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This process should be used to help managers and staff hold a constructive discussion to consider





Section 2: Decision Tree for Managing Staff at Increased Risk of Severe Illness from COVID

Risk of severe illness  
(or risk to family) as  
determined by  
Occupational  
Health/GP/NHS letter  
or Personal Self  
Assessment



Does a workplace risk  
assessment already  
exist?

Does the workplace assessment  
identify adjustments which should be  
made for medium and high risk staff?

Yes

Can hazard be avoided or risk reduced  
to acceptable level?

Yes







<a href="#">See NHS hand washing guidance</a>		
Social Distancing		Additional controls to be established:
x The number of persons in any work area complies with the 2-metre (6.5 foot) gap recommended by Public Health England see <a href="#">Social Distancing Gov.UK</a>		
Cleaning of Environment		

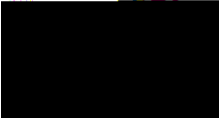


\_\_\_\_\_ please identify (tick or X in shaded box)  
(low risk) = e.g. mostly green or one or two rated as amber  
(medium risk) = e.g. single red and / or small number of ambers



Section 4: Risk Avoidance/Mitigation Guidance (as at May 2020)

Personal Risk Rating	Guidance	Considerations for all Staff Groups
Mild (0-3)	<ul style="list-style-type: none"> <li>x Continue working as normal, following infection control and safety precautions applicable to role and work area</li> </ul>	<ul style="list-style-type: none"> <li>x Availability and accessibility of relevant level of PPE</li> <li>x PPE Fittest complete (where appropriate)</li> <li>x Training in use of PPE complete (refresher required?)</li> </ul>
High Risk (4-6)	<ul style="list-style-type: none"> <li>x Avoid highrisk procedures (e.g. aerosol generating procedure Covid19 swabbing)</li> <li>x Work from home where possible</li> <li>x Minimise face-to-face patient contact</li> <li>x Staff who attend work should do so in a low risk environment and follow infection control and safety precautions applicable to low-risk work area</li> <li>x Work in a separate room where possible</li> <li>x Consider adjusting working hours where possible to limit exposure (eg reduced shift length)</li> </ul>	<ul style="list-style-type: none"> <li>x Workplace social distancing measures (e.g. barriers in front of reception areas, use of less frequented offices ensure 2 metres between employees, arrangements for breaks, breakout areas)</li> <li>x Alternative ways of delivering role eg. telephone/video</li> <li>x Alternative working patterns eg. rota system to reduce contact time such as alternate weeks-site</li> <li>x Travel to work arrangements eg avoiding public transport/rush hour through adjustments to work hours</li> <li>x Reduce contact with general public</li> <li>x Alternative access/routes into the hospital to reduce contact with general public</li> </ul>
Very High Risk (7+)	<ul style="list-style-type: none"> <li>x Remove from frontline duties and work from home where possible</li> <li>x Staff should avoid exposure (e.g. from</li> </ul>	<ul style="list-style-type: none"> <li>x Limiting duration of close interaction with the patient (for example, preparing everything in advance away from them)</li> <li>x If possible, maintaining a two metre distance from the patient</li> </ul> <p>Wellbeing</p> <ul style="list-style-type: none"> <li>x Signposting to Wellbeing resources including Employee Assistance Programme (Care First) and Avon Partners Occupational Health</li> <li>x Arrange regular wellbeing checks</li> <li>x Ensure staff member takes regular annual leave</li> </ul>



Section 5: Record of Review

Employee Name:		^ œ Å ]	
Manager Name:		Date of discussion	
Personal Risk Assessment Rating:	Mild / High / Very High		
<p>Use <u>Section 2: Decision Tree</u> to guide the discussion, reviewing the role/tasks of the staff member in conjunction with the workplace risk assessment; agree and document appropriate adjustments to mitigate/reduce risk</p> <p>Identify anything not agreed, and reasons for the decision.</p>			
<p>Wellbeing: any home/work circumstances which u Ç ]u% š }œ ]v(oμ v šZ ]v threshold. Identify further support including referral to Occupational Health, Care First, Trust Wellb</p>			