

COVID-19 Staff Risk Assessment

This COVID-19 staff risk assessment tool has been developed by Bath and North East Somerset Council using national government guidance and information provided by the National Health Service. It is intended as a guide for employers to use to assess any staff members' level of risk to developing serious illness following an infection with COVID-19. The tool offers actions that employers and staff can take to reduce this risk to as low as is reasonably practicable.

Please be aware this tool should only be used as an **example** of how you can risk assess staff and **should not be used as a replacement for a thorough workplace risk assessment**. It is the employer's responsibility to identify and communicate all risks to a staff member's health, safety and wellbeing and these should also be considered when identifying actions to protect individual staff. Additional risks not mentioned in this risk assessment may include the risk of exposure to COVID-19 in the workplace, previous mental health concerns and anxiety.

How to use this tool

This tool should be used and filled out by the employer and staff together and any actions taken should be collaborative and mutually agreed. The tool asks several questions about the member of staff that are designed to identify whether they are at higher risk of developing serious illness following an infection with COVID-19. It asks questions about the staff's age, gender, ethnicity, health and household/support bubble as all these factors may increase their own or other's risk of severe illness. Please be aware that your staff member may want or need to consult their GP about the health conditions listed. To use this tool, please work through the following three steps:

- 1. Check your risk:** Complete the questions on page 2 and add up your employee's score in the far-right column.
- 2. Understand your risk:** Using the score and considering any other factors which may put your employee's wellbeing at risk, identify your employee's level of risk to developing serious illness from COVID-19 using the grid on pages 3-6. Please be aware the levels of risk are separated into 3 broad pragmatic groups and it is the employer's responsibility to consider additional risks which may be unique to the employee or workplace such as the risk of exposure to COVID-19 in the workplace, previous mental health concerns and anxiety.
- 3. Identify actions:** Using the grid on pages 3-6 and communicating with your employee, identify a set of mutually agreed actions (page 7) that can be taken to manage the employee's risk to being infected with COVID-19 in the workplace. Any control measures put in place should be included in your company's risk assessment – [please visit HSE for more information on workplace risk assessments](#). Please be aware the recommendations are subject to change. To read the most up-to-date coronavirus guidance, including who can and cannot attend the workplace, please follow [current coronavirus restrictions](#).

Risk Factor	Score	✓ / X
Age – the risk of mortality or being hospitalised due to COVID-19 is greater for those who are older		
Are you 50-59 years old?	1	
Are you 60-69 years old?	2	
Are you 70 years old or over?	4	
Sex at birth – the risk of mortality or being hospitalised due to COVID-19 is greater for those who are male		
Are you male?	1	
Ethnicity – COVID-19 seems to have a bigger impact on some ethnic groups		
Do you identify as one of the BAME or mixed-race groups listed below*?	1	
Existing health conditions – the risk of mortality or being hospitalised due to COVID-19 is greater for those who have a pre-existing health condition		
Are you vulnerable to COVID-19? Visit the NHS website to check if you are vulnerable or see appendix A on page 8. Please note, vulnerable individuals include those who are pregnant or obese (BMI over 40).	4	
Are you clinically extremely vulnerable to COVID-19? Visit the NHS website to check if you are clinically extremely vulnerable or see appendix B on page 9-10. People considered to be clinically extremely vulnerable should have received a letter from the NHS.	6	
Other people in your household – those living or caring for someone over 70, vulnerable or clinically extremely vulnerable should consider taking extra precautions.		
Are you living with someone who is vulnerable or clinically extremely vulnerable? Visit the NHS website to find out if someone in your household is vulnerable or clinically extremely vulnerable or see the appendices on pages 8-10. Please note people aged 70 or older, pregnant or obese (BMI over 40) are considered vulnerable. People considered to be clinically extremely vulnerable should have received a letter from the NHS.	3	
COVID-19 vaccination - the risk of mortality or being hospitalised due to COVID-19 is greater for those who have not been vaccinated		
If you have not received either dose of the COVID-19 vaccine, please tick this box.	2	
If you have received your first dose more than 22 days ago but not your second dose of the COVID-19 vaccine, please tick this box.	1	
Total score		

*Mixed\Multiple ethnic groups (White and Black Caribbean; White and Asian; White and Black African; Other Mixed), Bangladeshi, Indian, Pakistani, Black African, Black Caribbean, other ethnic group (Asian other; Black other; Arab; other ethnic group). N.B. People with Chinese origin are not at increased risk according to the latest [ONS report](#).

