

Coronavirus Health and Wellbeing Risk Assessment

This assessment tool, and the supplementary health assessment, is to be used to assess the risk of employees contracting or passing on Covid 19 (Coronavirus) where they are not able to work from home

Employees who can work from home should continue to do so

The assessment should be undertaken in consultation with the employee.

People have to self –isolate in certain circumstances as detailed below.

For those at work, this should be carried out in line with the risk assessments in place.

Any concerns and individual needs should be addressed sensitively based on the risk assessments.

Employees who are concerned about attending work should complete this assessment and then discuss with their line manager to agree the assessment and work arrangements.

If the employee disputes the outcome of the assessment a referral will be made to Occupational Health.

NB: Please note that with effect from 6 January 2022 the Scottish Government defines fully vaccinated as having **three** doses of an approved vaccine.

Employee's Name:

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Contact email and telephone number.....

Date of Assessment:

Risk Factor	Advice	Assessment and Action Taken
Does the employee have COVID symptoms?	<ul style="list-style-type: none"> • Self –isolate and restrict contact with others • Contact NHS and arrange for a PCR test as soon as possible. (Tel: 0800 028 2816)) • If test results are negative, can stop self – isolating. • If positive self -isolate for 10 days unless you still have a high temperature. • If you still have a high temperature after 10 days – you can stop self - isolating once you have been free of a high temperature for 48 hours. <p>You can stop self-isolating early if;</p> <ul style="list-style-type: none"> • You have 2 consecutive negative lateral flow tests, • The tests must be taken 24 hours apart. • The 1st test must be on the 6th day of isolation at the earliest. • In addition, you have not had a high temperature in the past 48 hours. 	<p>E.g. home working if well enough and if there is work they can do from home</p> <p>Advise your Manager you are self- isolating pending a PCR test result.</p> <p>Following confirmation of your test result - if positive send a copy to your Manager for recording on Business World.</p> <p>If the test result is negative, return to work as normal.</p>
Has your employee tested positive for COVID on an LFD test?	<p>There is no requirement to get a PCR test to confirm this result.</p> <ul style="list-style-type: none"> • Self – isolate for 10 days from the date of your test <p>You can stop self-isolating early if;</p>	<p>E.g. home working if well enough and if there is work they can do from home</p> <p>Advise your Manager you have tested positive for COVID on a lateral flow device.</p>

	<ul style="list-style-type: none"> • You have 2 consecutive negative lateral flow tests, • The tests must be taken 24 hours apart. • The 1st test must be on the 6th day of isolation at the earliest. • In addition, you have not had a high temperature in the past 48 hours. 	Register your test result on https://www.gov.uk/report-covid19-result and send a copy to your Manager for recording on Business World.
<p>Has your employee been in close contact with someone who has tested as positive?</p> <p><u>Close contact means;</u></p> <p><u>Living in the same house,</u></p> <p>Spending 8 hours or more in the home of the person,</p> <p>You are a cleaner in the home of the person and don't use PPE,</p> <p>You have had face to face contact less than 1 metre apart from the person for any length of time,</p> <p>You have had any contact less than 1 metre apart with the person for 1 minute or longer,</p> <p>You have been within 2 metres of the person for more than 15 minutes,</p> <p>You have car shared with this person.</p>	<p>They do not need to self-isolate as a close contact if they meet the following criteria:</p> <ul style="list-style-type: none"> • They are fully vaccinated and 14 days has passed between their vaccine booster and the person they are living with developing symptoms. • They take daily lateral flow tests for 7 days in a row or until the end of the 10 days isolation period. Whichever is sooner. • If any of the lateral flow tests are positive, they should self-isolate for 10 days from the date of their positive test. • Adults who are not fully vaccinated must continue to self-isolate for 10 days if identified as a close contact of someone who has tested positive. In addition, they must book a PCR test. If they are not fully vaccinated, receiving a negative PCR test result after identification as a close contact does not permit them to leave self-isolation. 	<p>E.g. home working if well enough and if there is work they can do from home.</p> <p>If the employee tests positive they should register the test result on https://www.gov.uk/report-covid19-result and and present a copy of their confirmation message to their manager.</p>

Does your employee have underlying health conditions that put them at higher risk if they contract Covid-19?	Go through the Covid Age Calculator , assess against the table below and make appropriate arrangements with the employee.	E.g. home working if well enough and there is work they can do from home.
Does your employee have underlying health conditions that can increase impact of Covid-19?	Go through the Covid Age Calculator , assess against the table below and make appropriate arrangements with the employee.	E.g. home working if well enough and there is work they can do from home.
Is your employee pregnant?	Undertake the normal Pregnancy Risk Assessment.	There are no restrictions on a pregnant worker attending work as long as the Risk Assessment has been processed and reasonable adjustments made where required. However they should work from home if able to.
Is your employee 60 years old or older?	Go through the Covid Age Calculator , assess against the table below and make appropriate arrangements with the employee.	
Does the employee live with someone who is in the “at risk” category and are concerned about attending work?	Workers who are unable to work from home are required to attend the workplace. Ensure safe working practices are followed and suitable PPE is used in accordance with the relevant risk assessment.	
To avoid the spread of virus in operational workplaces where home working is impossible	Collective Control Measures <ul style="list-style-type: none"> • Routine cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks and tables). 	

