

Individual Covid-19 Risk Assessment Toolkit for VCSE Organisations in Salford

Foreword

Adapted from a document entitled “*Commitment to BAME and those at higher risk of COVID-19*” by Dr Muna Abdel Aziz, Director of Public Health for Salford

“At the start of the pandemic, it was known that there are people who are at higher risk of developing the more severe complications of COVID-19, similar to those who are vulnerable to flu. These vulnerable categories were broadly defined as those eligible for the annual flu jab:

- over 65's
- people with certain medical conditions
- pregnant women
- residents of long term care
- carers

More recent evidence shows additional categories for vulnerability such as:

- smoking
- high blood pressure or poorly controlled hypertension
- BAME communities
- occupations where there are frequent interactions with members of the public

This concerning evidence suggests that the impact will be higher where people have a number of risk factors, such as BAME individuals with a health condition and those in the older age brackets. The reasons for this are not yet fully understood, but the health inequalities present for BAME communities have long been recognised. Given a significant proportion of our frontline services, VCSE organisations and the health and care workforce within Salford belong to the BAME population or have pre-existing health conditions and lifestyles, it has given me enormous reassurance to see how the partners from across the city have come together to protect and safeguard all their workforce, including BAME workers.

This toolkit has been co-developed by workforce leads from across Salford, taking into account the most up to date regional and national guidance and best practice advice. Some information used to identify a person's risk may not be held or disclosed by the group or organisation; and therefore the toolkit has been designed to prompt conversations sensitively. The partners in Salford, including Salford CVS, are committed

to completing risk assessments with all staff and volunteers; Salford CVS are also encouraging and supporting VCSE organisations to also commit to this. This does not replace existing, organisationally developed policies and documentation – which will continue to be used where appropriate. This shared commitment aims to set out the minimum expectation for every member of paid staff or volunteer in Salford who come from BAME communities and/or those with pre-existing medical conditions and lifestyles factors; in all organisations:

- The completion of a one-to-one risk assessment undertaken by the organisation in a culturally sensitive manner, enabling staff and volunteers to have the confidence to safely discuss and resolve their concerns about any personal or household risks
- A consistent approach to manage the results of the risk assessment, in terms of any immediate considerations, reasonable adjustments and/or redeployment (if practical)
- The provision of a consistent offer of signposting / advice for pre-existing health conditions and any identified health-risk factors”