Total score		
<p>Lower risk 0-2</p> <p>Continue to work following all recommended COVID-19 secure practices. See Coronavirus (COVID-19): guidance and Coronavirus: how to stay safe and help prevent the spread. In summary, these measures include:</p> <ul style="list-style-type: none"> • Minimising the number, proximity and duration of social contacts. • Wearing a face covering in crowded and enclosed spaces where you come into contact with people you don't usually meet. You should use your judgement in deciding where you should wear one. Businesses, including transport operators, can ask their employees and customers to wear face coverings – see here for government guidance on face coverings. • Ensuring frequent hand and surface hygiene • Ventilating the workspace by opening doors and windows and/or using mechanical ventilation (including air conditioning) and filtration units. • Staying at home and arranging testing (by calling 119) if any of the following symptoms emerge: new continuous cough, high temperature or loss/change in sense of smell or taste. 	<p>Medium risk 3-5</p> <p>As per the recommendations for “lower risk” with the following additions:</p> <p>Continue to work following current coronavirus restrictions.</p> <p>Examples of additional precautions that can be taken in the workplace include:</p> <ul style="list-style-type: none"> • Wearing a face covering (see section 1) • Heightening ventilation measures (see section 2) • Heightening hand and surface hygiene measures <p>Section 1. Wearing a face covering – guidance taken from government guidance on face coverings and working safely in the workplace.</p> <p>Wearing a face covering can reduce the risk to others and yourself against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of the virus that causes coronavirus infection (COVID-19).</p> <p>From 19 July 2021, there is no longer a legal requirement to wear face coverings in indoor settings or on public transport. People should use their judgement in deciding where they</p>	<p>Higher risk 6 or more</p> <p>As per the recommendations for “lower” and “medium” risk with the following additions:</p> <p>Continue to work following current coronavirus restrictions.</p> <p>The employer should regularly review the company's risk assessment and the employee and employer should work together to identify a set of mutually agreed actions that can be taken to minimise the employee's risk. Examples of adjustments include:</p> <ul style="list-style-type: none"> • Consider whether public transport/rush hour can be avoided through adjustments to work hours. • Consider moving staff to an area with reduced contact with members of the public and/or other staff. • Avoiding any tasks or roles where people come into close contact for extended periods of time. • Ensuring the workspace is well ventilated by seating 'higher risk' individuals near to windows and doors and/or using mechanical ventilation (including air conditioning) and/or filtration units. • Regular rapid testing of employees

See more information about [when and how to self-isolate](#).

- Get [vaccinated for COVID-19](#) when it is offered to you. The COVID-19 vaccines have been shown to: (1) reduce your risk of getting seriously ill or dying from COVID-19; (2) reduce your risk of catching or spreading COVID-19; and (3) protect against COVID-19 variants. There is still a chance you might still get or spread COVID-19 even if you have had the vaccine, so it's important to follow advice about [how to avoid catching and spreading COVID-19](#).
- If you have no symptoms of COVID-19, you are encouraged to access [regular rapid testing](#) (see below).

COVID-19 testing for people without symptoms:

Around 1 in 3 people with COVID-19 do not have any symptoms. This means they could be spreading the virus without knowing it. Testing twice a week increases the chances of detecting COVID-19 when a person is infectious, helping to make sure you don't spread COVID-19.

Rapid lateral flow testing is available for free to anybody but is particularly focused on those who are not fully vaccinated, those in education, and those in higher-risk settings

should wear one. Businesses, including transport operators, can ask their employees and customers to wear face coverings.

[Infection Prevention Control \(IPC\) guidance](#) advises that patients and visitors across all healthcare settings should wear a face covering, providing it is tolerated and is not detrimental to their medical or care needs. They should also be worn in care homes to protect residents from the risk of infection.

Where a worker is more vulnerable, face coverings could become an additional COVID-secure measure.

Please be aware face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

For more information about mitigating risk in the workplace, see [guidance on working safely during COVID-19](#). The Health and Safety Executive (HSE) has also published guidance on [protecting vulnerable workers](#), including advice for employers and employees on [how to talk about reducing risks in the workplace](#).

For more information about support available if you cannot work or need to work from home, please see the government [guidance on shielding and protecting the extremely vulnerable](#).

If you have concerns about your health and safety at work then you can raise them with your workplace union, HSE or your local authority. Where employers are not managing the risk of COVID-19, HSE and local authorities will take action which can range from the provision of specific advice, issuing enforcement notices, stopping certain work practices until they are made safe and, where businesses fail to comply with enforcement notices, this could lead to prosecution.

The existing employment rights framework provides protections against discrimination, unfair dismissal and detriment. Specific guidance has been published for employers

such as the NHS, social care and prisons. People may also wish to use regular rapid testing to help manage periods of risk such as returning to the workplace, close contact in a higher risk environment or when spending prolonged time with a more vulnerable individual.

To find out more about how you can access a rapid test, please visit <https://beta.bathnes.gov.uk/coronavirus-covid-19-latest-information-and-advice/rapid-lateral-flow-testing-everyone>.

If you want to know more about rapid tests, who can take the tests, and what happens if you test positive, please read these FAQs: <https://www.gov.uk/guidance/understanding-lateral-flow-antigen-testing-for-people-without-symptoms>

If you have any further questions, please email B&NES Council at rapid_test@bathnes.gov.uk

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Minimise the number, proximity and duration of social contacts.

Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

Section 2. Ventilating the workspace

Ventilating the workspace is a mandatory element of COVID-secure measures that should be implemented and monitored in all indoor workplaces. However, extra care should be taken to ensure individuals in this category are able to work in a well-ventilated area.

and workers on [work absences due to coronavirus \(COVID-19\)](#).

Good ventilation can be different for areas depending on how many people are in there, how the space is being used, and the layout of the area. Therefore, you will need to consider the ventilation requirements in the area you are considering.

Some examples of increasing ventilation in the workplace include opening doors and windows, mechanical ventilation (including air conditioning) and filtration units.

[Read advice on air conditioning and ventilation from HSE.](#)

If you are unsure of any of the information provided in this document, please visit <https://www.gov.uk/coronavirus> or email B&NES Council Public Health public_health@bathnes.gov.uk.

Following your discussions with your employee, record the agreed plan and ensure you set a time for review.

What reasonable adjustments have been identified and taken to mitigate your employee's identified risks?

.....
.....
.....

Signed and date (employer/manager)

.....

Signed and date (employee)

.....

Date adjustments were introduced

.....

Date for review (This may be time based or instigated by an event that impacts on your circumstances)

.....

Appendix A

People with other conditions that put them at higher risk

People with certain other health conditions are at high risk and can get the COVID-19 vaccine (as well as people who are clinically extremely vulnerable).

These conditions include:

- long-term lung conditions (such as severe asthma, COPD, bronchiectasis and cystic fibrosis)
- long-term conditions affecting the heart or blood vessels (such as congenital heart disease, heart failure and peripheral arterial disease)
- diabetes
- chronic kidney disease
- long-term liver conditions (such as cirrhosis and hepatitis)
- conditions affecting the brain or nerves (such as dementia, Parkinson's disease, motor neurone disease, multiple sclerosis, epilepsy, cerebral palsy or stroke)
- learning disabilities
- a condition or treatment that makes you more likely to get infections (such as HIV or some treatments for lupus, psoriasis or rheumatoid arthritis)
- severe mental conditions (such as schizophrenia and bipolar disorder)
- severe obesity (a BMI of 40 or above)

The information above was taken from <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/who-can-get-the-vaccine/>

Appendix B

Who is at high risk from coronavirus (clinically extremely vulnerable)

Coronavirus (COVID-19) can make anyone seriously ill. But for some people, the risk is higher. People most at risk of getting seriously ill are known as clinically extremely vulnerable.

Clinically extremely vulnerable list

You're considered clinically extremely vulnerable if:

- your doctor or GP has classed you as clinically extremely vulnerable because they think you're at high risk of getting seriously ill
- you've been identified as possibly being at high risk through the [COVID-19 Population Risk Assessment](#)
- you've had an organ transplant
- you're having chemotherapy or antibody treatment for cancer, including immunotherapy
- you're having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- you're having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- you have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- you've had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- you've been told by a doctor you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- you have a condition that means you have a very high risk of getting infections (such as SCID or sickle cell)
- you're taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- you have a serious heart condition and are pregnant
- you have a problem with your spleen or your spleen has been removed (splenectomy)
- you're an adult with Down's syndrome
- you're an adult who is having dialysis or has severe (stage 5) long-term kidney disease

Important

This list may not include everyone who is at high risk from coronavirus and may change as we learn more about the virus.

How you find out if you're clinically extremely vulnerable

If you're considered clinically extremely vulnerable, you should have had a letter from the NHS.

Speak to your GP or hospital care team for advice if:

- you have not been contacted and think you should have been
- you have been contacted but you're not sure why you're considered clinically extremely vulnerable

Information:

People who are clinically extremely vulnerable are included on a list called the shielded patient list.

[Find out more about the shielded patient list on the NHS Digital website](#)

Advice if you're clinically extremely vulnerable

There are things you can do to help keep yourself safe if you're at high risk of getting seriously ill from coronavirus.

[Find out what to do if you're at high risk from coronavirus](#)

Coronavirus vaccination

If you've been told you're clinically extremely vulnerable, you can get the COVID-19 vaccine now.

[Book your coronavirus vaccination appointments](#)

The information above was taken from <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus-clinically-extremely-vulnerable/>