

# All Wales COVID-19 Workforce Risk Assessment Tool

## All Wales COVID-19 Workforce Risk Assessment Tool

### Introduction

This Risk Assessment Tool has been developed to help people working in the NHS and Social Care in Wales to see if they are at higher risk of developing more serious symptoms if they come into contact with the Covid-19 virus.

We want to help you understand whether you may be at greater risk and to help you and your line manager to choose the right actions for you based on your level of risk.

Your employer has a duty of care to protect your health and safety at work and this includes understanding if you are at extra risk from COVID-19. This duty of care includes ensuring an equitable approach for all staff regardless of ethnicity or any other protected characteristics.

The next page sets out an overview of the risk assessment process. It has links to the latest guidance and information on the basic things that everyone can do to reduce their risk of COVID-19 infection, as well as the things that employers must do to support people who work for them.

Please use the resources as well as the Risk Assessment Tool to get the best results.

## COVID-19 Understand your risk: Act to stay safe

What you need to do

**Step 1 Check your risk – complete the Risk Assessment**

**Step 2 Understand your risk**

A score of 0-3	Low risk
A score of 4-6	High risk
A score of 7 or more	Very High-Risk

**Step 3 Identify the right actions for you**

Your employer has a responsibility to put the actions in place with you

**Step 4 Act now – Take the right actions**

Focus on your health and wellbeing

Control  
existing health  
conditions

Take Vitamin D  
supplement

Manage your  
weight

Boost your  
wellbeing

Observe  
Social  
distance

Practice  
Good Hand  
Hygiene

Rigorous  
Infection  
prevention  
and control

**Deployment to a  
different area**

Setting and  
PPE review

**Workplace  
adaptation  
or  
Role redesign**

## All Wales COVID-19 Workforce Risk Assessment Tool

### Who needs to use this tool?

There are already well established arrangements and guidance for people who are in a 'Shielding Group' who should be staying at home or who are considered 'Vulnerable' according to Public Health guidance and so should already be maintaining strict social distancing.

This tool does not apply to these individuals as following existing guidance already mitigates the risk they face.

### Shielding groups (Very High Risk) and Vulnerable Groups (High risk)

Everyone who is considered to be extremely vulnerable to Covid-19 infection will have received a ['shielding' letter from the Chief Medical Officer for Wales Dr Frank Atherton](#), setting out the steps you should take to protect your health. These are known as "shielding" measures and advise staying at home until a further announcement is made, so this risk assessment is not necessary.

**Vulnerable groups** (adults who would normally be offered a flu jab for health reasons) are at higher risk and are advised to maintain strict social distancing. Appropriate adjustments to their role, redeployment or medical suspension should already be in place for these individuals.

### Important note – if you are of a Black, Asian, Minority or Ethnic (BAME) background and under 28 weeks pregnant

[Pregnant women may be particularly vulnerable](#) and new information about pregnant BAME women indicates that they are at considerably increased risk throughout their pregnancy and so should avoid face-to-face contact with COVID-19 cases. This means no front line work where there is sustained community transmission.



## All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

### How to use this Tool

The Tool asks a number of questions about you that are designed to identify whether you are at a higher risk from Covid-19. It asks some questions about your health, weight and ethnicity which may increase your risk of serious illness following an infection with Covid-19.

You may know the answers to the questions yourself, but if not you can discuss this with your line manager, workforce team, union representative, Occupational Health or advocate.

You may also want to consult your GP about the health conditions that are listed.

**Please complete the questions and add up your score.**

### COVID-19 Understand your risk: Act to stay safe

We will continue to develop and improve the All Wales COVID-19 Workforce Risk Assessment Tool. If you have any comments or queries on the use or to improve the tool please email [HSS.Covid19.WorkplaceAssessmentSubGroup@gov.wales](mailto:HSS.Covid19.WorkplaceAssessmentSubGroup@gov.wales)

