

Risk Assessment Covid-19 Registrars

This example risk assessment is not exhaustive and should be used as a guide for typical risk management considerations.

You must ensure robust arrangements are in place to control the risks if adopting any part of this assessment. It is important this assessment and proposed action is consulted with employees and their representatives. **Please record and highlight your additional risk control measures / adaptations you have made for your individual work location.** Please record that employees have been consulted and made aware of the contents of the risk assessment.

Step 1: Identify the hazards. **Step 2:** Decide who might be harmed and how. **Step 3:** Evaluate the **risks** and decide on precautions. **Step 4:** Record your findings and implement them. **Step 5:** Review your **assessment** periodically and where there have been significant changes or any learning from accidents / incidents or work-related ill health. Risks should be reduced to as low as reasonably practicable.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down):

- **Elimination**
The hazard, task or activity is physically removed or abandoned (e.g. avoiding contact with anyone with symptoms)
- **Substitution**
Replace a material or process with a less hazardous one
- **Engineering Controls**
Isolate staff, contractors, visitors, public from the hazard (demarcation, physical barriers)
- **Administrative Controls**
Identify and implement procedures to maximise safe working (management of social distancing, hygiene protocols)
- **Personal Protective Equipment (PPE)**
Only to be considered if measures above would be ineffective to control risks.




Important note:

This risk assessment must be read and worked through in conjunction with current Government guidelines applicable to Working Safely During Coronavirus (COVID-19) and other relevant industry specific guidance. This includes guidance for shielded and clinically vulnerable people / groups.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Risk Assessment Covid-19

Activity/Person/Location	Barking and Dagenham Registration Services Risk Assessment – COVID-19 Preventive
Service Area	Registration Services Woodlands House
Manager	
Assessor(s) including employee representative	
Date of assessment	03/06/2020
Review date	


Key	
	Social Distancing to minimise potential spread of COVID-19
	Hygiene protocols to minimise potential spread of COVID-19
	Additional considerations to manage and control risk



Resultant Risk Rating Please tick	
High	
Medium	X
Low (normal)	


Risk rating to be applied following implementation of control measures. Select a risk rating to reflect the overall risk once control measures are in place. You are aiming to ensure that the risk is as low as reasonably practicable (ALARP)





What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
1. Minimizing the risk of coronavirus transmission	<p>Possible transmission of the virus from person to person and into the wider community.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> the virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales 	<p>Staff</p> <p>When a staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days and arrange to get tested ASAP. Their household members should self-isolate for 14 days.</p> <p>Where the staff member tests negative, they can return to work and the household members can end their self-isolation.</p> <p>To protect yourself from coronavirus infection,</p> <ul style="list-style-type: none"> always keep a minimum distance of 2 metres from others where possible wash hands frequently including forearms where exposed (for at least 20 seconds) or use a hand sanitiser with a minimum of 60% alcohol clean surfaces and equipment frequently using your usual detergent or normal household disinfectant avoid touching your face, nose and eyes 				


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	<ul style="list-style-type: none"> the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth Exposure to the virus may result in mild or moderate symptoms (e.g. coughing, fever or change to your sense of smell or taste) or more severe symptoms include pneumonia in both lungs which can lead to death 	<p>If you can, wear a face covering in enclosed public spaces where social distancing is not possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example, on public transport or in some shops.</p> <p>In good weather, try to leave windows and doors open in communal areas where people from different households come into contact.</p> <p>Customers</p> <p>There should be clear signage outside the building (and using other media e.g. website, social media) advising the public not to come to the registrar's office if they have symptoms of coronavirus, or are self-isolating because they live with someone that does.</p> <p>Customers should be advised to use the handwashing facilities as soon as they enter the building.</p> <p>The following arrangements will help customers maintain a 2m distance</p> <ul style="list-style-type: none"> re-arranging seats in the waiting area or blocking some seats from use if they cannot be re-arranged. restricting the number of people using the toilets/washrooms at any given point in time. Provide signage advising customers to maintain a 2m distance if there is a queue advising customers when they can enter or leave interview rooms, to avoid cross-traffic in the doors and to restrict the number of people in the public spaces at any point in time reminding customers to keep a 2m distance, for instance going in and out of interview rooms 				
2. Testing and contact tracing	<p>Staff, visitors, contactors</p> <p>(Risk - as set out in section 1)</p>	<ul style="list-style-type: none"> Coronavirus testing is now available to everyone aged five and over in the UK with symptoms (a new, continuous cough; high temperature; or a loss of or change in your normal sense of smell or taste). 	Once the app is available, all staff, contractors visitors, contractors, with a smart phone should download the app.			




