**Appendix A3 (Revised April 22)**

**RISK ASSESSMENT FOR CLINICALLY EXTREMELY VULNERABLE (CEV) STAFF RETURNING OR REMAINING IN THE WORK PLACE DURING THE COVID-19 PANDEMIC**

Completed by: Date: Review Date: Ongoing

Employee Name: Staff No: Post:

The information on an individual risk assessment should be regarding as **highly confidential** and appropriate security/safeguards should be in place to ensure confidentiality.

* CEV staff should continue to work from home where this is possible and effective. If it is not possible and or effective, they can attend their workplace, provided the employer has completed a risk assessment and taken reasonable measures to ensure social distancing in your place of work, and you can travel to work in a way which allows for social distancing.
* All employers have a 'duty of care' for staff and, in practice, this means taking all steps they reasonably can to support the health, safety and wellbeing of their staff.
* This advice will be subject to ongoing review of the status of the virus in Northern Ireland. CEV people should follow the [latest guidance](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.nidirect.gov.uk%2farticles%2fcoronavirus-covid-19-guidance-clinically-extremely-vulnerable-and-vulnerable-people&c=E,1,oQ7ETYZ9dw7yMg8jGAifs13oEtmvZ-Dff8bz9fIoTcVh7tM1HVXwT7feDOpzVKPJBSsqXDXyWf4H0ZK2yy0CjlYDVDJnTHe_ySSxOXBQ3A,,&typo=1) on keeping safe, this includes but is not limited to: adequate social distancing, hand hygiene, wearing a face covering.

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| --- | --- | --- | --- | --- |
| **Hazard** | **To Whom** | **Severity** | **Likelihood** | **Risk** |
| Clinically extremely vulnerable employee contracting COVID-19 whilst in the work place | Clinically extremely vulnerable employee.  |  **3[[1]](#footnote-1)1** | **3[[2]](#footnote-2)3** | **9** |
| Employee transmitting COVID-19 to those they live with who may be clinically extremely vulnerable | Employee and their family member who is clinically extremely vulnerable | **3[[3]](#footnote-3)2** | **3[[4]](#footnote-4)3** | **9** |
| **Existing Precautions** | **Additional Precautions** | **Who** | **When** |
| * Other risk assessments in relation to the employee’s role/work place remain extant through the pandemic, e.g. School/Premises/Fire risk assessments.
* Where possible staff in this category should work from home or partially from home.
* If staff in this category cannot work from home, ensure they maintain social distancing from others.
* Staff who live with someone who is clinically extremely vulnerable should be made aware of the guidance as [set out by the Government](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-guidance-clinically-extremely-vulnerable-and-vulnerable-people) Their attention should also be drawn to the following guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/living-with-someone-at-high-risk/>
* If necessary, offer other on site roles which can ensure adequate social distancing can be achieved at all times.
* Provide, where possible, alternative hours when work places are not as crowded, or staggering arrival and departure times.
* If necessary redesign work layout to achieve social distancing.
* System of Lateral flow testing.
* Ensure good natural ventilation is maintained throughout the work place, e.g. open windows.
* Ensure CO2 monitors, where fitted in a room, are monitored regularly throughout the day.  Prolonged readings in the red is an indication that the room needs to be ventilated by opening windows or by mechanical ventilation.
* Ensure directional signage is displayed throughout the premises to ensure social distancing.
* Provide individual hand sanitisers for use by all employees.
* Encourage regular handwashing and individual respiratory hygiene i.e. Catch it, bin it, kill it, practises.
* Where possible avoid the sharing of resources, staff should be issued with their own equipment. When this is not possible, shared equipment should be cleaned down prior to use.
* If possible, allow the member of staff to access their work environment through separate entrances/exits.
* Daily cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, etc. using appropriate cleaning products and methods.
* Currently there is a requirement for all staff to wear a face covering when moving around the work place. It may be prudent for a CEV member of staff to wear a Type IIR fluid resistant surgical mask (FRSM) as a face covering at all times in the work place.
* Provide Personal Protective Equipment (PPE), if required by a PPE risk assessment, to the member of staff. Staff must receive training on correct donning and doffing of PPE.

*Additional control measures particular to your work place should be added here when implement or in operation.* | *Please add any additional precautions you believe are required to mitigate the risk further here.* | *If additional precautions are required, please identify who is responsible for implementing them.* | *If additional precautions are required, please identify by when. e.g. date or ASAP.* |

1. 1 If the individual is not fully vaccinated the overall Severity rating may have to be increased to 4.

2 If the individual and the member of the household have not been fully vaccinated then the overall Severity rating may have to be increased to 4. [↑](#footnote-ref-1)
2. 3 As at Jan 22 the new [Omicron strain](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-omicron-variant) of COVID-19 is highly transmissible. This has increased the likelihood of transmission in the wider community including schools. A score of 3 has been suggested to account for this. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)