# All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

## Step 1

## Check your risk

## Consider each risk factor that applies to you and total your score

Risk factor	Score
<b>Age – Covid-19 seems to have a bigger impact on people who are older.</b>	
• If you are aged between 50-59	1
• If you are aged between 60-69	2
<b>Sex at birth – Covid-19 seems to have a bigger impact on males than females</b>	
• Male	1
<b>Ethnicity – Covid-19 seems to have a bigger impact on people from some ethnicities</b>	
• Do you identify as one of the <a href="#">BAME or Mixed race</a> groups as set out in this link	1
<b>Existing Health conditions (Comorbidity) – Covid-19 seems to have a bigger impact if you already have other pre-existing health conditions. You may want to speak to your GP if you are not sure about these questions.</b>	
• Cardiovascular disease	
Are you on any treatment for Hypertension (high blood pressure), Atrial Fibrillation (Irregular heart rate), Heart Failure, Previous MI (had a heart attack), had a stroke, or Transient Ischemic Attack (mini stroke)	1
• Diabetes Mellitus Type 1 or 2	1
• Chronic lung disease (including asthma, COPD, interstitial lung disease)	1
• Chronic kidney disease (any stage 1-5)	1
• Sickle cell trait, Thalassaemia trait or other haemoglobinopathy	1
<b>Obesity – Covid-19 seems to have a bigger impact if you are overweight</b>	
This link will help you work out your BMI – if your <a href="#">BMI is more than 30</a> OR If <a href="#">your waist circumference</a> is:	
• South Asian Female more than 33 inches (84cm); Other BAME or white Female more than 34.5 inches (88cm)	
• South Asian Male more than 35 inches (89cm); Other BAME or white Male more than 40 inches (102cm)	1
<b>Family history – Covid-19 seems to have a family susceptibility for some people, especially twins</b>	
• Has a member of your immediate family (parent under 70, sibling, child) been in ITU or died with Covid-19	1
<b>Total score</b>	

## All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

### Step 2 Understand your risk – what your score means in your workplace setting

	Score		
Workplace setting	Low Risk 0-3	High Risk 4-6	Very High Risk 7 or more
Community care	Continue with caution	Consider modified duties and PPE Review*	Work from home or non patient facing
Primary care	Continue with caution	Consider modified duties and PPE Review*	Work from home or non patient facing
Secondary care Non AGP	Continue with caution	Consider modified duties and PPE Review*	Work from home or non patient facing
Secondary care with AGP	PPE Review*	Redeploy out of Aerosol Generating Procedure areas	Work from home or non patient facing

**Now arrange a time to discuss with your line manager to agree a plan and ensure you are appropriately protected. This may include a discussion with Occupational Health.**

**\*PPE Review** – This should consider the work setting, review all Transmission Based Precautions and ensure the selection and correct use of PPE including training and fit testing



## All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

### Step 3 Identify the right actions for you

Now you have completed your COVID-19 Risk Assessment score please discuss with your line manager, occupational health, workforce team, union representative or advocate to ensure you are appropriately protected.

#### Things I can do myself

Do the important things to maintain your safety in the workplace

- Observe good hand hygiene, with frequent use of soap and water or alcohol-containing gel.
- Maintaining a distance of 2 metres is an important aspect of the measures we must all take to minimise the risks of the spread of COVID 19. It is something we should aim to do in all aspects of our daily lives and anywhere in work where this is possible.
- Use appropriate personal protective equipment identified for your role and know how to use it properly.
- Observe isolation requirements for known or suspected COVID-19 cases.
- Ensure your infection control training is up to date.

#### Things my employer can help with

- Your line manager or union rep will help you use the tools and identify the right actions for you.
- Making adjustments
  - Can some or all of your duties be undertaken or completed in a different way
  - Can adjustments be made to enable you to work safely,
  - Can face-to-face contact with the public and home visits be limited or avoided
  - Ensure appropriate physical distancing within the workplace
- Will adjustments allow you to work from home
- If no adjustments can be made to mitigate your risk then temporary Medical Suspension may be considered.



## All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

### Step 4 Act now – take the right actions

Following your discussions with your line manager record the agreed plan and ensure you set a time for review.

**What reasonable adjustments have been identified and taken to mitigate your identified risks?**

.....

**Date adjustments were introduced\***

.....

**Date for review**

.....

**This may be time based or instigated by an event that impacts on your circumstances**

\* This should be signed and dated by both employee and line manager

## **All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed**

**Welsh Government are committed to ensuring that we learn quickly so that we can best protect you from harm due to COVID-19.**

Your help and support in consenting to us gathering the evidence from your risk assessment is vital to inform further analysis so that we can better understand the disproportionate impact that COVID-19 is having on some individuals. This information will be used for this sole purpose in relation to COVID-19 and to continue to improve our risk assessment. It will only ever be your anonymised information that will be shared.

**Information provided in confidence will only be used for the purposes advised and consented to by yourself**

### **COVID-19 Understand your risk: Act to stay safe**

We will continue to develop and improve the All Wales COVID-19 Workforce Risk Assessment Tool. If you have any comments or queries on the use or to improve the tool please email [HSS.Covid19.WorkplaceAssessmentSubGroup@gov.wales](mailto:HSS.Covid19.WorkplaceAssessmentSubGroup@gov.wales)