What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Everyone who is showing coronavirus symptoms is eligible to book a swab test to find out if they have the virus. • People can register for a test at www.nhs.uk/coronavirus, after checking their symptoms. • Those who do not have any access to the internet, or who have difficulty with the digital portals, will be able to ring a new 119 service to book their test. People with hearing or speech difficulties can call 18001 119. <p>This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a person tests positive.</p> <p><i>Please add any additional specific arrangements applicable to your setting.</i></p>				
<p>3. LBBD Woodlands Office premises</p> <p>Reoccupation of areas which have not been in use during lockdown.</p>	<p>Staff, public, contractors, visitors.</p> <p>Due to some or all parts of the premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.</p>	<p></p> <ul style="list-style-type: none"> • Visual inspection of whole premises to identify and remedy health and safety hazards • Building services maintained in accordance with the LBBD 'Duty Holder Support Pack' including: • Maintenance checks of plant and equipment undertaken – including kitchen equipment. • Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> ○ Fire alarm panel status green ○ Fire call points operational ○ Emergency lighting operational ○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained • Gas systems maintained • Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold-water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the premises which have not been used during lockdown period • Electrical equipment and systems maintained 				




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		<ul style="list-style-type: none"> • Ventilation / air conditioning / extraction systems maintained if using a central ventilation system that removes and circulates airs to different rooms, it is recommended that you turn of re-circulation and use a fresh air supply • Asbestos management arrangements in place • Boiler room plant inspected / maintained • Identify and remedy possible vermin infestations <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
4. Communication strategy public	Staff, public, visitors, contactors (Risk - As set out in section 1)	 <p>Protocol in place and includes:</p> <ul style="list-style-type: none"> • Comms to go out to public regarding reopening, including public toilet out of use and including comms on the website. • Discussion with team on in/out arrangements for the public • Consultation with Police on reopening • Phased approach planned for reopening of the Births, deaths and marriages sections of the registrars offices and suites. Phased reopening of notices of marriage/CP and marriage /Citizenship ceremonies when authorised to start those services again. • Discussions with Havering Council for them to register their own births and not through LBB • Staff /Clients advised to follow guidance below. COVID-19: guidance for households with possible coronavirus infection guidance  <ul style="list-style-type: none"> • New hygiene practices explained to staff, including hand sanitiser use and cleaning arrangements. <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
<p>5. Shielded and clinically vulnerable Groups including those who are pregnant.</p> <p>Black, Asian and Minority Ethnic (BAME) and clinically vulnerable groups</p>	<p>Staff, public, contractors, visitors (Risk - as set out in section 1)</p> <p>UK and international data suggest that people from Black, Asian and Minority Ethnic (BAME) backgrounds are disproportionately affected by COVID-19.</p>	 <ul style="list-style-type: none"> Government guidance on shielded and clinically vulnerable people to be followed. (link Government Guidance) Children and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. Clinically extremely vulnerable individuals with serious underlying health conditions which put them at greatest risk of severe illness from coronavirus and have been advised by the NHS by letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. Management staff to follow manufactures instructions on how to use PPE correctly Risk assessment undertaken with BAME staff members using 'appendix 1' of this document. 				



