

Individual Staff Risk Assessment in response to COVID-19

PLEASE READ AND UNDERSTAND THE NOTES PRIOR TO UNDERTAKING THE RISK ASSESSMENT AND COMPLETING THE DECLARATION OF UNDERSTANDING

IMPORTANT INFORMATION ABOUT PHYSICAL HEALTH AND DEMOGRAPHIC RISKS ASSOCIATED WITH COVID 19

Guidance on protecting people who are clinically **extremely** vulnerable and clinically vulnerable from COVID-19:

In relation to going to work, Government restrictions state: "To help contain the virus, everyone who can work effectively from home must do so'... but...'Public sector employees working in essential services, including education settings, should continue to go into work. The risk of transmission can be substantially reduced if COVID-secure guidelines are followed closely. Extra consideration should be given to those people at higher risk."

Aligned with this, at WeST, in all but exceptional cases, staff are required to be in their settings to undertake activities and tasks directly in support of day-to-day teaching and site-based operations. Exceptionally, where a role may be conducive to home working e.g. a limited number of administrative/professional roles, leaders will consider what is feasible and appropriate within the context of their local school-based Risk Assessment measures.

In addition:

Those who are clinically extremely vulnerable (CEV) must work from home – if they cannot work from home, they should not attend work.

Those who are clinically vulnerable (CV) are expected to attend work unless, exceptionally, their role can be performed satisfactorily from home (as above) or it is not possible for the setting to implement the adjustments required by the risk assessments. Primarily this is a decision for the employer to make in consultation with the staff member.

Advice on [new national restrictions from 5 November for clinically vulnerable people](#) **Pregnant women will fall within this category, unless other health-related factors increase their vulnerability to CEV. Please complete the Risk Assessment for New and Expectant Mothers, which incorporates Covid-19 factors.**

Advice on [new guidance on protecting the clinically extremely vulnerable](#).

School leaders should conduct this individual risk assessment with those in the CV category to confirm the ability to adhere to the measures outlined in the wider Risk Assessment and to consider any additional specific measures in response to individual cases. Staff may be deployed into reasonable alternative duties or roles in school where measures can be maintained.

People who live with those who are clinically extremely vulnerable should attend the workplace.

Demographic considerations for the Risk Assessment:

The emerging evidence suggests that alongside the list of health-related physical conditions (see links above for the clinically extremely vulnerable and the clinically vulnerable) there are key demographic factors that can also affect people's vulnerability, or 'risk factor' in relation to COVID-19 health outcomes.

Older people, men, and people from Black and Asian and Minority Ethnic (BAME) communities seem to be at greater risk from Covid-19. The causes of these increased risk factors are not yet fully understood, and further research is taking place.

We are asking line managers and colleagues falling into the categories described above to carry out an individual risk assessment; this should take into consideration colleagues' age, gender, and ethnicity risk factors – especially where there is a combination of factors. We also ask you to look again, very closely, at the health vulnerabilities described by the government, in combination with the other risk factors described.

The risk assessment should be a meaningful conversation and exploration for the risk factors and perception of the employee. Where there is agreement that the risk factors can be mitigated to everyone's satisfaction no change is needed. Where however it is clear there are increased risks for a member of staff the line manager must provide support and make necessary adjustments to mitigate those risks.

WeST HR and our OH provider can provide advice and support to the line manager and colleagues in concluding an approach that supports the individual, and, should any adjustment to staff working arrangement place a strain on delivery, these issues can be escalated to ensure support is provided to resolve the issues as quickly as possible.

Demographic factors associated with an elevated Covid-19 risk:

Age:

The evidence shows that age is a clear risk factor. This is why the government measures are in place for the over-70s in terms of self-isolation. Compared to people in their 40s, people in their 60s could be up to eight-times more at risk, and people in their 70s could be 25-times or more at risk. In our teams we need to make sure we are taking action to reduce older colleagues' exposure to the Coronavirus.

Gender:

The risk for men of becoming seriously ill from COVID-19 appears likely to be between 1.5 to 2.5 times greater than for women. This seems to increase with age from 40 up to 85. We need to consider people's gender when assessing their risk from COVID-19, especially amongst older colleagues.

Ethnicity:

Emerging data and research suggest that BAME people are at greater risk from COVID-19, compared to their white counterparts. A recent UK study by the Intensive Care National Audit and Research Centre found that 35% of 2,000 COVID-19 patients were non-white, which is nearly triple the 13% proportion in the wider UK population. From this, Asian patients were twice as likely to be most seriously ill, and black patients 3.4-times more likely, compared to white patients. Similar findings have emerged from studies in the US, as well. We are taking these findings very seriously and on this basis, we must take colleagues' ethnicity into account when assessing their risk from COVID-19

Religion or Beliefs:

The current situation may coincide with religious events that could impact on the ability of individual members of staff to perform their role fully. Line managers should have a thorough and comprehensive conversation with individual staff who may be affected and consider what adjustments could be made.

Employee Name		Date	
Job Title		Date of Birth	
School/Business Unit		Department	
Reason for Risk Assessment (circle those that apply)	clinically vulnerable / demographic factors		
Any specific concerns to be discussed and considered			
Measures			
Comment on the ability to implement measures as described by the wider school/business unit-based risk assessment and any difficulties in this regard			
Comment on any additional and specific measures to be implemented to lower risk			



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Outcome

Select as appropriate:

- Employee able to continue at work in current role with measures outlined above
- Employee able to continue at work but in alternative role/duties as outlined above
- In exceptional circumstances, agreement for the employee to work from home
- Other – please specify here:

Declaration of Understanding

I can confirm that any information contained in this risk assessment is reflective of the conversation held and agreement reached:

Line Manager's Name (Print Name)	
Signed	
Date	
Employees Name (Print Name)	
Signed	
Date	

This risk assessment should be kept under review and revisited in the event of changing government guidance or the employee's personal circumstances.