

Advice on Risk Assessment:

For the other groups in section 1, the risk categories cover a wide range of severity and include some people who are only at very slightly increased risk. Nonetheless when you are considering who does what within a department it is important to consider individuals risk and aim to reduce it if possible even if their risk is low.

It is not possible to avoid all risk and the aim of the risk assessment is to avoid unacceptably high risk activities and to bring down risk in other areas as far as reasonably practicable but not to try and avoid any possible risk. Most people in the risk categories will be able to continue working but it is still important to consider how you could reduce their risk.

If you feel an individual is unable to work safely in their normal place of work and there are no good options for working in a modified way, for example, working from home or carrying out telephone assessments, then you should speaking to booking trust.

If an individual is not happy to disclose details of their condition then it would be appropriate to refer to Occupational health who will be able to address the issues in a confidential environment and offer an opinion without the need to share personal details. Occupational health can also advise if it is not clear if the individual is at increased risk.

As a general guide all those identified as being at risk should:

- Not be working directly with COVID-19 patients and those with a high suspicion of COVID-19 including all RED areas
- Not be working in those areas where it is difficult to control the risk of exposure to COVID-19 including AMBER areas unless subject to a full risk assessment.

In all other areas, you should still consider reducing the risk as discussed above but recognising that this may not be possible. If it is felt that an unacceptable level of risk remains then escalate the case as described above.

Actions to consider include:

- Working from home for all or part of the role, especially if it will be difficult to maintain social distancing in the work environment or when travelling to and from work.
- Adjusting work times to facilitate travel at off-peak times
- Adjusting the work environment, times or duties to reduce the risk of exposure, for example working in a separate office, not using shared telephones, carrying out telephone rather than face to face interactions.

To note:

Line managers should document the results of the risk assessment and be prepared to review it regularly as the situation develops.

This form and the risk assessment will be retained should be retained on a candidates record in accordance with the DPA..

Annex A: WORK ADJUSTMENT ASSESSMENT GRID – *Example in Italics (please delete)*

Employee Name:		Manager Name:		Meeting Date:	
Job Title:		Service Area:			
Identified health condition(s):		<i>1. Increased risk from COVID-19</i>			
Impact of health condition(s) on ability to undertake job:		<i>1.</i>			
Adjustment(s) recommendation(s) to be considered (inc up-to-date advice from OH&WB):	Impact of adjustment	Has adjustment been implemented Yes / No If not, why not?	Implementation Date	Review Date	Impact on sickness absence/return to work/ability to remain at work?
Is there any adjustment/any other support I have not discussed with you that you consider would support you in your role?		<i>None raised at this meeting</i>			
Detail any other alternatives considered by service to support employee		<i>1. Further advice sought from Occupational Health on any other adjustments to relieve/minimise MSK symptoms & help to remain at work; 2. Permanent reduction in hours being considered</i>			

Manager's signature/ job title..... Date:

Employee's signature/ job title.....Date: