

COVID-19 Individual Occupational Health Risk Assessment **Form v4.8 Updated July 2021**

This risk assessment has been developed to see if you are at higher risk of developing more serious symptoms if you come into contact with the COVID-19 virus. The form then helps you and your line manager choose the right actions for you based on the level of risk.

It is in everyone's interest for all colleagues to complete an updated risk assessment to identify those at higher risk, to remind colleagues of protective equipment measures and to identify how to reduce the exposure where possible.

It is important to note that the risk assessment template is a guide to the discussions and you and your line manager can add to the form as necessary.

If you have any concerns or your line manager has not arranged a meeting please discuss this with your line manager initially and then you can get further support from:

- Staff side - <http://nww.worcsacute.nhs.uk/departments-a-to-z/staff-side-trade-unions/whos-who/>
- BAME Network - wah-tr.bame@nhs.net
- Freedom to speak up guardian - wah-tr.freedomtospeakup@nhs.net
- HR – wah-tr.hrenquiries@nhs.net

If you need further support completing this form or you are not sure how to proceed, you can contact the Occupational Health department for advice. Opening hours are open Monday to Friday, 8.30am-5pm

This form is split into 4 sections:

Section 1 – Risk Assessment – to be completed by you

This section uses the Alama tool to calculate your COVID-age, this is based on evidence for the main identified risk factors which include age, sex, ethnicity, and various health problems. It works by translating the risk associated with each factor into years which are added or subtracted from your actual age.

You can then plot your risk level based on your workplace environment, community viral prevalence, and COVID-age which will be adjusted if you have taken up a COVID vaccination or have tested positive in the last 6 months

Section 2 – Health and Wellbeing conversation – to be completed by you and your manager

This section is to be completed jointly by you and your manager and is a conversation about your wider health and wellbeing and any concerns / apprehensions you may have around the outcome of your risk assessment.

Section 3 – Mitigation of risk and agreed actions – to be completed by you and your manager

This section is to record actions both you and your manager agree to take to reduce the level of risk.

Section 4 – Reduced risk assessment following mitigation

This section records the reduced risk following agreed actions to reduce or mitigate the risk

**PLEASE SCAN AND SEND A COPY OF THE COMPLETED FORM TO OCCUPATIONAL
HEALTH
wah-tr.OccupationalHealth@nhs.net**

To be completed for **ALL** staff

Your Details	
Your Name:	Job Title:
Ethnicity:	
Department:	Telephone Extension:

Your Manager's Details	
Your Manager's Name:	Job Title:
Department:	Telephone Extension:

Your Signature: Date:

Your Manager's Signature: Date:

**Section 1 – Risk Assessment
(to be completed by you and your manager)**

INITIAL RISK ASSESSMENT

If you do not know the answers to any of the health questions please consult your GP or healthcare professional.

The COVID-age calculator can be found [here](#) as an internet link or below is an embedded excel sheet



Copy of
Alama-risk-tables-202

PLEASE INDICATE RISK RATING BY PLACING AN 'X' IN THE APPROPRIATE BOX

		Community viral prevalence per week at main place of work https://coronavirus.data.gov.uk/details/interactive-map			
Workplace risk	COVID Age*	0-9 / 100,000	10-99 / 100,000	100-800 / 100,000	800+ / 100,000
VERY HIGH Direct contact (<2m) with confirmed cases of COVID or Aerosol Generating Procedures (AGP)	85 and above	Red	Red	Red	Red
	70 – 84	Red	Red	Red	Red
	50 – 69	Amber	Amber	Amber	Amber
	Under 50	Green	Green	Green	Green
HIGH Direct contact (<2m) with suspected cases of COVID	85 and above	Red	Red	Red	Red
	70 – 84	Amber	Amber	Amber	Amber
	50 – 69	Amber	Amber	Amber	Amber
	Under 50	Green	Green	Green	Green

MEDIUM High number of direct face to face contacts where social distancing cannot be maintained	85 and above	Amber	Amber	Red	Red
	70 – 84	Amber	Amber	Amber	Amber
	50 – 69	Green	Green	Amber	Amber
	Under 50	Green	Green	Green	Green
LOW Where good social distancing, ventilation and hygiene measures are in place	85 and above	Green	Amber	Amber	Red
	70 – 84	Green	Green	Amber	Amber
	50 – 69	Green	Green	Green	Amber
	Under 50	Green	Green	Green	Green
Working from home	All ages	Green	Green	Green	Green

Matrix guide for estimation of overall initial risk level		
RISK LEVEL	ADVICE	SELECT RISK LEVEL CALCULATED FROM TABLE ABOVE
Red**	Overall risk is very high, avoid this activity by redeployment to a lower risk area or working remotely.	
Amber	Overall risk is moderate, additional mitigating controls required	
Green	Overall risk is low, not requirement for additional adjustment or controls	
	Pregnant women under 28 weeks should not work in a high or very high work environment and should be redeployed to a lower risk workplace.	
	Pregnant women over 28 weeks should not have any direct patient contact and should be redeployed to a lower risk workplace.	

