**Leeds City Council General Risk Assessment Approach for Staff more at Risk from COVID-19**

Evidence is constantly emerging about COVID-19 – both in terms of its transmission and who is most at risk. As more is known, we are adapting our approach to ensure our employees are as safe as possible whilst at work.

**LCC is committed to** securing the health safety and wellbeing of our employees, so far as is reasonably practicable. This includes an equitable approach to effective risk management and risk reduction for all staff which requires:

**Individual Assessment**

Five factors need to be considered: Age; Sex; Clinically vulnerable people and disabled employees; Ethnicity – esp. BAME; Pregnancy. Obesity also has an impact.

**Workforce Assessment**

Identify those individuals with increased vulnerability to infection or poorer outcomes from COVID-19.

**Workplace Assessment**

Risk Assessment of potential exposure to Covid-19 in the workplace. Application of an appropriate hierarchy of control measures including: Elimination if possible; social distancing; Reduction by hygiene measures; Safe systems of work; Supply and correct use of PPE including training and fit testing.

**Key Risk Factors and Summary of Action Required**

**Action you will have already taken**

There is an established process for all employees who have certain, relevant health conditions and for employees who live with people who have. This also applies to: employees over 70; employees who are over 28 weeks pregnant; or those who are under 28 weeks pregnant with certain health conditions (N.B. ensure a pregnancy risk assessment is undertaken for all other employees under 28 weeks pregnant, who have not had a specific assessment as referred to above). (N.B. if an assessment has already been undertaken allowing an employee in these groups to be in the workplace, this will need to be reviewed if they also have one of the key risk factors below).

Table1

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| --- | --- | --- |
| **Risk Factor** | **Description** | **Action** |
| BAME  | BAME populations are generally associated with increased risks. Specific health conditions are also more relevant here e.g. obesity, hypertension, sickle cell disease and Vitamin D deficiency.  | Conduct an individual risk assessment through a guided conversation (see below) – regardless of any other factors. |
| Age | Generally, risks of severe COVID-19 increase with age. | Conduct an individual risk assessment through a guided conversation (see below) for**Men over 60** |
| Sex | Data globally and from UK are emerging that COVID-19 disproportionately affects older men.  |
|  | Process |  |

**Individual Risk Assessment for Employees at Higher Risk from Covid-19 (i.e. BAME employees and/or men over 60)**

**PART A Identifying Additional Safeguards for Individuals with Key Covid-19 Risk**

Part A of this document is for you (the employee) to consider key issues and potential solutions in advance of a guided conversation with your manager or Occupational Health. Nothing you have written here has to be shared. It is recognised that not everyone will feel comfortable discussing these matters with their manager. If this is the case, please feel free to contact Occupational Health for a supportive, confidential wellbeing conversation (or you may wish to seek support from your Trade Union). The purpose of this is solely to ensure you are as safe as possible at work.

**Working Environment**

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| --- | --- | --- |
|  | **Consideration** | **Notes** |
|  | Please consider your role, including your work environment.  | A **lower** risk role is one in which social distancing can be exercised at all times.A **medium** risk role is one in which it might be difficult to exercise social distancing with other colleagues or the public.**Higher** risk roles are usually roles involving care or other close contact with individuals.As a rule, staff with these key risk factors should not normally work in higher risk roles. Work in medium risk roles should also be avoided, unless the risks can be suitably mitigated. |
|  | What risks have been identified so far in any discussion with your manager or in the risk assessment and what has been put in place? | What risks have you been told about? What additional safety measures are in place?  |
|  | Are you happy that any PPE provided or other health and safety measures, reduce any risks to you from Covid at work? N.B. PPE is a last resort after other measures put in place. | Despite existing safety measures, do you still feel unsafe at work at this time? If so, what aspects of your role specifically worry you? |
|  | Have you discussed any alternative working arrangements with your manager? | e.g. Working from home, alternative location or amended duties? |

