

# COVID-19 RISK ASSESSMENT FORM – Working on Site

The purpose of this form is to assist an employee and their manager to collectively assess the risk of exposure to the COVID-19 virus and discuss any support and adjustments that might be required to manage the risk when working on site.

Once completed, please return to [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk)**.** For further guidance related to the completion of this document, please refer to the [**Guidance**](#Guidance)at the end of this form**.**

**Clinical academic staff** should complete the Trust form only, meeting all Trust requirements and instructions. A copy of the form should be sent to [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk) for record keeping.

# Part 1:

# SECTION 1: EMPLOYEE DETAILS

***Data Protection information:*** *All information provided within this document will remain confidential and secure in line with GDPR and the Data Protection Act 2018. This information will be visible by your line manager, Occupational Health and Human Resources. If reasonable adjustments need to be made, there is a possibility that top line information (such as the need for additional PPE) will be made available only to parties with a ‘need to know basis’ to better support you at work. If there is an identified risk to either yourself or someone else, we have a duty of care to disclose this information to the relevant authorities. Whilst every attempt will be made to include you in this decision, this may not always be possible.*

**1.0 Please confirm that you** consent for your data to be recorded in accordance to the above statement. Yes

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Institute/Department** |  |
| **Name of manager** |  |
| **Your email address** |  |
| **Date of Form completed** |  |

Please also refer to the University webpages <https://www.sgul.ac.uk/news/alerts/return-to-site> to assist your risk assessment.

# SECTION 2: SELF DECLARATION OF RISK FACTORS – TO BE COMPLETED BY EMPLOYEE

Please mark the below questionnaire to the best of your knowledge. You can choose to give the total score only if you do not wish to disclose individual conditions.

(the scoring is a guidance exercise to help indicate where and how staff might need to be supported)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Risk Factor** | **Risk score** | **Score** |
| **2.1** | **Age group** |  |  |
|  | 16 – 49 | **0.0** |  |
|  | 50 – 59 | **1.0** |  |
|  | 60 – 69 | **2.0** |  |
|  | 70 and above | **4.0** |  |
|  |  |  |  |
| **2.2** | **Gender assigned at birth** |  |  |
|  | Male | **1.0** |  |
|  | Female | **0.5** |  |
|  |  |  |  |
| **2.3** | **Health condition (comorbidity)** |  |  |
|  | **Heart disease** *(i.e. hypertension on treatment, past heart attack, angina, heart failure, heart arrhythmia on treatment, heart surgery, valve disease)* | **1.5** |  |
|  | **Diabetes mellitus** on treatment (insulin or tablets) | **1.5** |  |
|  | Chronic **lung disease**:   * ***Asthma*** *on regular steroid inhaler, recent short courses of steroid tablets, Immunosuppressive drugs, current symptoms or past hospital admission.* * *COPD, fibrosing lung disease, bronchiectasis and cystic fibrosis etc. who were advised by GP or specialist that shielding not required* | **1.5** |  |
|  | Chronic **kidney disease** needing Hospital clinic monitoring | **1.5** |  |
|  | Chronic **Liver disease** with liver fibrosis or active hepatitis | **1.0** |  |
|  | Chronic **Rheumatic conditions** such as Rheumatoid arthritis, SLE etc. | **1.0** |  |
|  | **Immunosuppressive therapy, conditions causing immune deficiency and HIV/AIDS** *- steroid and other immunosuppressive medication, except steroid inhalers and short courses of steroid tablets for asthma.*  *Check the advice given by the GP or specialist clinic on the risk to COVID* | **2.0** |  |
|  | Recent history of **cancer** (within 1 year) or past history **of Lymphoma or Leukaemia** in remission | **2.0** |  |
|  | Chronic **neurological conditions including Cerebral Palsy and Learning Difficulties** *(i.e. Muscular dystrophy, Myasthenia, other neurological muscle disorders, Parkinson disease, MND, MS, nerve damage affecting swallowing /breathing)* | **2.0** |  |
|  | **Sickle Cell disease,** *Thalassaemia or blood disorders under specialist clinic* | **1.5** |  |
|  | **Obesity** : use the BMI calculator tool below  <https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/>  – BMI more than 30- 39: | **1.0** |  |
|  | BMI 40 or more | **2.0** |  |
|  |  |  |  |
| **2.4** | **Other risk factors** |  |  |
|  | Belong to a **Black, Asian or other minority ethnic (BAME) group** *(please see* [*section 2.4*](#BME) *of the guidance documentation for further information)* | **1.0** |  |
|  |  |  |  |
| ***Please note that the above scoring criteria may not always accurately reflect the level of risk in every case and may therefore not provide an accurate risk score.*** *If required, a further discussion or referral to Occupational Health to thoroughly assess the impact of risk can be conducted. Please contact* [*hrhelp@sgul.ac.uk*](mailto:hrhelp@sgul.ac.uk) *if this may be required.* | | **Total Score** |  |