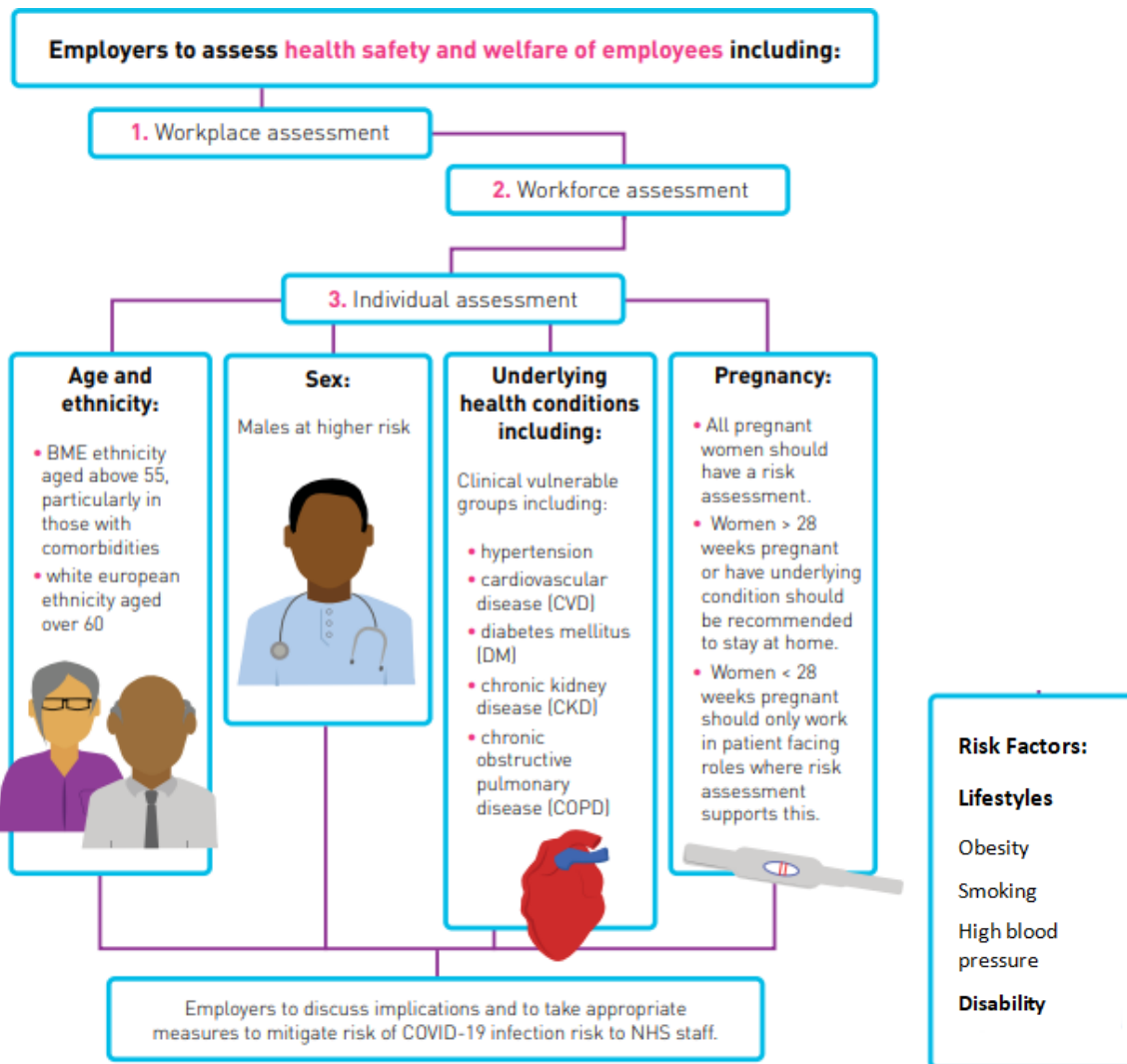
N.B. This document has been adapted by Salford CVS for use by the VCSE (voluntary, community and social enterprise) sector in Salford

For the purposes of this document, the partners include; NHS Salford CCG, Northern Care Alliance, Greater Manchester Mental Health Trust, Salford Primary Care Together, Salford and Trafford LMC, Greater Manchester LPC (Salford Locality), Salford City Council, Salford Public Health, Salford CVS and the Salford Care Homes and Home Care sectors.

1. Risk Reduction Framework

As we prepare for life after lockdown, organisations have to consider safe staffing levels and protecting staff or volunteers in case there is asymptomatic transmission where someone who is infected has no signs of illness. The risk assessment should balance the risk that organisations are considering with the measures to control them.

The individual risk assessment is an additional and important addition to your organisation’s management of risk to staff volunteers and members of the public. For the purposes of this toolkit the ‘workplace’ is where your organisation is based or delivers activities and ‘staff’ refers to both paid employees and volunteers.



2. Risk Assessment Template

All frontline workers and volunteers undertaking an individual risk assessment should expect the results of their risk assessment to be formally recorded on a template, which sets out how the risks will be mitigated / managed.

VCSE organisations who haven't created or adopted a template are encouraged to use the Salford CVS risk assessment template in section 12.