**Section 2 – Health and Wellbeing Conversation
(to be completed by you and your manager)**

Some staff will be apprehensive about the outcome of their risk assessment which may include fears around workplace transmission if they are returning to work, or for some staff fears of the psychological impact of continuing to work remotely or be redeployed.

Use the wellbeing conversations template to understand wider health and wellbeing impacts of the outcome of your risk assessment



Wellbeing_conversations_and_plan_220220

Use this space to record any concerns and/or actions that come out of the wellbeing conversation.

Where both the employee and manager feel there would be a negative impact on health and wellbeing and this impact would be greater than the overall risk of contracting severe COVID-19 please refer to Occupational Health for specialist advice.

Section 3 – Actions Taken

Things I can do for myself – please **tick** to confirm agreed actions to reduce risk

1. Observe good hand hygiene, with frequent use of soap and water or alcohol-containing gel
2. Maintaining a **distance of 2 metres** is an important aspect of the measures we must all take to minimise the risks of the spread of COVID-19. It is something we should aim to do in all aspects of our daily lives, in informal workplace activity as well as patient contact
3. Use appropriate personal protective equipment identified for your role and know how to use it properly. Follow Public Health England and Trust PPE guidance both at work and outside of work
4. Observe isolation requirements if directed to by PHE, NHS COVID-19 app, or Trust track and trace.*please remember to turn NHS COVID-19 app off when in the workplace
5. Ensure your infection control training is up to date
6. Protect yourself by taking up the COVID vaccination as offered to you.
7. Comply with any Trust testing schemes such as lateral flow testing
8. Comply with the Trust COVID-19 staff health compliance policy
9. Comply with the Trust uniform policy, particularly in relation to travelling to and from work in uniform

Things my line manager can help with – please **tick and add notes** of agreed actions to reduce risk

10. Strict adherence to social distancing advice (may include staggered rostering to facilitate social distancing at work)
11. Whether public transport / rush hour can be avoided through adjustments to working hours

	12. Limit duration of close interaction with patient (e.g. prepare everything in advance away from patient)
	13. If possible maintain >2m distance from the patient
	14. Asking patients to wear mask for staff member interactions
	15. Provide an alternative face covering where the staff member is not able to wear a surgical mask in the workplace due to health reasons
	16. Redeployment to lower risk area (add in details)

	17. Consider no patient contact e.g. non-patient facing role in same department remote consultations with patients/ service users
	18. Remote working
	19. Enhanced PPE
	20. Others, please specify

SECTION 4 – REDUCED RISK

This section is to re-assess the risk following actions taken in sections 2 and 3.

1. COVID-Age

You will drop down to the next lower COVID-age category below your calculated level if:

- You had the infection in the last 6 months
- You had the both does of vaccine more than 14 days ago

2. Mitigating actions

If actions taken in section 3 have reduced the risk, for example agreed redeployment or additional mitigating controls are now in place record the new risk level.

PLEASE INDICATE RISK RATING BY PLACING AN 'X' IN THE APPROPRIATE BOX

Workplace risk	COVID Age*	COVID RISK SCORE (for OH use only)	Community viral prevalence per week at main place of work https://coronavirus.data.gov.uk/details/interactive-map			
			0-9 / 100,000	10-99 / 100,000	100-800 / 100,000	800+ / 100,000
VERY HIGH Direct contact (<2m) with confirmed cases of COVID or Aerosol Generating Procedures (AGP)	85 and above	1	Red	Red	Red	Red
	70 – 84	2	Red	Red	Red	Red
	50 – 69	3	Amber	Amber	Amber	Amber
	Under 50	4	Green	Green	Green	Green
HIGH Direct contact (<2m) with suspected cases of COVID	85 and above	5	Red	Red	Red	Red
	70 – 84	6	Amber	Amber	Amber	Amber
	50 – 69	7	Amber	Amber	Amber	Amber
	Under 50	8	Green	Green	Green	Green
MEDIUM	85 and above	9	Amber	Amber	Red	Red

High number of direct face to face contacts where social distancing cannot be maintained	70 – 84	10	Amber	Amber	Amber	Amber
	50 – 69	11	Green	Green	Amber	Amber
	Under 50	12	Green	Green	Green	Green
LOW Where good social distancing, ventilation and hygiene measures are in place	85 and above	13	Green	Amber	Amber	Red
	70 – 84	14	Green	Green	Amber	Amber
	50 – 69	15	Green	Green	Green	Amber
	Under 50	16	Green	Green	Green	Green
Working from home	All ages	17	Green	Green	Green	Green

RISK LEVEL	ADVICE
Red**	Overall risk is very high, avoid this activity by redeployment to a lower risk area or working remotely.
Amber	Overall risk is moderate, additional mitigating controls required (see table in section 3 below)
Green	Overall risk is low, not requirement for additional adjustment or controls
	Pregnant women under 28 weeks should not work in a high or very high work environment and should be redeployed to a lower risk workplace.
	Pregnant women over 28 weeks should not have any direct patient contact and should be redeployed to a lower risk workplace.

**** Individuals concerns can be taken into consideration where the adverse health effects of redeployment / working from home would be greater than the overall risk of contracting severe COVID-19, this can be explored through the conversation in section 2 and would require agreement from both the individual and the manager to accept the risk and advice from OH.**