**2.5 Are you pregnant? Yes  No**

(If **yes**, the separate [Risk assessment: new and expectant mothers form](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/SHEP19-New-and-Expectant-Mothers-risk-assessment-2013.docx) (Word), found at <https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/new-and-expectant-mothers-in-the-workplace> should be conducted in addition to this document).

**2.6 Caring responsibilities and Travel to work**

If you have any issues regarding caring responsibilities and/or travel to work, please discuss with your line manager.

# SECTION 3: MANAGER’S DOCUMENTATION OF RISK ASSESSMENT FOR COVID-19 – TO BE COMPLETED BY MANAGER

**CLASSIFICATION OF RISKS AND IDENTIFICATION OF HIGH-RISK TASKS**

|  |  |  |
| --- | --- | --- |
|  |  | **** |
| * 1. **Classification of risk of the staff member**   (Please view [Section 3.1](#Section3) of the guidance documentation for further information) | Low risk (0 – 3.9) |  |
| High risk (4 – 6.9) |  |
| Very high risk (7 and above) |  |
|  | | |
| * 1. **Whilst in work, is the member of staff in a patient/public facing area?** | Yes – see 3.2.1 |  |
| No |  |
| **3.2.1 If No**, can you avoid using common areas shared with the Trust? | Yes |  |
| No |  |
| **3.2.2** Is your working area Covid secure? (more information is available [here](https://www.sgul.ac.uk/news/alerts/guidance-for-staff)) | Yes |  |
| No |  |
|  | | |
| * 1. **Identify and put a tick in any of the essential work tasks with excess risk to COVID that the staff member CANNOT undertake as part of their job even with PPE and adjustments:**   Consider:   * Risk category of staff – see 3.1 * Whether staff member is in a patient/public facing area – see 3.2 * Risk level of area – see 3.3 * Difficulty in controlling the risk even with sufficient PPE and social distancing because of the inherent nature of work * Environmental issues, e.g. office space, shared equipment etc. | Administrative roles where social distancing is not possible, and adjustments such as barrier shields or limiting number of people entering at a time is not possible |  |
| Face to face communication with patients/public |  |
| Therapeutic contact (e.g. physiotherapy, psychological therapy, pharmacy, occupational therapy) |  |
| Clinical observations/assessment |  |
| Clinical examination/procedures |  |
| Aerosol generating procedures |  |
| Other – please specify: |  |
| **Are you fully vaccinated for COVID-19? Yes  No** | | |
| **Additional notes:** | | |

# SECTION 4: CONTROL MEASURES TO MANAGE THE RISKS OF COVID-19

Please note that over time these answers may change. It is both the manager and employee’s responsibility to ensure that the information below is kept up to date.

|  |  |
| --- | --- |
| **Complete all** | **** |
| * 1. Up to date with [Personal Safety and social distancing](https://www.sgul.ac.uk/news/alerts/return-to-site/personal-safety-and-social-distancing-guidance) guidance that is specific to the role and area at present including training that is applicable to controlling COVID-19 exposure |  |
| * 1. Aware of the PPE protocol for the area and role |  |
| * 1. Aware of government social distancing guidelines |  |
| * 1. Aware of government hand-hygiene guidelines |  |
| * 1. Aware of face-mask/covering guidelines. |  |