As a minimum, the template used to record each risk assessment undertaken will include;

- Identification of all hazards

- A note of how these hazards might cause harm
- What is being done to control the risks
- Whether any further action needed
- Who is carrying out the action
- When the action is needed by
- Log of completion of task

3. Workplace Risk Assessments

Each organisational workplace risk assessment will consider the following;

- the type of setting (e.g. office, home working, community centre, charity shop, outdoor work, detached youth/community work, other – please specify) and associated risks
- Arrangements for members of the public to access the setting and systems in place to protect them
- Systems in place to protect the workforce, including arrangements for frequent hand hygiene, social distancing (where possible), and stock of Personal Protective Equipment (PPE), as per guidance
- Access, exits and one-way systems
- Documentation for staff and volunteer groups/bubbles at work (if in place) which will facilitate contact tracing if needed

4. Workforce Risk Assessments

Each organisation will be able to identify who from within their team is of BAME background or has a pre-existing health condition or lifestyle health risk factors; or who has household / family members who are 'clinically extremely vulnerable'.

Each organisation will undertake additional risk assessments for categories of staff and volunteers; for example, specific job roles within the workplace setting or other locations such as community centres, people's homes, care settings, outdoor spaces, travel during work, and travel to and from work.

The risk assessment will include the measures put in place to protect staff and volunteers in the workplace, including appropriate use of PPE, arrangements for frequent hand hygiene, and social distancing (where possible). Organisations will follow

the national guidance for their occupation and setting; and will take advice from public health where necessary.

5. Individual Risk Assessment

The organisation should decide whether they undertake the Individual Risk Assessment with all staff and volunteers or if they use a self-assessment tool (please see the attached) to select those individuals who have a 'moderate' to 'significant' risk to complete the process with.

Factors to be discussed in every individual risk assessment consultation will include:

- **Age**
 - Older people aged 65+ are deemed to be at moderate risk. Those below age 65 are classed as lower risk.
- **BAME background**
 - BAME workers aged 55+ are deemed to be at moderate risk. Those below age 55 are classed as lower risk.
- **Gender**
 - Nationally, males are deemed to be at moderate risk, women as lower risk. In Salford, we have not seen this differential as there is a higher proportion of female residents in care home outbreaks.
- **General health**
 - Those regarded as 'clinically extremely vulnerable' should be rated as significant risk, and shielded according to NHS guidelines.
 - The 'clinically vulnerable', i.e. with underlying health conditions should be rated as moderate / significant risk (depending on how well the condition is being managed at that time). Conditions to discuss may include (but are not exhaustive to);
 - high blood pressure
 - cardiovascular disease
 - diabetes
 - chronic kidney disease
 - liver disease
 - chronic obstructive airway disease (COPD)

- severe asthma
 - neurological disease (epilepsy, stroke, etc.)
- Other factors that make individuals fall into the moderate or significant risk group include;
 - Obesity with BMI of 40 or above.
 - Smoking
- **Pregnancy**
 - Pregnant women over 28 weeks gestation should be regarded as significant risk and under 28 weeks as moderate risk.
- **Household exposure**
 - Member of the household being clinically extremely vulnerable (previously 'shielded') should be regarded as moderate risk.

6. Managing the results of the Risk Assessment

Following the completion of their individual risk assessment and consideration of all factors highlighted, it should be agreed by the organisation and the individual that they fall into one of the groups set out in the previous section.

7. Immediate actions for Line Managers following the Risk Assessment

Organisations should gather the relevant information as outlined above by listening carefully to concerns; and provide support and consider adjustments for any staff who are identified as being at greater risk (stratification in section 12). Adjustments organisations may want to consider could include:

1. Limiting the duration of close interaction with the public or service users
2. Requesting they maintain a two-metre distance from others where possible
3. Avoiding public transport in rush hour through adjustments to work hours
4. Asking that only one individual is in attendance for home visits / outreach (if possible)
5. Encouraging home working, where practical
6. Varying working patterns, to limit number of workers in the setting at any one time

Organisations should seek and follow HR/occupational health advice where appropriate.

8. Signposting for long-term wellbeing

Staff and volunteers working or living in Salford can access support from the Spirit of Salford helpline on 0800 952 1000 or by visiting the [Spirit of Salford](#) website where a range of resources and links can be found. The type of support available on this site includes:

- Stop smoking
- Weight management
- Mental health and emotional wellbeing
- Physical activity
- Welfare

If a staff member is concerned about their long-term condition or additional health concerns they are advised to contact their GP.