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6. Staff transport to/from home to Woodlands premises	Staff, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise personal contact/ avoid travel, working from home where practicable  <ul style="list-style-type: none"> • Ensure protocols in place for staff getting to work, walking and cycling where possible, avoiding travelling by public transport where possible, not car sharing etc. in line with Government guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Consulted staff on start and finish times, working from home where possible etc. • Ensuring safe distancing is always adhered to – 2 meters apart • No physical contact e.g. handshaking  <ul style="list-style-type: none"> • Adhering to guidelines on hand washing, sanitising upon arrival/ leaving Woodlands. This has been re-iterated to staff through team briefing. <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
7. LBBD Registrars Woodlands building (own premises) local arrangements	Staff, public, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise face to face contact • Locked front door, intercom buzzer entry 				




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COVID-19		<ul style="list-style-type: none"> • Social distancing guidelines to be applied (including in office / staff rooms / meeting rooms / kitchens/ WC's/ inhabited spaces), considering spacing of desks in the office. • Distancing measures are being put in place. Bespoke screens are being fitted to desks. • Safe systems of work being developed for public for births, deaths and marriages • Conduct meetings where possible via Skype / Teams • Demarcation to maintain safe distancing in place including spacing of desks, 2 metre floor markings and placing of barriers • Notices to maintain social distancing displayed • Restrict the number of persons able to attend for births and deaths. No additional children allowed.  <ul style="list-style-type: none"> • Enhanced cleaning regime in place in line with COVID-19: cleaning of non-healthcare settings guidance • Staff cleaning would be inline with: • https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2 • Additional day time cleaning arrangements put in place • Use of sanitiser for public entering and leaving Woodlands. • Hand washing posters displayed • Increased natural ventilation / avoid rooms with no natural ventilation where possible • Hand sanitiser to be available • Increased cleaning frequencies of hard surfaces / emptying of bins • Hand washing poster displayed in all WCs • One person to use the toilet at anyone time • Public toilet closed to the public at this time • Minimise sharing / touching of items • Use of card machines, no cash being taken • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Members of public told to bring their own pens for any signing requirements 	Review security arrangements as door kept locked and the provision of a security person on the entrance door.		04.06.20	