# SECTION 5: OUTCOME OF MANAGER’S RISK ASSESSMENT

**GUIDE FOR INTERPRETATION OF SCORES ACHIEVED IN** [**SECTION 2**](#Section2) **– see guidance notes for details**

* **0 – 3.9 Indicates a Low Risk**

Continue current duties with adherence to [Personal Safety and Social Distancing Guidance](https://www.sgul.ac.uk/news/alerts/return-to-site/personal-safety-and-social-distancing-guidance)

* **4-6.9 Indicates a High Risk**

Review social distancing taking into account Covid-secure arrangements in workplace, as well as PPE use where appropriate. Discuss modification or restriction from duties, if required (i.e. where social distancing is not possible). In most cases it would be anticipated that social distancing and Covid-secure arrangements would be sufficient to mitigate most risks. However, if the risk remained high after considering these adjustments, redeploy to low risk areas and/or implement partial or full remote working to control the risk.

* **Greater than 7 Indicates a Very High Risk**

Contact Human Resources at [HRhelp@sgul.ac.uk](mailto:HRhelp@sgul.ac.uk) for advice.

|  |  |
| --- | --- |
| **5.1** Choose **ONE of the options** below and give further information as required in box 5.2: | **/** |
| **Continue in same area and role** |  |
| **Continue in same area but restricted from certain tasks:**  Please clearly outline the tasks restricted and adjustments agreed below |  |
| **Redeployed to less risk area – (seek advice from HR if required)**  Outline the area redeployed to and the reasons below |  |
| **Combination of remote working and non-patient/public facing work:**  Outline the agreed arrangements below (seek advice from HR if required) |  |
| **Remote working including home working:**  Outline the agreements below (seek advice from HR if required) |  |
| **Any other outcome other than the above (please provide details):** |  |
| **5.2** Give **further information** if required here**:** | |
| **5.3** Please state your **review plan** (Recommended that you regularly review, if possible once a  month, or as soon as there is any change to employee’s health or there is a change in the risk  level to COVID as determined by government /the University: | |
| **Please send a copy of this completed risk assessment to** [**hrhelp@sgul.ac.uk**](mailto:hrhelp@sgul.ac.uk) **to be kept on the employee’s personnel file.**  **P**lease copy in the employee to the email sent. | |

**Managers, please contact** [**hrhelp@sgul.ac.uk**](mailto:hrhelp@sgul.ac.uk) **if a referral to Occupational Health may be required.**

A constructive discussion with a manager and employee is the best way to achieve a good outcome in terms of risk reduction, achieving innovative risk management by adjustments and support whilst maintaining essential service provision. A referral should not be a substitute for a good constructive engagement between managers and employees. A referral may be required when one or more of the following criteria is met. Please discuss with Human Resources.

1. The employee did not wish to discuss confidential medical information that is in Section 2 or not covered in Section 2 but is of substantial nature that will affect risk of COVID-19 infection; **or**
2. Prefers to not disclose this information to their line manager orto maintain confidentiality; **or**
3. Employee or manager or both feel that the risk assessment needs further discussion with Occupational Health Practitioner to establish the risk and adjustments as there is concern that the risk score did not reflect the risk accurately.

# PART 2: GUIDANCE FOR COVID-19 RISK ASSESSMENT FORM

This guidance documentation has been written to support managers through the process of completing the Covid-19 risk assessment form to support all staff.

**PURPOSE OF FORM**

* To assess the risk of exposure to the COVID-19 virus
* To provide an opportunity for the employee and line manager to discuss the support and adjustments to control the risk
* To create a space for an open dialogue to occur between the line manager and employee

For ease of use, the number system used on the left-hand side of this documentation corresponds to the question in the original form. Because of this, some points may be missing as no additional guidance for the point is required.