9. Where to get support

If you require support with any element of this process including; undertaking the workplace / workforce / individual risk assessments; managing outputs of risk assessments; bubble/cohort arrangements; or Test and Trace; then please contact Bruce Poole or Michelle Warburton at Salford CVS on 0161 787 7795

10. Quality Assurance

Organisations are responsible for the quality assurance of their risk assessments. Salford CVS are available to provide guidance where needed and will be able to provide a limited review, if required.

11. The Risk Assessment Framework

Salford's public health team have devised a settings-based risk assessment which protects staff, volunteers and users. The main principles of this are:

- unwell staff, volunteers or visitors with any symptoms should not attend your building or activity and home visits should not take place to households who are self-isolating (unless in an emergency)
- standard infection control precautions are in place, with social distancing where possible, and PPE is available and used where appropriate

- Individual risk assessments for staff and volunteers can be undertaken on the basis of the different impacts the virus has on people because of a number of factors. The individual risk assessment aims to reduce the likelihood of coming into contact with the virus.

There will always remain an element of risk as it is not possible to control all factors at all times; and paid staff /volunteers should take an active role in protecting themselves and others by implementing and monitoring the risk assessment. For some of your staff and volunteers, the risk assessment may conclude it is safer for them to work from home or another location that is well managed (where practical). If so, they may need to undertake different activities to support the running of the organisation.

This risk assessment framework has been adapted from the template framework for NHS employers. Please see the diagram below:

NHS Employers' risk assessment tool

HOW TO USE THE RISK ASSESSMENT TOOL

Employers have a duty of care requiring them, as far as reasonably practicable, to secure the health safety and welfare of their employees. This includes an equitable approach to effective risk management and risk reduction of potential workplace hazards, for all staff which requires:



WORKPLACE ASSESSMENT

- › Take into consideration health care setting i.e. Primary, Community or Hospital setting
- › Review of AGP procedures
- › Potential exposure to SARS-CoV-2 in the workplace
- › Application of an appropriate hierarchy of control measures including:
 - » Elimination if possible
 - » Reduction by hygiene measures,
 - » Safe systems of work
 - » Election and correct use of PPE including training and fit testing

INDIVIDUAL ASSESSMENT

- › Six factors need to be considered:
 1. Age: Those aged over 70 have already been identified clinically vulnerable
 2. Sex
 3. Clinically vulnerable people: Those with underlying health conditions or co-morbidities
 4. Ethnicity: Those of BAME appear to be at increased risks, particularly aged above 55 or have co-morbidities
 5. Pregnancy in particular those who are over 28 weeks or have underlying health conditions
 6. Disabilities identified which may be the subject of reasonable adjustments

WORKFORCE ASSESSMENT

- › Identify those individuals with increased vulnerability to infection or poorer outcomes from COVID-19.
- › Guidance has identified three categories of vulnerability:
 - » Specific long term health conditions
 - » Older age
 - » Pregnancy
- › Evidence suggests that ethnicity of a BAME background may also be associated with increased vulnerability
- › Evidence of Males being at higher risk with UK Data showing approximately 60% of people being admitted to hospital being Male
- › Availability of appropriate redeployment options

12. COVID-19 Individual Risk Assessment Template

Name:

Date:

Workplace:

Contracted Hours:

Role:

Please use this example template to add and/or delete as relevant to the particular staff member and their job role

| What are the risks? | Who may be harmed? | Controls required | Additional controls | Residual risk assessment |
|--|--|---|--|--|
| SHIELDING / Clinically Extremely Vulnerable | | | | |
| Severe impact of COVID-19 | Staff, volunteers, members of the public and their household who are Clinically | <p>All clinically extremely vulnerable individuals (those who were previously shielding) must follow government guidelines and workplaces must adhere to Covid-secure guidelines.</p> <p>COVID-19: guidance on shielding and protecting people defined on</p> | <p>For staff in work, the staff member is not clinically extremely vulnerable and they do not have any of the conditions that makes them clinically extremely vulnerable. They have not been told by their GP or specialist that they are clinically extremely</p> | <p>Low (no one being shielded)</p> <p>Moderate (Staff has a household member being shielded)</p> <p>Significant (Staff member themselves have</p> |