	<ul style="list-style-type: none"> • Ensure regular environmental cleaning is done • Where appropriate – wear PPE. • Promote frequent hand hygiene by making sure that staff, contractors, service users and visitors have access to hand washing facilities and where available alcohol based hand rub. • Ensure any crockery and cutlery in shared kitchen areas is cleaned with warm general purpose detergent and dried thoroughly before being stored for re-use. • Ensure staff have the space to allow for appropriate distancing between colleagues when working/moving around. This can include marking on the ground to encourage people to stand 2m back from staff and ensuring staff have appropriately staggered breaks. • Ensure good ventilation by keeping windows open where possible and not closing doors for small rooms (unless someone is presenting symptoms – see section 1.6 about responding to someone falling ill at work) 	
	<p>Individual Protective Measures</p> <ul style="list-style-type: none"> • Wash hands frequently with soap and water for 20 seconds. • Use alcohol based hand rub where available if no access to soap and water. • Where appropriate – wear PPE. • Avoid touching eyes, nose and mouth with unwashed hands. 	

	<ul style="list-style-type: none"> • Not come to work if they or a household member has symptoms of COVID-19 (follow the stay at home guidance) • Follow the social distancing advice • Wherever possible, avoid direct contact with people that have a respiratory illness and avoid using their personal items such as their mobile phone. • Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose. Dispose of all used tissues promptly into a waste bin. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. 	
For those children still in the school setting	<ul style="list-style-type: none"> • Handwashing should be encouraged before and after any activity, such as meal times, break times and sporting activities. • Face masks are to be worn as required. • Arrangements should also be made to ensure that parents and carers can maintain their distance when dropping off and picking up children. • If someone becomes unwell in the setting they should be isolated temporarily in an area of the building. 	
If there has been a blood or body-fluid spill	<ul style="list-style-type: none"> • Keep people away from the area. • Use a spill-kit if available, using the PPE in the kit or PPE provided by your employer/organisation and following the instructions provided with the spill-kit. 	

	<ul style="list-style-type: none"> • If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from senior education management. 	
Transport	<ul style="list-style-type: none"> • If potential passengers have symptoms, direct them to NHS 111 and advise them not to make the journey. • Wear facemasks. • Where possible ensure reasonable distances are maintained. • . Keep your vehicle clean to reduce the impact of the virus • Regularly clean surfaces, such as card payment devices, steering wheels, handbrake, door handles, with normal cleaning products. (At the beginning, middle and end of a shift as a minimum) • Carry a box of tissues and use tissues to catch coughs and sneezes • Dispose of used tissues in the bin as soon as possible • Wash hands frequently with soap and water (you can keep a bottle of water and a bar of soap in your vehicle) or use a sanitizer gel - do this for at least 20 seconds. Sanitizer gel should be a minimum 60% alcohol - hand washing guidance • If you become unwell with the symptoms of COVID-19 , inform your line manager, and follow the guidance to test and protect . 	

Underlying Health Conditions Risk Assessment

(note this applies only to assessments of employees' health factors, and not for household members)

Employees who have underlying health conditions which place them at greater risk from Covid 19 should have their Covid age assessed using the [Covid Age Calculator](#).

This calculates a "Covid age", which reflects a person's vulnerability to Covid 19.

The table below should then be used to assess and agree working arrangements.

If agreement cannot be reached a referral should be made to Occupational Health.

There is no evidence that women who are pregnant are more likely to contract Covid 19.

However, in some cases the symptoms can be more severe.

All new and expectant mothers require to have a pregnancy risk assessment undertaken to ascertain if any reasonable adjustments should be made to support them during their pregnancy. They should return to or remain at work.

If agreement cannot be reached a referral should be made to Occupational Health.

Action Guidelines:

	No Direct Client Care/ Pupil/ Customer Contact	Direct Client Care/ Pupil/ Customer Contact
Very high: COVID-age 85 and over	<ul style="list-style-type: none"> • Work from home if and whenever possible • If that is not possiblecontact HR, . 	<ul style="list-style-type: none"> • Work from home if and whenever possible • If that is not possiblecontact HR .
High : COVID-age around 70 to 85	<ul style="list-style-type: none"> • Maintain social distancing where possible. • Wear appropriate PPE relevant to the area of work as guided • Follow hygiene guidelines 	<ul style="list-style-type: none"> • Maintain social distancing where possible. • Wear appropriate PPE relevant to the area of work as guided • Follow hygiene guidelines
Moderate: COVID-age around 50 to 70	<p>Can work as normal</p> <ul style="list-style-type: none"> • Maintain social distancing • Wear appropriate PPE relevant to the area of work as guided 	<p>Can work as normal</p> <ul style="list-style-type: none"> • Maintain social distancing • Wear appropriate PPE relevant to the area of work as guided • Follow hygiene guidelines

	<ul style="list-style-type: none"> • Follow hygiene guidelines 	
Low: COVID-age below around 50	<ul style="list-style-type: none"> • Can work normally • Maintain social distancing • Wear appropriate PPE relevant to the area of work as guided • Follow hygiene guidelines 	<ul style="list-style-type: none"> • Can work normally • Maintain social distancing • Wear appropriate PPE relevant to the area of work as guided • Follow hygiene guidelines