

A guide to producing an effective risk assessment in relation to vulnerable staff groups during the COVID-19 pandemic. Including;

- *The **eight** vulnerable staff groups checklist*
- *Key terms for a risk assessment*
- *The steps to carrying out a vulnerable staff group risk assessment*

The eight vulnerable staff groups checklist

Before carrying out our risk assessment we suggest you consider the following points and tick them off once you assessed the situation;

Do you have a list of all staff's ethnicity?

Do you have an up to date list of all staff's ethnicity, for example; BAME or White European

Are you aware of your staff's disabilities?

These can be both physical or mental. For example, a physical disability may mean you need to make reasonable adjustments to required PPE

What is your gender split?

There is some emerging evidence to suggest that COVID-19 may impact more on men than women, so employers may need to review the approach they have taken in relation to risk assessment and deployment of returners

Are any of your employees pregnant?

Pregnant women at whatever stage are classed as at risk

What is your staff age groups?

Group your staff into; below 55, 55-60, 60-69, 70+

Where do your staff work?

Are your staff, hospital based, community, dedicated practice, homebased

Do your staff have any co morbidities?

Do you know if any of your staff have; hypertension, CVD, Diabetes, COPD, CKD

Are any of your staff exposed to aerosol generating procedures?

List any staff that may be exposed

Risk Assessment

Vulnerable Staff Groups

Key terms for a risk assessment



Hazard

A hazard is something that can cause harm, i.e. poor lighting, obstructed walkways, patient handling



Impact

An estimate of the harm that could be caused



Risk

The chance, high or low, that someone could be harmed by a hazard together (likelihood) with any indication of how serious the harm could be (impact)



Control Measure

Actions that are in place to prevent, eliminate or reduce the occurrence of a hazard that has been identified



Likelihood

Probability of the risk occurring (high, medium, low)



Action

Further control measures that must be put in place to prevent, eliminate, or reduce the occurrence of a hazard that has been identified

The steps to carrying out a vulnerable staff group risk assessment

1

Identify and list all the hazards associated with your staff in your organisation

2

Evaluate the potential risks associated with each of the hazards including the likelihood and impact of each hazard.

3

Identify any control measures that are already in place for each hazard to highlight how the risk may be mitigated, i.e.:

- Adapted PPE
- Staff already shielding

4

Detail any further action that may be required to mitigate the risk and these must be documented within the risk assessment:

- Emergency contact details of staff
- Policy's on what to do if staff feel unwell

5

Actions must be assigned and completed by responsible staff, in a timely manner, and review dates of the risk assessment conducted