| What are the risks? | Who may be harmed? | Controls required | Additional controls | Residual risk assessment |
|---|--|---|---|---|
| | Extremely Vulnerable | <p>medical grounds as extremely vulnerable</p> <p>Visits to households where there are clinically extremely vulnerable people should only take place in an emergency. Please refer to the decision tree in Coronavirus (COVID 19) Infection Prevention Advice Update for VCSE sector providers.</p> <p>See also national guidance on working in Other people's homes, Offices and contact centres, Vehicles</p> | vulnerable or received a letter. No one in their household is identified as being clinically extremely vulnerable. | <p>been advised to shield – Must stay at home)</p> <p>Significant (risk to clients where a person is being shielded in that household)</p> |
| LIKELIHOOD OF COMING IN CONTACT WITH THE VIRUS | | | | |
| Spread of COVID-19 from person to person | <p>Staff</p> <p>Volunteers</p> | <p>Community settings:</p> <p>Social Distancing, where possible</p> <p>You should follow the guidance on staying alert and safe (social distancing)</p> | An organisational risk assessment is in place. Staff and volunteers will familiarise themselves with the risk assessment and fulfil their responsibilities within that. | <p>Low</p> <p>This is dependent on everyone following the measures in the setting risk assessment.</p> |

| What are the risks? | Who may be harmed? | Controls required | Additional controls | Residual risk assessment |
|---------------------|---|---|---|---|
| | Visitors Members of the public | Hand Washing Hand washing facilities with soap and water in place. Gel sanitisers are readily available. Stringent hand washing taking place. Drying of hands with disposable paper towels. Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches using appropriate cleaning products and methods should be undertaken by all staff | Staff, Volunteers and Visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Any additional controls should be discussed with individual staff members | This may include agreed workplace bubbles to keep named staff and particular groups of children together. <i>[Please embed your organisational risk assessment here]</i> Staff will remain up to date with future revisions of the risk assessment. |

| What are the risks? | Who may be harmed? | Controls required | Additional controls | Residual risk assessment |
|---|--|---|--|---|
| Spread of COVID-19 from unwell persons | Staff Volunteers Visitors Members of the public | Actions for unwell staff, volunteers, visitors and members of the public: Staff, volunteers and members of the public should not attend our building if unwell or if someone in their household is unwell. This will be help to reduce the risk for themselves and for others. This applies to visitors and home visits. Staff and volunteers should stay at home if they are unwell in any way or if a member of their household is. They should be asked to arrange a COVID-19 test or supported to do so. If an individual becomes unwell in the building, they should stay away from others and leave straight away (or as soon as possible). | All cleaning products are readily available and additional cleaning has been arranged. Testing is available for all; where an individual tests positive they are required to follow the guidance given by the National Contact Tracing Service Advisor and report their contacts on request. Organisation keeps a record of staff, volunteers and visitors that attend their building or who are deployed in community settings to assist identifying people that have come into contact with an infected individual/s. Staff, volunteers and visitors who are unwell will be sent home and advised to follow | Low This is dependent on everyone following the measures in the service/ setting risk assessment. |

| What are the risks? | Who may be harmed? | Controls required | Additional controls | Residual risk assessment |
|---|--|--|--|---|
| | | <p>National testing is available for everyone symptomatic over the age of 5 years.</p> <p>Information on applying for a test available here.</p> <p>Organisation has implemented a work/volunteer group 'bubble' to manage the number of contacts inside of the organisation, if practical.</p> | <p>the stay at home guidance. Organisations will maintain regular contact with staff and volunteers during this time.</p> <p>Any additional controls should be explored with the individual member of staff or volunteer.</p> | |
| Spread of COVID-19 in community settings (home visits, etc.) | Staff Volunteers Visitors | <p>Categories of staff risk assessments</p> <p>Organisation following national and local guidance</p> <p>Organisation to assess the need for a visit against the decision flow chart in Coronavirus (COVID 19) Infection Prevention Advice Update for VCSE sector providers.</p> <p>Staff, volunteers and members of the public are advised to maintain</p> | <p>Organisations have access to infection control guidance that includes instructions for use of PPE.</p> <p>Managers will ensure there is a readily available supply of PPE where it is required (refer to Coronavirus (COVID 19) Infection Prevention Advice Update for VCSE sector providers) and replenish as required, in</p> | <p>Low</p> <p>This is dependent on everyone following the measures in the organisational risk assessment.</p> <p><i>Note: The guidance on contact tracing is currently under review.</i></p> |

