**hT**

**Coronavirus (COVID-19) Risk Assessment: Individual Employee - Clinically Vulnerable to COVID 19**

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| Employee: |  | | Job Title: |  |
| School: |  | | Date of assessment: |  |
| Assessment conducted by: |  | | Job Title: |  |
| Also present at risk assessment meeting, if applicable: (e.g. HR, colleague or trade union representative) | |  | | |

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| **Related documents** |
| To be completed in combination with Trust COVID -19 Risk Assessment  Other related documents: Infection Control Policy, First Aid Policy, Business Continuity Plan, COSHH Policy, Data Protection Policies, Security Policy, Staff Code of Conduct, Whistleblowing, Disciplinary Policy, COVID-19 Action Plan, Plan for Effective Reopening. |

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| **Definition:** |
| Clinically vulnerable people are those who are:   * aged 70 or older (regardless of medical conditions) * under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): * chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis * chronic heart disease, such as heart failure * chronic kidney disease * chronic liver disease, such as hepatitis * chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy * diabetes * a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets * being seriously overweight (a body mass index (BMI) of 40 or above) * pregnant women |
| Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) have been advised to take extra care in observing social distancing and should work from home where possible.  Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.  If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk. |

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| **Describe the details of the employee’s medical condition which places them in the clinically vulnerable category:** |
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| **Advice received from medical professional/s** (Refer to any Occupational Health report, if applicable): |
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| **Risk assessments already in place for the activities undertaken by the individual** (These risk assessments must also be reviewed in light of the circumstances) |
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| **Risk rating** | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**  Causes major physical injury, harm or ill-health. | High (H) | H | Medium (M) |
| **Severe**  Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**  Causes physical or emotional discomfort. | M | L | L |

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| **For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).**  **Please note the term “staff” and “employee” refers to any employee that works within the individual academies or across the trust central team.** |

| Area for concern | Risk rating prior to action  H/M/L | Recommended controls | In place?  Yes/No | By whom? | Deadline/ Review Date | Risk rating following action  H/M/L |
| --- | --- | --- | --- | --- | --- | --- |
| Employee’s work can be conducted at home |  | * Employee to work from home * Alternative work tasks identified so employee can still fulfil role e.g. support member of staff supporting home learning * Line manager identified to ensure regular contact with employee for on-going clarity of expectations of work to be completed and the well being of employee * Employee aware of protocols for home working e.g. timeliness of checking emails * Employee to be provided with equipment to fulfil expectations of home working e.g. laptop * Arrangements for employee to attend staff briefings via online platforms made * Agreed, regular review periods, particularly where government guidelines change |  |  |  |  |
| Employee’s work can only be conducted on site |  | * Clinically vulnerable staff are advised not to attend the site and should work from home where possible. Where this is not possible, staff should be offered the safest possible on-site roles, staying 2m away from others. If the 2m distance cannot be adhered to fully, a risk assessment should be carried out to determine whether it is safe for the member of staff to be in school * All aspects of the employee’s role have been identified, and adjustments made so that strict social distancing can be achieved. Where this is not possible for all tasks, reallocate tasks which are deemed as being of a higher risk to the employee * Isolated working space allocated e.g. office/desk, if appropriate to the role * Working space is well ventilated * Working space is away from the main body of the school, away from pupils, where applicable * Signage around working space communicates that no other employees are to come within 2m of employee or use their work station or equipment, where applicable * Resources/equipment provided for discrete use by employee e.g. own stationary equipment * Toilets for employee to use identified, ideally away from other more public facilities, where possible * Hygiene products provided for employee’s discrete use e.g. hand sanitizer * Start and end times are flexible to ensure employee can arrive/leave at the least busy times * Routes in/out and around the building planned * Arrangements for refreshment breaks identified to ensure no entry to shared spaces e.g. staff rooms and employee encouraged to bring own bottled drink * Regular cleaning of surfaces throughout the day is maintained and checked * Employee to receive any necessary training that helps minimise the spread of infection, e.g. infection control training * Emergency contact details of employee are up-to-date, including alternative emergency contact details, where required. * The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy |  |  |  |  |
| Employee uses public transport to travel to work |  | * The government does not recommend the use of public transport * Where the employee can work from home, they are to do so (see points above) * Where work can only be conducted on site, employee to identify other alternative means of transport e.g. walking * Flexibility in start and end times to acknowledge potential increase in travel time, if walking * Flexibility in working patterns explored e.g. condensing a 16 hour weekly pattern over two days so less travel is required |  |  |  |  |
| Awareness of policies and procedures | H | * All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: Health and Safety Policy, First Aid Policy, Whistleblowing, Code of Conduct * All staff have regard to all relevant guidance and legislation including, but not limited to, the following:   + The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013   + The Health Protection (Notification) Regulations 2010   + Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’   + DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ * The school keeps up-to-date with advice issued by, but not limited to, the following:   + DfE   + NHS   + Department of Health and Social Care   + PHE   + The school’s local health protection team (HPT) * Staff are made aware of the school’s infection control procedures in relation to coronavirus via email. * Data Protection Policies and principles of GDPR are followed at all times – this includes withholding the names of staff with either confirmed or suspected cases of coronavirus. |  |  |  |  |
| More specific/  individualised concerns to be added here |  |  |  |  |  |  |
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| **Overall recommendation:** |  |
| **Signature of manager completing risk assessment \*:** |  |
| **Employee signature (sign one box only, whichever is applicable)** | |
| By signing this risk assessment I confirm I agree with the risk ratings made and the overall recommendation. I accept and confirm I will adhere to the adjustments identified at all times**:** |  |
| *In cases where the assessor deems the risk as being too high and the recommendation is for an employee not to return to work on-site however the employee is willing to accept the level of risk and remain working on-site.*  By signing this risk assessment I confirm I am aware of the risks identified and confirm I am willing to accept the risks identified in this risk assessment and continue to work on-site. |  |
| **Agreed Review date:** |  |

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***\*Once completed, this document becomes a formal agreement between employee and employer of actions to be taken*.**