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		<ul style="list-style-type: none"> • Items to be sanitised before sharing (including PCs) / re-use by another person, kitchen appliances • Sanitisation / hand washing protocols to be observed when handling deliveries.  • Contractors and delivery companies should have safe systems of work, risk assessment and Covid-19 secure arrangements in place <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
8. Fire LBBB Woodlands Office. Fire drills / Emergency situations	<p>Staff, public, contractors, visitors</p> <p>(Risk - as set out in section 1)</p> <p>Smoke inhalation, exposure to heat, burns, death, Crowd issues, damage to buildings.</p>	 <ul style="list-style-type: none"> • Adequate numbers of trained staff to safely evacuate all personnel on the premises • Demarcation of safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable (planned drills only) • Fire drill arrangements to be confirmed with building management • Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.  <ul style="list-style-type: none"> • Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation, but should be maintained at the assembly point if possible • Fire risk assessment and Emergency Evacuation Plans revised for office to take into account COVID-19 restrictions and areas which may not be in use and changes of use to the building. • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary 				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<i>Please add any additional specific arrangements applicable to your service / work setting.</i>				
9. First Aid - LBBD Woodlands site and Office	Staff, public, contractors, visitors (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Adequate numbers of trained staff to administer First Aid • Check First aid boxes content and facilities available  <ul style="list-style-type: none"> • Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting, or vomiting • PPE / Handwashing protocols to be followed • Management and staff must read and follow manufactures instructions on how to use PPE correctly <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
10. LBBD Woodlands - Someone becomes unwell in the office	Staff, public, contractors, visitors (Risk - as set out in section 1)	 <p>Protocol developed in line with Government Guidance to include:</p> <ul style="list-style-type: none"> • Local first-aid procedure in place. • If anyone becomes unwell with a new, continuous cough or a high temperature loss of taste / smell in the LBBD office setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature, loss of taste or smell they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the person subsequently tests positive (Close contact generally refers to being within 2 metres for more than 15 minutes). • If you have been in close contact with someone who is being tested for COVID-19, but they do not yet have a test result: Current advice states that at this stage, you do not need to self-isolate. You should take extra care in practising social distancing and good hand and respiratory hygiene. Contacts of people who have tested positive for COVID-19 infection who need to self-isolate will be notified accordingly by the NHS Test and Trace service. If you have not been notified, this means you do not need to self-isolate. <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See COVID-19: cleaning of non-healthcare settings guidance</p> <ul style="list-style-type: none"> • Staff cleaning would be inline with: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-2 <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
<p>11. LBBD Woodlands site Behaviour of Staff</p> <p>Behaviour of the public</p>	<p>Staff, public, contractors, visitors</p> <p>(Risk - as set out in section 1)</p> <p>Acts of violence towards Staff include but are not limited to; Verbal aggression, Physical aggression, Threatening and intimidating behaviour.</p>	<p></p> <ul style="list-style-type: none"> Staff code of conduct applies in these times of Covid-19 and are expected to maintain social distancing and hygiene protocols at all times Training in place to reinforce expectations of staff behaviours, including adult to adult interactions <p></p> <ul style="list-style-type: none"> Review of procedures for dealing with the public in light of COVID-19 Strong relationship with local Police Understanding of basic body language principles. Use of calming techniques Regular welfare checks scheduled at set times throughout the day. Violence and Aggression training/Conflict management training If staff feel threatened or intimidated, they must immediately leave the scene and return to the nearest safe office/ secure area. The mantra 'If in doubt, get out' should be used when assessing situations <ul style="list-style-type: none"> Staff and security to remind the public of social distancing requirements. Security officer to assist the public <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>	<p>Complete ilearn module, personal safety for all staff prior to reopening.</p>			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
12. LBBD Woodlands site COSHH Cleaning / Sanitisation products	Staff, public, visitors, contractors Due to required increased cleaning/sanitising of hard surfaces and items there is a need to ensure no residual traces of cleaning products / or access to the cleaning / sanitising product by unauthorised personnel	 <ul style="list-style-type: none"> • COSHH risk assessment updated to include all newly introduced cleaning products • Training provided to all staff members required to use cleaning products (in consultation with the cleaning provider) • Manufacturers COSHH Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. • Strict instruction to staff / cleaning provider to keep any cleaning chemicals secure • Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
13. LBBD Woodlands site Dealing with / clearing up with Body Fluids	Staff, public, visitors, public (Risk - as set out in section 1)	 <ul style="list-style-type: none"> • Body Fluids protocol updated to include COVID-19 risks to include: <ul style="list-style-type: none"> ○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield ○ PPE and waste disposal protocols to be followed (double bag waste) ○ Handwashing protocols to be followed ○ Protocol in place to respond to emergency cleaning requirements and increased cleaning requests <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
14.	Staff					

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Mental Wellbeing	Mental wellbeing could be affected by C-19 pandemic	<ul style="list-style-type: none"> • Council mental wellbeing and support mechanisms for staff reviewed locally • EAP programme in place 24/7 • Occupational Health team support • Council trained mental health first aiders available • 1-2-1 supervision meetings with manager and discussions around COVID-19 concerns. <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
15. Additional and excessive Visitors to wedding and ceremonies	Staff, Public, visitors (Risk as in section 12)	<ul style="list-style-type: none"> • Staff code of conduct applies in these times of Covid-19 and are expected to maintain social distancing and hygiene protocols at all times • Training in place to reinforce expectations of staff behaviours, including adult to adult interactions • Review of procedures for dealing with the public in light of COVID-19 • Strong relationship with local Police • Understanding of basic body language principles. • Use of calming techniques • Regular welfare checks scheduled at set times throughout the day. • Violence and Aggression training/Conflict management training • If staff feel threatened or intimidated, they must immediately leave the scene and return to the nearest safe office/ secure area. The mantra 'If in doubt, get out' should be used when assessing situations 	Discussion over security and training of staff			

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
		<ul style="list-style-type: none"> • Staff and security to remind the public of social distancing requirements. • Security guard in place <p><i>Please add any additional specific arrangements applicable to your service / work setting.</i></p>				
Other						

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.

Employees in the increased risk groups for Covid-19

Protecting our staff – returning to work and Health Risk Assessments

This document explains how to carry out an initial health assessment to enable an early review of risks, mitigation and controls for employees in vulnerable groups who work in front-line roles.