| What are the risks? | Who may be harmed? | Controls required | Additional controls | Residual risk assessment |
|---------------------|------------------------------|--|---|--------------------------|
| | Members of the public | <p>social distancing as far as practicable; and in line with agreed work bubbles, should these be in place.</p> <p>Office staff and volunteers are advised to maintain social distancing as far as practicable. PPE is not required.</p> <p>Cleaners are advised to wear PPE as normal practice. Full PPE is required when cleaning the space where a symptomatic person has been. Coronavirus (COVID 19) Infection Prevention Advice Update for VCSE sector providers.</p> <p>Kitchen staff are advised to follow their usual practice for food hygiene – additional PPE is not required.</p> | <p>particular where it is required to mitigate a risk.</p> <p>National sector specific guidance is available here.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employee and volunteers in a fast changing situation.</p> <p>Line managers will offer support to staff and volunteers who are affected by Coronavirus or have a family member affected.</p> | |

| What are the risks? | Who may be harmed? | Controls required | Additional controls | Residual risk assessment |
|--|--|--|--|--|
| Spread on the journey between work and home | Staff Volunteers Visitors Members of the public | <p>People using public transport must wear a face covering, these should be removed before entering the work setting and placed in their personal bags away from others. Hands should be washed immediately after removal of covering.</p> <p>Organisations are asked to encourage staff and volunteers to consider active travel (walking or cycling)</p> | <p>Unwell persons are advised to stay away from work and other community settings.</p> <p>In all circumstances, record keeping by the organisation will assist with contact tracing.</p> <p>Car sharing is not allowed under new regulations except in 'bubbles' (most people will be in a bubble outside of work)</p> | <p>Low where people use active travel or make individual journeys in their own vehicles.</p> <p>Low where social distancing is maintained on public transport.</p> |
| IMPACT OF COMING IN CONTACT WITH THE VIRUS | | | | |
| Severe complication of COVID-19 | Staff Volunteers | The organisation should advise staff and volunteers identified as being at significant risk to work from home, where practical. | Staff and volunteers identified as being at significant risk must refrain from coming in when anyone in the workplace display symptoms. They are | <p>Moderate to Significant</p> <p>The '<u>clinically vulnerable</u>', i.e. with underlying health conditions should be rated as moderate / significant risk</p> |

| What are the risks? | Who may be harmed? | Controls required | Additional controls | Residual risk assessment |
|---------------------|---|--|---|--|
| | Visitors Members of the public | <p>Staff can request to return to work on obtaining advice from their GP.</p> <p>Vulnerable staff and volunteers should not act as First Aiders for unwell persons.</p> <p>Staff and volunteers identified as being at significant risk due to a long-term condition should manage their own condition and refrain from coming to work when unwell with their pre-existing condition.</p> <p>All staff and volunteers should adhere to social distancing measures, good hand hygiene and cleaning routines, and be aware when and how to use PPE if it is provided.</p> <p>Staff and volunteers identified as being at significant risk will be made aware that the risk of contracting COVID-19 cannot be eliminated and attendance at</p> | <p>to remain at home until confirmation that testing has been completed and results received.</p> <p>Ensure staff or volunteers who develop any symptoms know that they must immediately isolate and be tested for COVID-19 and seek further medical advice. Ensure staff and volunteers are aware of how to request a test.</p> <p>If staff or volunteers develop any symptoms related to their pre-existing condition or are otherwise unwell, they must leave the workplace and seek medical attention.</p> <p>Organisations should pay particular attention to staff and volunteers identified as</p> | <p>(depending on how well the condition is being managed at that time).</p> <p>Conditions to discuss may include (but are not exhaustive to);</p> <ul style="list-style-type: none"> • diagnosed hypertension (high blood pressure) • cardiovascular disease • diabetes • chronic kidney disease • liver disease • chronic obstructive airway disease (COPD) • severe asthma • neurological disease (epilepsy, stroke, etc.) |