**Precautionary Measures**

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| --- | --- | --- |
|  | Is it possible for you to work from home? If so, what would you need? | e.g. office equipment, technology, reasonable adjustment, specialist equipment.. |
|  | Have any modifications been made to your duties to reduce the risk? If not, what would you recommend? | What would make you feel more comfortable in your role? |
|  | Do you feel you are able to maintain social distancing whilst at work? | If you can’t, do you feel the risk could be reduced by the provision of PPE or other precautions e.g. provision of face coverings? |
|  | Do you have any concerns in relation to the availability of PPE? |  |
|  | If you have to wear PPE, have you been trained in how to use it safely?  | Do you feel confident in using it? Does it fit and is it comfortable? |
|  | Are you able to take suitable breaks at work? |  |
|  | Do you have any concerns in relation to your working hours or shift pattern?  | Would you benefit from working hours outside of peak times?Could adjustments be made? |
|  | Do you have any concerns about travelling to and from work? Or how you travel during work to perform your duties? | e.g. do you use public transport? |

**Personal Factors**

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| --- | --- | --- |
|  | Are there any other factors you wish to bring to the attention of your manager or Occupational Health, that make you feel concerned?Do you have other health concerns, not covered by the guidance provided, but which makes you lack confidence in returning to a workplace (if so OH advice should be sought). | e.g. Is anyone at home particularly vulnerable to Covid? Do you have dependents or live with extended family, where there is an increased risk of transmission of the virus, should you be infected at work? |

**14. Any other matters you would wish to discuss?**

**Key Support:**

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| --- | --- |
| **Occupational Health and Wellbeing Service –** their role here is to support employees and managers from a health and wellbeing perspective. Employees can have conversations in confidence with qualified Occupational Health Advisers. (n.b. this will be nothing to do with attendance management). |  |
| **Human Resources** |  |
| **Health and Safety Team** |  |
| **HELP Employee Assistance Programme*** 24/7 confidential telephone support from trained professionals.
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| **Trade Unions** |  |

**Part B - Agreed Actions for Employees with Key Risk Factors for Covid-19**

Having had a guided conversation with the employee, based upon their consideration of Part A, the manager should record the agreed actions below. N.B. this must not contain personal health information.

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| Name of Employee: | Job Title: | Payroll Number: | Contact Details: |
| Name of Manager or OH Adviser: | Manager’s job title and contact details: | Name of other parties who have provided support (e.g. TUs)  | Date of Conversation: |

**Evaluation of Risk**

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| --- | --- | --- | --- |
| **Current Role** | **HIGH** | **MEDIUM** | **LOW** |
| Indicate general nature of role  | These include roles where close contact is required with service users e.g. health and care roles, passenger transport. | These include roles where it is not always possible to maintain social distancing or other measures all the time e.g. sharing vehciles, working with the public. |  These include roles where social distancing and other measures can be maintained at all times. |

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| **Key Risk Factors** | **HIGH** | **MEDIUM** | **LOW** |
| Taking into account the role (above), the existing safeguards and the key risk factors – how likely is it that the employee will come into contact with Covid-19 at work.  |  |  |   |

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|  | **Agreed Actions** | **By when** | **By whom (employee/manager)** | **Date of Review** |
|  | Possible actions include: nothing more is required; the role has to be adjusted; alternative duties (at the same pay) are required; home working; additional safeguards required (e.g. provision of face coverings and hand-gels; flexible working, including changing hours of work to avoid being in work at peak periods). N.B. carefully consider whether anything introduced as part of this assessment poses other hazards. |  |  | All agreed actions should be reviewed on at least a monthly basis or sooner, if the role is due to change or individual factors change or PHE guidance changes. |
|  |  |  |  |  |
| **Do both parties feel that the agreed actions above reduce the risk to as low as possible?** |
| YES | Keep under regular review. |
| NO  | Manager or employee must seek advice and support from Occupational Health and/or HR/Health and Safety. |