

COVID-19 Risk Assessment – Returning & Vulnerable Colleagues



Introduction

The government advises anyone who's at high risk of getting a severe illness if they catch COVID-19 — 'clinically extremely vulnerable people' — to think particularly carefully about additional precautions to take, and as a minimum, to follow the same guidance as everyone else. Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19 particularly if they are clinically extremely vulnerable and if COVID-19 disease levels in the general community are high.

It is important to respect and be considerate of those who may wish to take a more cautious approach as restrictions are lifted.

Any Colleague including those returning to work following COVID-19 shielding must be briefed on all existing control measures in their work place **prior** to their first day on site.

Colleague Details

Colleague Name									
Colleague Number									
Site Name					Job Title				
Hours of Work		Days of work(tick)	Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Confirmation and approvals

Name of person completing the assessment:

Date of Assessment

Colleague Sign Off

I have been made aware of all risks on site as a result of the Coronavirus pandemic and the controls that have been put in place and have agreed to return to work

Colleague Signature:

Date of Review:

Or, I have concerns about returning to work and require further assistance

Colleague Signature:

Date of Review:

A copy signed by the Colleague is to be saved in their personnel file, as per the Society's Return to work Policy.

Principal Controls

Colleagues must be made aware that the principle control measures for COVID-19 are as below:

- Wash your hands more often and for more than 20 seconds and always at the start and finish of your shift.
- Enhanced cleaning of areas often touched by people
- Good ventilation, making sure there is plenty of fresh air
- Do not leave home if showing signs (or someone you live with is showing signs) of COVID-19 (refer to the GOV.UK/ Coronavirus website for the latest information)
Common symptoms include:
 - a high temperature,
 - a new, continuous cough
 - a loss of, or change to, your sense of smell or taste
- And finally, sharing any concerns about working arrangements on site with your line manager.

Risk Assessment Process

The Colleague's Line Manager must complete an assessment of their site and discuss their findings with the Colleague before being allowed to return to the work place.

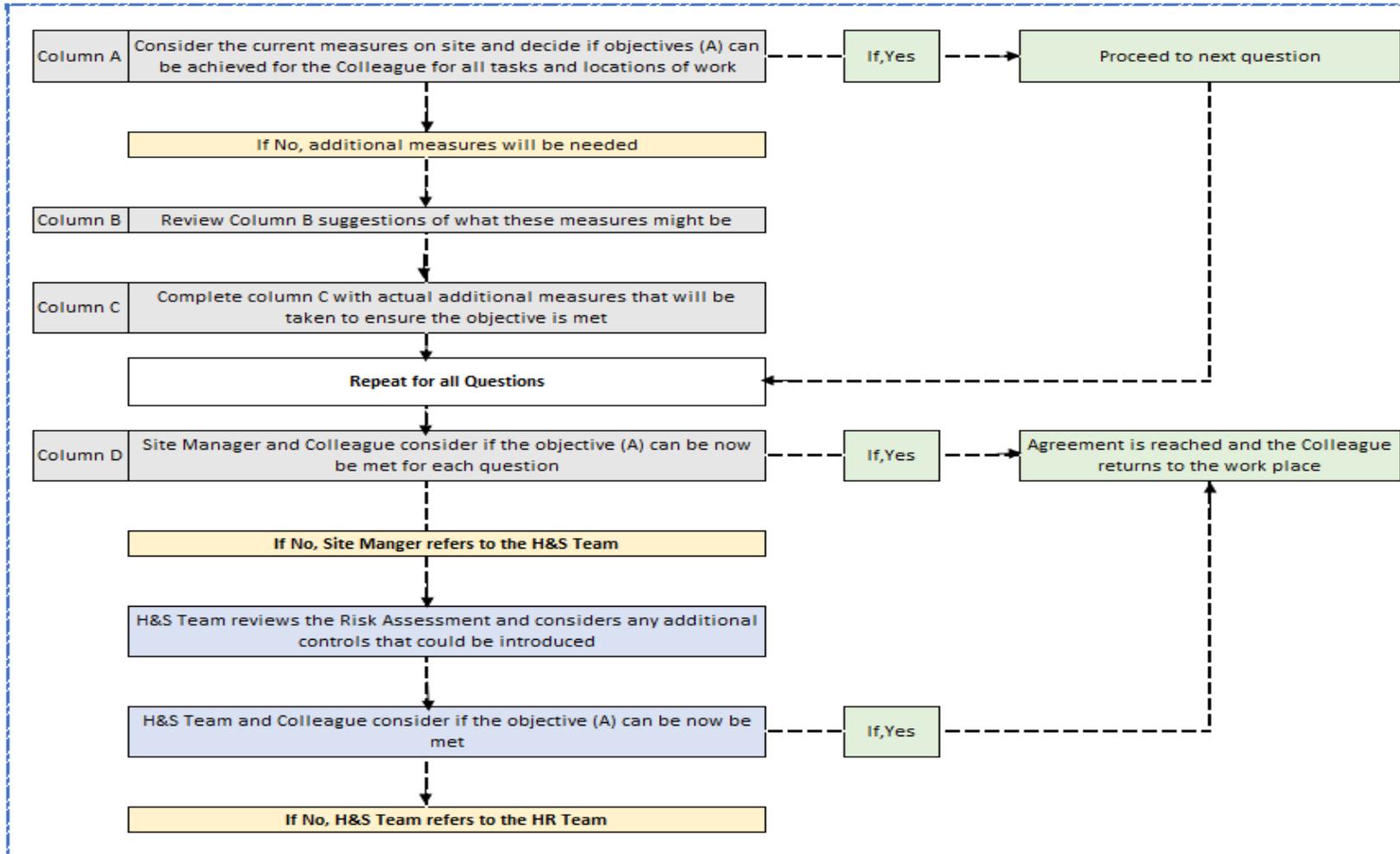
It is important that the returning Colleague is comfortable with the arrangements and the role they must play in controlling the coronavirus and protecting their own health.