| What are the risks? | Who may be harmed? | Controls required | Additional controls | Residual risk assessment |
|--|--|--|--|--|
| | | work is by informed agreement with management of the organisation. | being at significant risk. They should assess whether if it is safe for them to attend the work place or if they would prefer to manage the risk by asking them to work from home, if practical. | |
| Other factors that may also increase risk of a severe impact from Covid | Staff with these risk factors: Smoking, high blood pressure, obesity, age, ethnicity, disability, pregnancy | Age Older people aged 65+ are deemed to be at moderate risk. Those below age 65 are classed as lower risk. BAME background Some people from a BAME background are considered higher risk than others in the general population. BAME workers aged 55+ are deemed to be at moderate risk. Those below age 55 are classed as lower risk. Disability | Individual risk assessments should consider ways to increase their personal resilience to the virus (e.g. support to stop smoking, lifestyles support, medical review if needed, etc.) and ways to reduce the likelihood of contact with symptomatic individuals (such as on the way to work). In all circumstances, record-keeping by the organisation and by the individual will assist with contact tracing. | Low: Where there are no additional risk factors. Moderate to Significant risk The additional factors which make individuals fall into the moderate or significant risk group include; <ul style="list-style-type: none"> • Pregnancy • Age and ethnicity • Disability • Obesity with BMI of 40 or above. • Smoking • High blood pressure |

| What are the risks? | Who may be harmed? | Controls required | Additional controls | Residual risk assessment |
|---------------------|--------------------|--|---------------------|---|
| | | <p>Physical or learning disability may be associated with other health conditions or difficulties with social distancing</p> <p>Pregnancy Pregnant women over 28 weeks gestation should be regarded as significant risk and under 28 weeks as moderate risk.</p> <p>Other Factors</p> <ul style="list-style-type: none"> • Obesity • Smoking | | <p>Significant risk Three or more of these factors in combination, OR Two of these factors with a pre-existing health condition (<i>see 'clinically vulnerable' above</i>)</p> |

Sign off

Following the completion of their individual risk assessment and consideration of all factors highlighted, it should be agreed by the line manager and the individual that they fall into one of the following groups:

Highlight the level of residual risk and agreed actions. Delete the other rows. On review, please record the date actions were completed.

| Risk stratification | Action required / recommended |
|-------------------------|---|
| Low risk | <ul style="list-style-type: none"> • Able to continue to work with young people and members of the public in front-facing work (in line with social distancing and infection control requirements for their job role). • Offer of access to health and wellbeing support, including support to stop smoking and lifestyles advice • Access to training 1:1 or in a group on Personal Protective Equipment (PPE) and Fit testing (in line with infection control requirements for their job role). N.B. Where appropriate to the role and in line with published guidance |
| Moderate risk | <ul style="list-style-type: none"> • Recommend speaking to their GP to review long-term conditions, medication review, or NHS Health Check • Offer of access to health and wellbeing support, including support to stop smoking and lifestyles advice • Access to training 1:1 or in a group on PPE and Fit testing (in line with infection control requirements for their job role). N.B. Where appropriate to the role and in line with published guidance • Social distancing where possible, in line with National Guidance • Document groupings for day to day contact in the workplace and on shared transport (car share) • Organise staff rotas to take into account 'clinically vulnerable' staff • Any other reasonable adjustments that may be needed |
| Significant risk | <ul style="list-style-type: none"> • Home working only, where practical • Review the risk assessment monthly, especially following medical management and advice. Staff may move to moderate risk level following medical and lifestyles interventions. |

Date:

Signatures: