hygiene considerations

- > Use signs and posters to help colleagues practice good hygiene.
- > Handwashing advice:
 - * Provide handwashing facilities with running water, soap and paper towels
 - * Provide hand sanitiser at locations in addition to washrooms
 - * Provide hand sanitiser nearby for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands
- > Make sure that surfaces remain clean. This may mean increasing the level and frequency of cleaning as well as cleaning surfaces that you may not ordinarily clean.

- > Clean equipment frequently.
- > Set clear guidance for the use and cleaning of toilets, showers and changing facilities to make sure they are kept clean and social distancing is achieved as much as possible.
- > Clean work areas and equipment between uses.
- > Frequently clean and disinfect objects and surfaces that are touched regularly.
- > If equipment like tools or vehicles are shared, then clean them after each use.

4.6 Maximising technology

- > Is it possible to maximise the use of technology? For example, video conferencing to facilitate remote meetings? For customer-facing organisations, maximise the use of self-service options and online services.

4.7 Planning work

- > Assess how best to plan work to avoid close contact (within 2 meters) wherever possible, especially if a colleague is in an extremely high-risk vulnerable category.
- > This risk assessment may include:
 - * what is essential to be completed face-to-face
 - * what work could be completed by phone, video conference or at a 2 meters distance
 - * re-assessing where the colleague is physically situated within the office to stringently distance from other colleagues or visitors
- > Additional information on implementing safe control measures can be accessed [here](#).