It builds in, where appropriate, a role for Occupational Health to support the employee and manager in agreeing and implementing recommendations. We are aware that many managers of front-line services have already undertaken risk assessments and good arrangements are in place. If individual risk assessments have been done, there is no requirement to repeat this. The process has been introduced to make sure that no one has been missed, and in particular to ensure that in advance of receiving further Public Health guidance on the risk factors for BAME employees that individual health risk assessments have been undertaken and are in place.

Protecting front line staff

In response to the Covid-19 pandemic, employers have been advised to:

- Think creatively about how to enable social distancing at work, such as:
 - changing the layout of workplaces
 - adjusting shift patterns
 - staggering commute times
 - control measures for reducing risks such as virtual contact with residents as opposed to home visits where this is possible.
- Putting in place Personal Protective Equipment (and guidance for use for specific roles) as required by risk assessments.
- Ensuring that key workers are aware of testing arrangements and supported for a safe return to work.

Responding to these issues

In response, the council has:

- Undertaken risk assessments for many roles and staff groups, taking into account the need for Covid-19 secure workplaces.
- Applied Government and Public Health England (PHE) guidance for PPE in our own visual guides for key workers which help staff work safely; ensure staff feel supported in their work and protect local services.
- Advised employees in specific groups which are potentially more vulnerable to practice robust social distancing measures.
- Closely followed all relevant Government and PHE guidance about social distancing, self-isolation and shield and protect arrangements
- Ensured that employees in clinically vulnerable or extremely vulnerable groups have adhered to these arrangements.

The following section explains about the different vulnerable groups, and the action that should be taken for each of them.

Clinically extremely vulnerable

Individuals identified as being clinically extremely vulnerable (those with serious underlying health conditions), which puts them at the greatest risk of severe illness from coronavirus and who are advised by the NHS that they should not work outside the home, must rigorously follow shielding measures in order to keep themselves safe. The employee will have received a letter from the NHS confirming this. GP fit notes are not valid confirmation for this status. Any queries please contact your HR Adviser or Occupational Health.

Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.

- If they can work from home they will continue to do so. In some cases, work can be reorganised to facilitate this.
- In other situations, some key workers (such as loaders, drivers and caretakers) will be unable to work from home; they are expected to stay at home on full pay. A letter setting out these arrangements should be provided and they will be kept under review pending Government and PHE guidance. Alternative work will also be explored, subject to a skills survey and review.
- Similar arrangements may be in place for our employees who live with someone who is “shielding”. An application process should be followed, and managers must discuss this with their HR Adviser.
- These arrangements are in place until the end of June 2020.

Clinically vulnerable

Employees who are at higher risk of severe illness from Covid-19 as set out in the [Staying at home and away from others \(social distancing\) guidance](#) are advised to take extra care in observing social distancing and should work from home where possible.

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below:
 - 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

If individuals are clinically vulnerable (but not clinically extremely vulnerable) the manager undertakes a health risk assessment. If duties can’t be adjusted so that the employee can work

fully at home, manager to submit health risk assessment to Occupational Health using fast track referral [Covid-19 Specific management referral form](#).

- Occupational Health will call the employee, review the risk assessment and advise on whether the person can work, work with restrictions, or should remain at home.
- Employees who are unable to work and are at home will be provided with a letter to confirm their arrangements.

BAME Employees

Emerging UK and international data suggests that people from Black, Asian and Minority Ethnic (BAME) backgrounds are also being disproportionately affected by Covid-19. Public Health England has been asked by the Department for Health and Social Care (DHSC) to investigate this. In advance of this work, we consider it really important for health risk assessments to be undertaken so that working arrangements can be discussed and reviewed.

Line managers should identify any existing underlying health conditions that may increase the risks for BAME employees undertaking their frontline roles, in any capacity. Some research points to risk factors relating to over 55 or with other health vulnerabilities. Until the review by PHE has been concluded and more evidence is available, we are recommending that that the health risk assessment is undertaken with all BAME employees in front line roles.

Health Risk Assessment

In undertaking a health risk assessment, the standard hierarchy of risk management should be followed.

When managing hazards and risks, the Hierarchy of Controls must be applied (working top down), as set out below

Elimination

The hazard, task or activity is physically removed or abandoned.

