IMPORTANT NOTICE: This checklist is issued as part of the ICAS ‘Coronavirus Return to Work toolkit and guidance’ and is issued subject to the terms of the disclaimer contained within that document.

# **COVID-19 Individual Employee Risk Assessment**

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| **Step 1 –**  **this checklist should be completed for employees returning to work to help identify any hazards. For each point, consider their job role and how it might affect them personally. If their work affects others, this should also be considered.**  **Step 2 – where any questions have been answered ‘Yes’ in the checklist, hazards should be identified and the risk level to the worker assessed by determining existing controls or any further action required. This information should be entered into the risk assessment pro forma. Control measures can then be put in place to eliminate the risk or reduce it to an acceptable level for the employee.**    **Note *- this checklist is not exhaustive: other issues related to the office environment may need to be considered. The risk assessment should be reviewed on a regular basis throughout the employment and any necessary control measures put in place.*** |

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| **Employee’s name:** Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Job title:** Click or tap here to enter text. | **Line Manager’s name:** Click or tap here to enter text. |
| **Form completed by:** Click or tap here to enter text. |  |
| **Any known recommendations made by Doctor and/or Occupational Health Specialist:**  Click or tap here to enter text. | | |

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| **COVID-19 exposure** | | | **Yes/No** | | **Existing control/**  **Further Action Required** |
| *If the answer to any question is ‘****Yes’*** *then identify the additional control measures to mitigate the risk.* | | | | | |
| 1.1 | Is the employee required to carry out any work in breach of the two-metre social distancing guidance from both work colleagues and non-employees? | | Choose an item. | | Click or tap here to enter text. |
| 1.2 | Does a return to the workplace involve touching surfaces that are potentially contaminated? | | Choose an item. | | Click or tap here to enter text. |
| 1.3 | Are welfare facilities inadequate to facilitate regular handwashing e.g. insufficient number of facilities or lack of soap and hot water? | | Choose an item. | | Click or tap here to enter text. |
| 1.4 | Does the employee have any known pre-existing chronic condition (listed below) that might make them more vulnerable if exposed to the COVID-19 virus? | | Choose an item. | | Click or tap here to enter text. |
| 1.5 | Has the employee expressed concern about any other condition which they feel would make them more vulnerable e.g. mild asthma? | | Choose an item. | | Click or tap here to enter text. |
| 1.6 | Is there a higher risk of infection due to the work environment e.g. densely populated workplaces/shared offices? | | Choose an item. | | Click or tap here to enter text. |
| 1.7 | Is there a higher risk of infection due to the geographic location e.g. an area with a high infection rate? | | Choose an item. | | Click or tap here to enter text. |
| 1.8 | Is your Covid-age above 50 and therefore classed as moderate, high or very high risk (refer to and complete the [Covid-19 Occupational Risk Assessment Tool](https://www.icas.com/__data/assets/excel_doc/0004/551857/COVID-19_Occupational_Risk_Assessment_Guidance_Interactive_270720-ICAS.xlsx))? | | Choose an item. | | Click or tap here to enter text. |
| **Risk**  The level of risk will depend on the following;   * the work environment * the type of work carried out * the distance that can be maintained between the employee and any possible source of infection * the level of hand cleaning regime in place * the level of information provided * the effectiveness of existing controls that are in place   In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition these individuals fall into two categories as per the below.  **Clinically extremely vulnerable** people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.   1. Solid organ transplant recipients. 2. People with specific cancers:  * people with cancer who are undergoing active chemotherapy * people with lung cancer who are undergoing radical radiotherapy * people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment * people having immunotherapy or other continuing antibody treatments for cancer * people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors * people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs  1. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD). 2. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell). 3. People on immunosuppression therapies sufficient to significantly increase risk of infection. 4. Women who are pregnant with significant heart disease, congenital or acquired.   People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.  **Clinically vulnerable** people are those who are:   1. aged 70 or older (regardless of medical conditions) 2. under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):  * chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis * chronic heart disease, such as heart failure * chronic kidney disease * chronic liver disease, such as hepatitis * chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy * diabetes * a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets * being seriously overweight (a body mass index (BMI) of 40 or above) * pregnant women | | **How to minimise the risk**  When assessing the infection risks to staff the following controls should be considered:  Avoid contact with possible sources of infection by;   * avoiding having to work in areas where there is a known COVID-19 sufferer where possible * always ensure safe distance (two metres) is maintained between individuals (this includes welfare areas), if not possible for certain activities then minimise time spent in closer proximity * wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces * ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser * provide employees information about the symptoms and the control measures required * provide employees with the correct PPE * employees to report situations which they feel may have exposed them to the virus   Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.  Clinically vulnerable individuals, who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.  If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay two metres away from others. If they must spend time within two metres of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk, you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals. | | | |
| **Any other issues** | | | | **Further action required** | | |
| Child care / home schooling / carer responsibilities | | | | Click or tap here to enter text. | | |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | |

If a risk has been identified, indicate below the action required to remove the hazard and reduce the risk.

INDIVIDUAL WORKER’S RISK ASSESSMENT

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| **Employee’s name:** Click or tap here to enter text. | **Company/ office:** Click or tap here to enter text. |
| **Date:** Click or tap to enter a date. | **Line Manager’s name:** Click or tap here to enter text. |
| **Assessor(s):** Click or tap here to enter text. | **Review date:** Click or tap to enter a date. |

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| Source of hazard | Persons affected | Control measures in place now | Risk level | Further action required, by whom, timescale or reference to other assessments |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |

Signed by Line Manager Click or tap here to enter text. Signed by Employee Click or tap here to enter text.