**SECTION 1: STAFF MEMBER DETAILS**

|  |  |
| --- | --- |
| **Question** | **Guidance** |
| **1.1** | This section requests the staff member to fill out their details and consent to Occupational Health, Human Resources and their line manager to sharing the information.  If you have any general queries in relation to completing this form, please email [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk)  All information received within this documentation **MUST** **NOT** be discussed or shared with any other party under any circumstances, unless consent has been provided and recorded or it is on a ‘need to know’ basis. Once completed, the document must be **sent via a SGUL email address** immediately to [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk) **copying in the individual to whom the form relates.** This email will act as an e-signature confirming both parties agree.  It is permitted for an employee to give a calculated score without disclosing their detailed health information. If this is the case, please make a note of the recorded score. This can be verified with the Occupational Health department if required. |
|  |  |

[**SECTION 2: SELF DECLARATION OF RISK FACTORS**](#Section2)

|  |  |
| --- | --- |
| **Question** | **Guidance** |
| **2.0** | It is permitted for an employee to give a calculated score without disclosing their detailed health information. If this is the case, please make a note of the recorded score. This can be verified with the Occupational Health department if required. |
| **2.3** | If an employee has a condition listed in this section that needs further discussion, or has a condition that is not covered within this section but is one of the below, request a referral to the Occupational Health department via HR.  Some of the outlined conditions could be of varying severity and the scoring methodology may not always be an accurate reflection of individual circumstances. If for any reason you are unsure whether this is the case, please make a referral to the Occupational Health department so that they can conduct a more in-depth risk assessment for the member of staff in question.  **Medical conditions and other risk factors that increases vulnerability for serious COVID-19 illness and adjustments to control identified risks at work:**  1. Those aged 70 or over (regardless of medical conditions)  2. Those who are pregnant  3. Underlying health condition as listed below   * Anyone instructed to get a flu jab as an adult each year on medical grounds * Chronic respiratory disease 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 on treatment * Chronic neurological conditions such as Parkinson’s disease, Motor Neurone Disease, Multiple Sclerosis, a learning disability or cerebral palsy * Diabetes * Previous removal of spleen * Sickle cell disease * Immunosuppression as a result of conditions such as HIV and AIDS, or medication such as steroid therapy or chemotherapy * Being seriously overweight – BMI >40 |
| **2.4** | For the purposes of this document, the available evidence states that BAME groups from a primarily Black and Asian background are considered to be more at risk than other ethnic minority groups. Please see <https://www.bhf.org.uk/informationsupport/heart-matters-magazine/news/behind-the-headlines/coronavirus/coronavirus-and-bame-patients> (Last updated 29 March 2021) and [Disparities in the risk and outcomes of COVID-19 (public Health England](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/890258/disparities_review.pdf) for further information. |
| **2.5** | If an employee discloses they are pregnant, a further risk assessment should be carried out in addition to this form.  The separate [Risk assessment: new and expectant mothers form](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/SHEP19-New-and-Expectant-Mothers-risk-assessment-2013.docx) (Word), found at <https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/new-and-expectant-mothers-in-the-workplace> should be completed in addition to this document. |

**SECTION 3: CLASSIFICATION OF RISKS AND IDENTIFICATION OF HIGH-RISK TASKS**

|  |  |
| --- | --- |
| **3.1** | **0 – 3.9 Indicates a Low Risk**  Continue current duties with adherence to [Personal Safety and Social Distancing Guidance](https://www.sgul.ac.uk/news/alerts/return-to-site/personal-safety-and-social-distancing-guidance)  **4-6.9 Indicates a High Risk**  Review social distancing taking into account Covid-secure arrangements in workplace, as well as PPE use where appropriate. Discuss modification or restriction from duties, if required (i.e. where social distancing is not possible). In most cases it would be anticipated that social distancing and Covid-secure arrangements would be sufficient to mitigate most risks. However, if the risk remained high after considering these adjustments, redeploy to low risk areas and/or implement partial or full remote working to control the risk.  **Greater than 7 Indicates a Very High Risk**  Work from home. |
| **3.2** | If the member of staff is in a patient/public facing area, further consideration should be made in conjunction with the answers provided to help you to decide an overall risk score for the employee.  A Covid-secure area is an area in which:   * A COVID-19 risk assessment has been carried out and shared with the people who work in the area * There is easy access to handwashing/hand sanitising facilities * The area is cleaned regularly * Social distancing can be maintained at all times with staff 2m apart |

