

INDIVIDUAL STAFF RISK ASSESSMENT FOR MEMBER OF STAFF UNDERTAKING FIRST AID IN SCHOOL/CENTRAL TEAM OFFICE

Name:

Job Title:

School:

Line Manager:

Date of Assessment:

***** PLEASE READ AND UNDERSTAND PRIOR TO UNDERTAKING THE RISK ASSESSMENT *****

The emerging evidence suggests that alongside a previous list of health-related physical conditions there are three key demographic factors that can affect people's vulnerability, or 'risk factor' in relation to COVID-19 health outcomes:

- Age
- Gender
- Ethnicity

The causes of these increased risk factors are not yet fully understood, and further research is taking place nationally right now. Even if we don't know the causes, it is important for us to respond quickly to what the evidence is telling us.

The risk assessment looks to holistically assess individual employee's risks and to safeguard those at most risk of adverse or serious reactions to Covid-19, based on the emerging data and evidence available to date.

The outcome of the risk assessment process will determine one of the following options:

- Continue with first aid duties
- a move away from first aid duties

Where there is any doubt about the most appropriate next steps we will seek advice from HR immediately.

The individual risk assessment should be completed by the employee and a nominated person in school.

Once you have completed this individual risk assessment, please return it to your HR Adviser.

Are you aware of the health conditions associated with an elevated COVID-19 Risk? Are you extremely clinically vulnerable or clinically vulnerable?

Are you aware of the Demographic factors associated with an elevated Covid-19 Risk?

Age: The evidence shows that age is an additional risk factor. This is why the government measures are in place for the over-70s in terms of self- isolation. Compared to people in their 40s, people in their 60s could be up to eight-times more at risk, and people in their 70s could be 25-times or more at risk. So in our teams we need to make sure we are taking action to reduce older colleagues’ exposure to the Coronavirus.

Gender: The risk for men of becoming seriously ill from COVID-19 appears likely to be between 1.5 to 2.5 times greater than for women. This seems to increase with age from 40 up to 85. We need to consider people’s gender when assessing their risk from COVID-19, especially amongst older colleagues.

Ethnicity: Emerging data and research suggests that BAME communities are disproportionately affected and BAME people are potentially at greater risk from COVID-19, compared to their white counterparts. We are taking these findings very seriously and on this basis, we must take colleagues’ ethnicity into account when assessing their risk from COVID-19

For each factor (age, gender & ethnicity and condition status) please allocate a score of 1,2,3, or 4.

So, for example, a 52 year old black male with moderate underlying health conditions would allocate scores as follows:

Age (band 50-59) – score 2

Gender & ethnicity (Male Black) – score 3

Condition status (moderate or chronic) – score 3

Total Score = 8 (category B)

RISK	SCORE 1	X	SCORE 2	X	SCORE 3	X	SCORE 4	X
AGE	Below the age of 49		50-59		60-69		70+	
GENDER AND ETHNICITY	Female white		Female Minority Ethnic (excluding Black)		Male Black and Minority Ethnic			

			Male White		Female Black			
STATUS OF YOUR CONDITION	None known		Mild		Moderate or Chronic		Pregnant	
	<i>No underlying health condition or classed as clinically extremely vulnerable or clinically vulnerable</i>		<i>Evidence of underlying health condition. Condition is mild or well managed and not classed as extremely clinically vulnerable or clinically vulnerable</i>		<i>Evidence of underlying moderate or chronic health condition and/or extremely clinically vulnerable or clinically vulnerable</i>			

Other Risk Information
Please identify here any additional information that you think is relevant in assessing your individual risk level. This could include other members of your household, how you travel to and from school or discussions you may have had with medical professionals.

Is your qualification appropriate and currently up to date? Yes/No

Do you currently provide any intimate care to students? Yes/No

If yes are you happy to continue to provide that care using appropriate PPE? Yes/No
PPE will be defined by the nature of the intimate care, likely to be gloves, apron, a face mask, goggles

Face mask is FFP2 - <https://www.ypo.co.uk/product/detail/402066>. This is the highest level of protection in a non-medical environment.

If No please give your reason:

Are you happy to continue to provide first aid in school? Yes/No

(Gloves and an apron will be provided)

If No please advise of the reason:

Have you read and understood the updated guidance on CPR? <https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm> Yes/No

Are you happy to continue to be able to apply CPR using appropriate PPE if needed?
(gloves, apron, a face mask, face shield for casualty, goggles)

Face mask is FFP2 - <https://www.ypo.co.uk/product/detail/402066>. This is the highest level of protection in a non-medical environment.

If No please advise of the reason:

Guidance states that if a student becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home then A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Are you happy to attend to a student using appropriate PPE if needed?
(gloves, apron, a face mask, goggles)

Face mask is FFP2 - <https://www.ypo.co.uk/product/detail/402066>. This is the highest level of protection in a non-medical environment.

If yes then please read and confirm you have understood the attached guidance about how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely?

Yes I have read and understand how to do this Date:

TOTAL RISK SCORE							
Total Score 3-6		Total Score 7-8		Total Score 9		Any Individual Score of 4	
Category A	Category B		Category C		Category D		
Continue working as a first aider in current environment following all safety precautions	Redeploy away First Aid		Redeploy away from first aid		Redeploy away from first aid		

Important Note: please be aware that the risk score above is an indication of risk level and should not be seen as an absolute e.g. someone scoring 6 may still require adaptations to support them and reduce their individual risks.

Discussion Notes & Agreed Outcomes & Adjustments

1. Confirm mutual understanding of why the risk assessment was needed and check understanding of risks;
2. Talk about risk factors and scores above, explore what that now means;
3. Talk about and explore any concerns or issues concerning the suggested action within the category scored. Where Category C or D is scored (excluding pregnant workers) and the staff member still insists on undertaking first aid despite advice, please fully document, stating clearly the reason why the staff member insists on this and discuss with HR;
4. Agree next steps.

Other notes of discussion held

Declaration of Understanding

I can confirm that any information contained in this risk assessment is reflective of the conversation held and agreement reached:

Line Manager's/HR Advisor's Name (Print Name):

Signed:

Date:

Staff Name (Print Name):

Signed:

Date: