

COVID-19 Occupational Health Risk Assessment – Manager Guidance

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Overview

All colleagues must complete an individual occupational health risk assessment form. The risk assessment is key to understanding if the colleague is at higher risk of COVID-19.

The risk assessment should be reviewed regularly but must be refreshed where there is a change in any factors which may impact on the personal or workplace risk level. Examples of this could include redeployment, change in role, age, new medical conditions, pregnancy, or change in the workplace environment or types of patients treated.

Risk assessment form

Section 1

All colleagues are required to complete section 1 of the form.

The COVID age calculator, this tool has been developed by Alama and is based on published evidence for the main identified risk factors. That evidence indicates that vulnerability increases exponentially with age. The calculator assesses vulnerability for a combination of risk factors including age, sex, ethnicity, and health conditions. It works by translating the risk associated with each of those factors into years which are added or subtracted from your actual age which then calculates a COVID age, which is a single overall measure of vulnerability.

The risk table maps the calculated COVID-age against community viral prevalence at the main place of work and the workplace risk.

The latest community viral prevalence levels can be found here
<https://coronavirus.data.gov.uk/details/interactive-map>

Section 2

Section 2 should be completed jointly between you and your colleague, this as an opportunity for you to discuss the overall risk rating, what actions can be taken to mitigate any risks, and to have a wider health & wellbeing conversation.

If your staff member has concerns or apprehensions either about working in a certain environment or because the risk rating is recommending redeployment / remote working and you both agree the negative health and wellbeing impact of the recommendation would be greater than the risk of contracting severe COVID-19 then a referral to Occupational Health can be made for specialist advice.

Section 3

Section 3 is the place to record details of actions you have jointly agreed, there are actions colleagues can take to protect themselves both at work and in the community and it is important to remind all colleagues they are responsible for their own health and safety and that of others. In order to mitigate a risk you jointly must consider all reasonable adjustments, the list in section 3 is not exhaustive and please complete full details of any actions you jointly agree to mitigate the risk.

Section 4

This section records the reduced risk after mitigating actions have been agreed.

The colleagues COVID-age will drop to the next lower COVID-age category below the calculated COVID-age if:

- They have had the infection in the last 6 months
- They have had both doses of COVID vaccine more than 14 days ago

The chart must show the reduced risk rating after reducing the COVID age and including any actions such as redeployment, enhanced protection in the workplace.

You both must then sign the form and email to Occupational Health
wah-tr.OccupationalHealth@nhs.net

If you need any support or further guidance at any point please contact Occupational Health on ext 34757/52 or 01905 760693

Occupational Health will record the risk assessment and level of risk on allocate e-roster, if they need any further information from you or feel further actions need to be put in place to mitigate the risk they will contact you.

Managers guide to having a supportive conversation

It is important to have open, honest and compassionate conversations with all your colleagues about the risks they may be exposed to during the COVID-19 pandemic.

Some colleagues may be feeling extremely vulnerable because of underlying health conditions or due to their protected characteristics. Ensuring colleagues can have this discussion and raise their concerns with you will help to reduce any apprehension they feel.

It's important to prepare for the conversation and remember to be sensitive - we all have different perspectives and ways of showing distress or anxiety. This may include being quieter, more vocal or wanting private space. Acknowledging that some people will be deeply and directly affected by the effects of COVID-19, this is a time to reach out and understand some of the challenges our colleagues might be feeling.

It is important that colleagues are included in any decision made about them and that the conversation is culturally sensitive - taking into account their culture and traditions, religion or beliefs and language.

Below are some top tips to consider when preparing and having a conversation with your colleague in order to keep the risk assessment discussion factual, positive and effective.

Top tips for managers when having conversations regarding risk assessment:

1. Start with an open two way conversation, maybe explore what the best way is to 'check in' on how they are feeling by starting with a health and wellbeing conversation as this is likely to be different for those working from home or off site.
2. Ensure your team knows that you are approachable on this subject, be authentic and open in your concern about their health, safety and wellbeing.
3. Ask open questions about how they are feeling (they may respond with feelings of anxiety, anguish or anger). Ask how they feel the team is working together and whether they have any concerns or solutions they would like to raise.
4. Depending on how the conversation goes you may decide to reschedule carrying out the risk assessment and give your full attention to the general wellbeing conversation. If you do decide to reschedule, make sure to book a further discussion as soon as you can.
5. Keep colleagues updated of any changes, to duties, or new areas of work. Be mindful that home working can feel isolating at times.
6. Show understanding as their concerns are real, validate their concerns and show compassion, remain positive and solution focussed.

Supporting colleagues working from home

If your team are working remotely then guidance is available through the following documents which are available in the Managers Guidance of the Coronavirus Briefing.

- Leaders Resource Pack
- Supporting Colleagues during COVID-19 Guidance & Checklists

Recording redeployment/ working from home

It's important that all of our records are up to date in the following scenarios on Allocate e-rostering

- Colleague is unable to continue working in their substantive role and is available for redeployment
- Colleague has been redeployed

Wellbeing resources

There are a number of wellbeing resources available on the intranet for all colleagues to access, please ensure your colleagues are aware of the wellbeing support available, our wellbeing offer is split into 7 areas:

- Mental & Psychological
- Social
- Financial
- Physical
- Civility & Respect
- Equality & Inclusion
- COVID-19

<http://nww.worcsacute.nhs.uk/departments-a-to-z/human-resources/health-and-wellbeing/>

Related policies & Guidance

- COVID-19 staff health compliance policy - <https://coronavirus-briefing.tfemagazine.co.uk/coronavirus-staff-briefing-152-thursday-4-february-2021/hr-and-management-guidance/updated-hr-policies-and-procedures>

- Infection prevention and control guidance - <https://coronavirus-briefing.tfemagazine.co.uk/coronavirus-staff-briefing-152-thursday-4-february-2021/infection-prevention-and-control/personal-protective-equipment-ppe-guidance>
- PPE guidance - <https://coronavirus-briefing.tfemagazine.co.uk/coronavirus-staff-briefing-152-thursday-4-february-2021/infection-prevention-and-control/personal-protective-equipment-ppe-guidance>
- Staff uniforms - <https://coronavirus-briefing.tfemagazine.co.uk/coronavirus-staff-briefing-141-wednesday-20-january-2021/latest-updates/reminder-of-the-current-rules-for-wearing-uniforms-and-scrubs>