

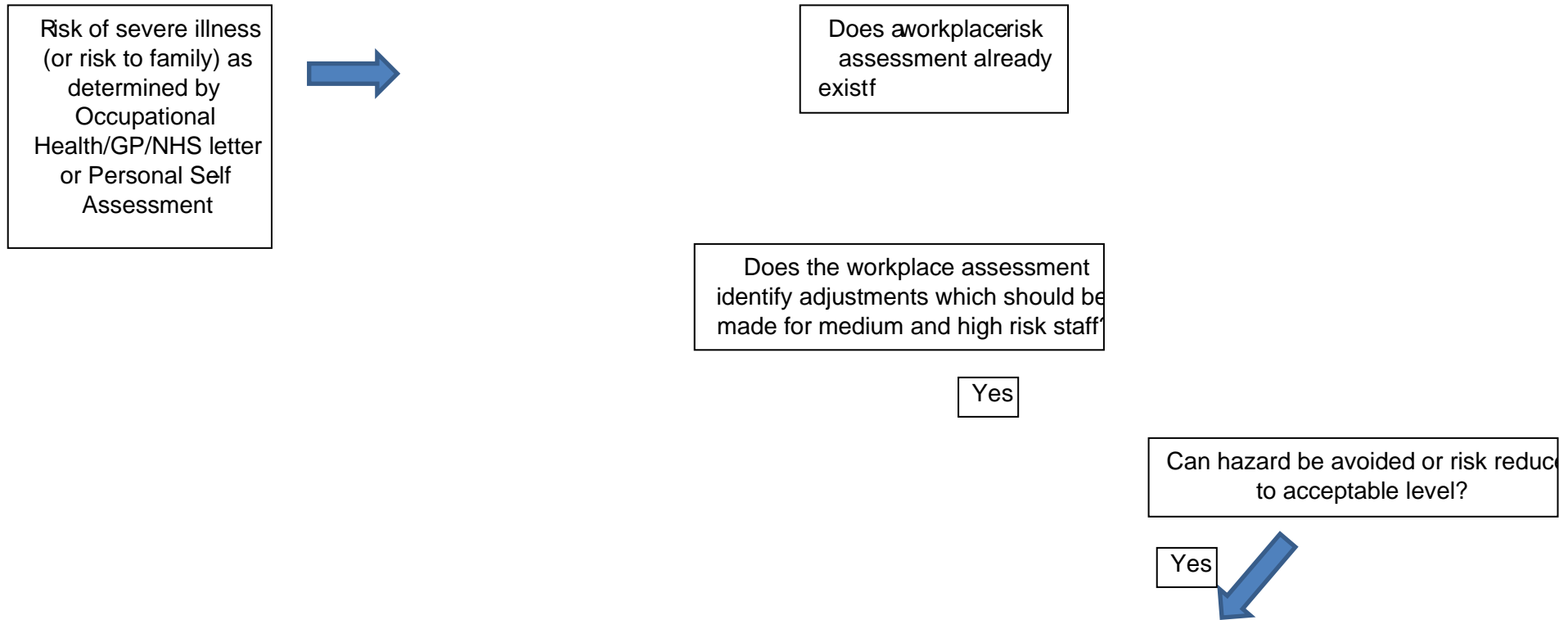


This process should be used to help managers and staff hold a constructive discussion to consider





Section 2: Decision Tree for Managing Staff at Increased Risk of Severe Illness from COVID





See NHS hand washing guidance		
Social Distancing		Additional controls to be established:
x The number of persons in any work area complies with the 2-metre (6.5 foot) gap recommended by Public Health England see Social Distancing Gov.UK		
Cleaning of Environment		

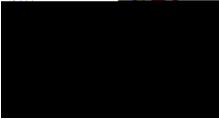


_____ please identify (tick or X in shaded box)
(low risk) = e.g. mostly green or one or two rated as amber
(medium risk) = e.g. single red and / or small number of ambers



Section 4: Risk Avoidance/Mitigation Guidance (as at May 2020)

Personal Risk Rating	Guidance	Considerations for all Staff Groups
Mild (0-3)	<ul style="list-style-type: none"> x Continue working as normal, following infection control and safety precautions applicable to role and work area 	<ul style="list-style-type: none"> x Availability and accessibility of relevant level of PPE x PPE Fittest complete (where appropriate) x Training in use of PPE complete (refresher required?)
High Risk (4-6)	<ul style="list-style-type: none"> x Avoid highrisk procedures (e.g. aerosol generating procedure Covid19 swabbing) x Work from home where possible x Minimise face-to-face patient contact x Staff who attend work should do so in a low risk environment and follow infection control and safety precautions applicable to low-risk work area x Work in a separate room where possible x Consider adjusting working hours where possible to limit exposure (eg reduced shift length) 	<ul style="list-style-type: none"> x Workplace social distancing measures (e.g. barriers in front of reception areas, use of less frequented offices ensure 2 metres between employees, arrangements for breaks, breakout areas) x Alternative ways of delivering role eg. telephone/video x Alternative working patterns eg. rota system to reduce contact time such as alternate weeks-site x Travel to work arrangements eg avoiding public transport/rush hour through adjustments to work hours x Reduce contact with general public x Alternative access/routes into the hospital to reduce contact with general public
Very High Risk (7+)	<ul style="list-style-type: none"> x Remove from frontline duties and work from home where possible x Staff should avoid exposure (e.g. from 	<ul style="list-style-type: none"> x Limiting duration of close interaction with the patient (for example, preparing everything in advance away from them) x If possible, maintaining a two metre distance from the patient <p>Wellbeing</p> <ul style="list-style-type: none"> x Signposting to Wellbeing resources including Employee Assistance Programme (Care First) and Avon Partners Occupational Health x Arrange regular wellbeing checks x Ensure staff member takes regular annual leave



Section5: Record of Review

Employee Name:		^ œ Å]	
Manager Name:		Date of discussion	
Personal Risk Assessment Rating:	Mild / High / Very High		
<p>Use <u>Section 2: Decision Tree</u> to guide the discussion, reviewing the role/tasks of the staff member in conjunction with the workplace risk assessment; agree and document appropriate adjustments to mitigate/reduce risk</p> <p>Identify anything not agreed, and reasons for the decision.</p>			
<p>Wellbeing: any home/work circumstances which u Ç]u% š }œ]v(oμ v šZ]v threshold. Identify further support including referral to Occupational Health, Care First, Trust Wellb</p>			