**SECTION 4: CONTROL MEASURES TO MANAGE THE RISKS OF COVID-19 FOR ALL STAFF**

|  |  |
| --- | --- |
| **4.3-4.5** | Further information on government social distancing, hand hygiene and face-covering guidelines can be found at <https://www.gov.uk/coronavirus> |

**SECTION 5: OUTCOME OF MANAGER’S RISK ASSESSMENT**

|  |  |
| --- | --- |
| **5.0** | Completing this form should assist in making an informed decision to mitigate the risks of contracting Covid-19. If you are unsure on anything, it is recommended you discuss with HR.  It is recommended that you regularly review this risk plan with the employee. It is also important that you inform the employee to request a review if their healthcare requirements change over this period. |

**SECTION 6: SUPPLEMENTARY GUIDANCE DOCUMENTATION**

You may find that completing this form may raise additional questions. To support you in finding the right information, the following documentation may be useful for you to consider:

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Where it is found** |
| Guidance and forms for returning to work after coronavirus lockdown | The safety and wellbeing of students, staff and our wider community are our top priority. We continue to monitor Government and Public Health England advice and the guidance on this page will be updated to reflect any Coronavirus specific developments. | <https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/guidance-and-forms-for-returning-to-work-after-coronavirus-lockdown> |
| Personal Safety and Social Distancing Guidance | St George's response to the novel coronavirus for all staff and students returning to the site. | <https://www.sgul.ac.uk/news/alerts/return-to-site/personal-safety-and-social-distancing-guidance> |
| Health and Wellbeing | Mental Health  Occupational health | <https://www.sgul.ac.uk/for-students/student-support/health-and-wellbeing/mental-health> |
| Counselling Service | It is available to all undergraduates and postgraduates studying at St George’s. The service is also available to university staff. It is free and confidential. | <https://www.sgul.ac.uk/for-students/student-support/health-and-wellbeing/mental-health/counselling-service> How do I make an appointment with the Counselling service?  1. Via the [online booking chart](https://portal.sgul.ac.uk/services/counsellors). 2. By phone 020 8725 3628 (internal 3628) 3. By emailing [counselling@sgul.ac.uk](mailto:counselling@sgul.ac.uk) |
| Employee assistance programme (EAP) provided by Confidential Care | Employee assistance programme (EAP) for staff Free service.  The Confidential Care Employee Assistance Programme have adapted their service in the event of Coronavirus. They will be continuing to provide their telephone service during their time. To access the service, please follow [these instructions](https://www.sgul.ac.uk/about/our-professional-services/human-resources/equality-and-diversity/documents/Business-Continuity-CiC-email-details-for-EAP-service-access.pdf). | Able to advise on debt and financial management, legal and tax issues and family care, as well as offering counselling and emotional support.  Download the [EAP leaflet](https://www.sgul.ac.uk/about/our-professional-services/human-resources/documents/EAP-leaflet.pdf) (PDF) for more information.  [well-online.co.uk](http://www.well-online.co.uk)  **username:** sglogin  **password:** wellbeing  [**Email: assist@cic-eap.co.uk**](mailto:Email:%20assist@cic-eap.co.uk) |
| Pregnancy Risk Assessment | The Risk Assessment Form for Pregnant Staff is to be completed by the line manager. [Risk assessment: new and expectant mothers form](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/SHEP19-New-and-Expectant-Mothers-risk-assessment-2013.docx) (Word), found at <https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/new-and-expectant-mothers-in-the-workplace> should be conducted in addition to this document. | Available at:  <https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/new-and-expectant-mothers-in-the-workplace> should be conducted in addition to this document. |
| Safety, Health, Environment and Wellbeing |  | <https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment> |
| Absence, Leave and Sickness | links to the various types of leave available at SGUL and the procedure for sickness absence management.  Family leave, Special leave | <https://www.sgul.ac.uk/about/our-professional-services/human-resources/absence-leave-and-sickness> |