Individual Risk Assessment Covid-19

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.
This is a template of a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace and this should be completed on an individual basis for those staff who are identifying as clinically vulnerable and have indicated that they would like to return to the workplace. A detailed individual risk assessment by manager must be written (see below) in order to eliminate avoidable risk, minimise residual risk and agree any changes needed to ensure safe working practices and patterns for the duration of the crisis.

This form is for those who are within the clinically vulnerable category and/or for those who are from Black, Asian and Ethnic Minorities as this group have been identified as higher risk. Please delete if only one category applies to an individual.

It should be completed in conjunction with the individual, considering their individual health conditions, the risks associated with their workplace and any other relevant issues such as needing public transport to travel to work. The library risk assessment should be shared with the individual to illustrate the control measures being put in place.

This risk assessment should be reviewed regularly and particularly if the risk level increases or the individual expresses a need to review to changed circumstances.
Both the employee and manager are asked to sign the form at the end and the form should be held confidentially by the line manager.

Workplace –	Date of Assessment -
Assessment completed by (Name) (Designation)	Due for review –
Name of specific person -	

Individual risk assessment to be completed for those who are clinically vulnerable and/or from Black, Asian or Ethnic Minority communities.

Hazard / Risk e.g. Vulnerability/shielding/ Specific Health concerns	Who is at risk?	Current Controls in Place Are they adequate? Is the risk reduced as far as possible?	Level of Residual Risk Low, medium, high or very high?	Are there any additional measures to control the risks for the individual based on their health condition?
The spread of Covid-19 posing an additional risk to those individuals with specific health issues or that fall into a vulnerable category Working from a library with proximity to other colleagues. For some libraries – staff from other services/agencies working in the same building. As libraries or library buildings with other services re-open, then contact with members	Colleagues in the Clinically Vulnerable group – • Age 70 or over • Under 70 with underlying health condition: • Chronic mild to moderate respiratory illnesses • Chronic heart disease • Chronic Kidney disease • Chronic Liver disease • Chronic Neurological conditions • Diabetes • Weakened immune system (as a result of things like chemotherapy or certain medicines like steroids) • Being seriously overweight • Pregnant women	Colleagues should be enabled to work from home if possible. If returning to the workplace, the factors to consider when assessing the ability of the individual to complete this work are - Standard controls to be used to enable colleagues to work from the workplace are - **Hand Washing** • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly	High	

of the public using the building.		• Gel sanitisers in any area where washing facilities not readily available		
	AND/OR – please delete if not applicable Colleagues from a Black, Asian or Ethnic minority group (people from these groups have been identified to be a higher risk)	**Cleaning** Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. **Shared equipment** Minimise shared equipment where possible. In the library setting there is shared equipment – computers, phones etc. To help minimise the risk from shared equipment, staff are to wipe desks and equipment (including phone set and trolleys) before and after use with provided anti-bacterial wipes/supplies and alcohol wipes for IT kit. **Social Distancing** Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people For public areas there will be limits on number of people in the area and this will be controlled.		

| | | Change to building layout – as per library risk assessment.

Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.

Staff working in fixed teams or bubbles to reduce the number of people each person has contact with on a regular basis. For those in this category, during the initial phase of recovery, there will be the option to work in the library during the afternoons when the library will not be open to the public (except for collection from designated point). A number of libraries (14) will not open to the public (except for collection from a designated point) during the initial phase.

Induction training on new building procedure for all staff returning to the workplace. In shared buildings, information shared with partners for them to share with their teams.

Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

Redesigning processes to ensure social distancing in place.

Conference calls (eg Microsoft Teams or Skype) to be used instead of face to face meetings.

Ensuring sufficient rest breaks for staff. | | |

| | | Social distancing also to be adhered to in staff welfare areas and smoking areas.

PPE
Where Risk Assessment identifies wearing of PPE as a requirement of the job, an adequate supply of these will be provided. There is no identified requirement within the library service roles to wear PPE. This will be reviewed if this guidance changes.

Symptoms of Covid-19
If anyone becomes unwell with a new continuous cough or a high temperature or loss of sense of taste and/or smell in the workplace they must be sent home and advised to follow the stay at home guidance.

Testing is available for individuals and advice should be provided to the individual about this.

Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises, this should be reported to your Team Manager. A member of the library service management team of the workplace take advice from Health and safety/HR colleagues to discuss the case and will take advice on any actions or precautions that should be taken

Wellbeing and Mental Health
Dorset Council will promote mental health & wellbeing awareness and support to colleagues | | |

		during the Coronavirus outbreak and will offer whatever support they can to help.		

This risk assessment has been completed and agreed by:

Employee name and signature……

Manager name and signature……

Date…………………………………………………

Questions to consider

- Does the individual have to come into the workplace? Are they willing to come into the workplace?
- Are there any other underlying health concerns which are causing concerns for the individual? How are these health concerns being managed already?
- Do the health concerns pose an increased risk to their health from Covid-19 or is the current method of management adequate?
- Has the library risk assessment been reviewed with the individual? Does the individual have any questions or concerns about the risks and control measures?
- How could any tasks or activities or the workplace be adapted to reassure the individual?
- Is there anything that the individual can recommend not included in the library risk assessment and measures which would enable them to return to the workplace?

Risk Assessment for specific Individuals: Covid-19
Five factors need to be considered:

1. Age
Those aged over 70 have already been identified by PHE as 'clinically vulnerable' and should take particular care to minimise contact with others outside their own household.
Most will already be working remotely.
The Framework also identifies that risks of severe COVID-19 increase with age and that adverse outcomes occur at an earlier age in BAME populations.

2. Sex
Data globally and from UK are emerging that COVID-19 disproportionately affects men with UK data showing approximately 60% of people admitted to hospital being male.
In addition, this same data also showed that females were associated with a 20% lower mortality.

3. Underlying health conditions
'Clinically extremely vulnerable' People with health conditions in this group, identified by PHE, should have already received a letter about this or will have been contacted by their GP.
They have been advised that shielding is required but the staff can still continue alternative duties from home. Some may be able to work from their shielded environment if practicable.
'Clinically vulnerable' people are those with underlying health conditions, or co-morbidities which place them at increased risk. Emerging evidence suggests that particular conditions: hypertension, cardiovascular disease, diabetes and chronic kidney disease are especially important risk factors, and these risk factors are increased in those of BAME population.
Obesity has now also emerged as an independent risk factor for COVID-19 hospitalisation in the UK setting.

4. Ethnicity
BAME populations appear to be associated with increased risks, particularly in those with co-morbidities who are presenting with adverse outcomes at a younger age.

5. Pregnancy
Existing guidance identifies that pregnant women over 28 weeks should be regarded as at increased risk and recommended to stay at home. For pregnant women with underlying health conditions at any stage of pregnancy a more precautionary approach is required and ethnicity should be included in the consideration and discussion between healthcare staff and managers. Where pregnancy is under 28
weeks' gestation working in a patient facing environment should be on the basis that the risk assessment supports this.