Substitution

Replace a material or process with a less hazardous one

Engineering controls

Isolate employees from the hazard

Administrative controls

Identify and implement procedures to maximise safe working.

Personal Protective Equipment (PPE)

Only to be considered if measures above would be ineffective to control risks

Process

In the current situation, it is not practical for Occupational Health to carry out a risk assessment for all council employees, but it is reasonable for managers to ask their employees about the

presence of any underlying health condition, subject to this being dealt with sensitively and confidentially.

For assistance on carrying this out please contact your HR Business Partner or HR Adviser, or contact the **Workplace Options ManagerAssist** line 0800 298 2021 to help you prepare for the conversation.

If a health risk assessment or risk assessment has already been undertaken before or during lockdown and working arrangements have already been reviewed it will not be necessary to repeat this.

The line manager should undertake an initial assessment with the employee of:

- The issues and potential risk factors and how mitigation can be enabled in the way in which the work is undertaken. This includes safe systems of work, social distancing, hygiene measures and the use of appropriate personal protective equipment (PPE)
- Any temporary or alternative working arrangements that can be put in place to enable the key elements of the job role to be done.

The form below has been developed to support managers with this assessment.

Occupational Health will then review the assessment and support or provide additional recommendations. Under our covid-19 arrangements fast track appointments will be made if required.

CONFIDENTIAL

Health Risk Assessment: Exposure to Covid-19, impact on current health condition

General Information					
Employee Name			Job Title		
Line manager			Job title		
Location / Area:			Working hours:		
Date of Assessment:			Review date:		
Individuals underlying health condition category / other factors:	Please tick appropriate box:	<input checked="" type="checkbox"/>	Current post involves:	Please tick appropriate box:	<input checked="" type="checkbox"/>
	Notified as on 12 week Clinically Extremely Vulnerable (Shielding very high-risk group) Note - front line employee should not be in work in any circumstances but may be able to undertake full or some work at home.	<input type="checkbox"/>		Directly caring for Covid-19 service users (tested as positive) and undertakes Aerosol generating procedures (AGPs)	<input type="checkbox"/>
	Clinically Vulnerable – pregnant, over 70 or underlying health condition as per PHE list	<input type="checkbox"/>		Directly caring for Covid-19 residents (tested as positive) – not undertaking AGPs	<input type="checkbox"/>
	BAME Employee	<input type="checkbox"/>		Directly caring for service users not tested / unknown Covid-19 status but within 2 meters of patient – within any setting	<input type="checkbox"/>
		<input type="checkbox"/>		Proving a service which involves levels of face to face interactions with service users / members of the public	<input type="checkbox"/>
		<input type="checkbox"/>		Proving a service to colleagues (e.g. training)	<input type="checkbox"/>

What are you already doing?		
Aspects	Current Position	Additional action to reduce risk
Can <i>this</i> work be done at home?		
Could <i>alternative</i> work be undertaken at home or elsewhere in the council?		
Can face to face interactions be limited and move to virtual working?		
If they can't, will they be able to work at 2m social distancing		

What are you already doing?		
Aspects	Current Position	Additional action to reduce risk
What arrangements are in place / will be put into place to ensure regular contact / wellbeing?		
Can work times be adjusted to reduce the use of public transport, especially at peak times.		
Can work times within the team be staggered to reduce group sizes?		
Can the layout of the workplace be adjusted to allow for 2-metre social distancing?		
Is Personal Protective Equipment readily available (including hand sanitiser for mobile working) where a need is identified?		
Other considerations:		

Assessment		
<i>Please tick appropriate box:</i>	<input checked="" type="checkbox"/>	Monitoring / further action:
Actions agreed as detailed above reduce the risks to the employee		Local manager to review and monitor.
Actions agreed as detailed above do not fully reduce the risks to the colleague / some concerns remain.		Refer employee to Occupational Health for further advice and support

Additional notes
<i>Please add any additional notes as appropriate</i>

Employee signature		Date signed	
Print Name			
Manager's signature		Date signed	
Print Name			
Occupational Health Review			