Regular reviews

Things change, so it is important to review the output from this risk assessment with the Colleague regularly as circumstances can change and control measures may need to change to accommodate this.

For example, a Colleague receiving both COVID vaccinations would be considered considerably less at risk and so could have some restrictions lifted, or the Colleagues duties may have changed, and they are more exposed to members of the public or less able to reduce close contact with others, requiring additional considerations.

Risk Assessment Process Flow



Concerns or identified issues

Where a specific issue is identified as inadequately controlled (Answered “No” in Column D above) or concern raised during this risk assessment process then these must be discussed with the Health & Safety Team before the Colleague will be allowed to return.

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Step 1) Consider what tasks the Colleague will be doing each day and how long they will be doing each task

List all tasks that the Colleague will be completing in the box below and include **approximate % of time spent on each per day**

Step 2) Consider the locations where the Colleague will be completing these tasks and the time spent in the location

List all locations where the Colleague will be working in the box below and include **approximate % of time spent in each per day**

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Step 3) Considering the tasks and locations from above, complete the risk assessment below and decide if Objectives can be met

A) Objective to meet	Yes	No	B) Suggested Measures required if objective (hazard) cannot be achieved	C) What additional measures have been adopted on site	D) Will measures (B&C) achieve objective (A)	
If needed, limiting close contact (CC)					Yes	No
If needed, could CC be maintained whilst completing the tasks listed above?			Change tasks to those with less exposure Reduce shift and activity times. Make changes to site layout Consider use of PPE			
If needed, could CC be maintained during break times and/or using toilets			Stagger shift and break times to always allow distancing Re-organise staff areas to encourage SD Limit colleague numbers in facilities			
If needed, could CC be maintained if there is face to face working?			Work behind a screen Change tasks to those with less exposure Change to side to side working if task is critical Reduce shift and activity times			
Is there easy access to handwashing facilities and sanitiser units?			Make adjustment to allow access whenever required Paper hand towels to be provided for hand drying, avoid the use of hot air blowers and reusable towels. Supply additional hand sanitiser units			
Will the Colleague need to wear face covering and gloves? If so					Yes	No
Is this always available and in the Colleague's size?			Colleague to check it fits and keeps some spare pieces for personal use			
Does colleague know how to correctly fit & dispose of it?			Train colleague in use Identify disposal practice and locations of bins			
Reducing exposure from others					Yes	No
Is the Colleague frequently working with others?			Schedule Colleague with the same "cohort" of workers Consider changing start and finish times to prevent cross overs/ bottle necks			
Will the colleague be using their own equipment only?			Provide "own" equipment Change tasks to those not requiring sharing Introduce "between user" cleaning			

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Objective to meet	Yes	No	Suggested Measures required if objective (hazard) cannot be achieved	What additional measures have been adopted on site	Will measures (B&C) achieve objective (A)	
					Yes	No
Will the Colleague be using own transport to get to work?			Is car sharing with members of same cohort possible? Face coverings and sanitiser to be used on public transport			
Ventilation and fresh air					Yes	No
Is the colleagues work area well ventilated/ plenty of fresh air?			Open windows or prop open non -fire doors when others are in the same space Extractor units on Use of desk fans to distribute air			
Other hazards identified on site – please list below with details of site introduced measures						

Further Action required

List any additional measures that need to be taken

Further Guidance document

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>