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| Service settings will already have risk assessments in place. The purpose of this individual risk assessment is to guide and support conversations between Head Teachers or Managers and individual staff so that the individual employee circumstances can be reviewed within the context of the services existing risk assessments and government guidance and control measures are reviewed on an individual basis. The risk assessment should be reviewed whenever changes occur, and the staff member should follow Health Security Agency guidance. The risk assessment can be used in conjunction with but does not replace occupational health assessments of pre-existing disabilities. Service Heads, Line Managers. Head Teachers, and colleagues should take into consideration the following when completing the risk assessment. Government released their [Living with COVID-19 guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056229/COVID-19_Response_-_Living_with_COVID-19.pdf). From 24th February:Self-isolationThe legal requirement to self-isolate following a positive test has been removed. However, Haringey employees who test positive should continue to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.Close contactsThe guidance no longer asks fully vaccinated close contacts and those under the age of 18 to test daily for 7 days, and removes the legal requirement for close contacts who are not fully vaccinated to self-isolate. Meaning that unvaccinated staff can continue to work, even if the case is within their household, unless they are able to work from home.VaccinationThe Council continues to strongly emphasise the importance of all our staff getting vaccinated as the principle mitigation against Covid infection and if infected, against serious outcomes e.g. long covid.TestingEmployees with classic COVID-19 symptoms (fever, cough, loss of sense of smell/taste) should self-isolate and take a PCR test. Employees with wider symptoms of COVID-19 (sore throat, runny nose, headache, fatigue, excessive sneezing) should carry out a LFT and, if positive, follow the instructions above. 1.Protecting vulnerable workersAs a responsible employer, Haringey Council will continue considering the risk to workers who are particularly vulnerable to coronavirus (COVID-19):* [Workers previously identified as clinically extremely vulnerable](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm#vulnerable)
* [Workers who are immunosuppressed](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm#immunosuppressed)
* [Pregnant workers](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm#pregnant_workers)

Further information is contained on the links. [Pregnant Women](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)If you are pregnant and have let your manager and HR know in writing of your pregnancy, your manager should carry out a [risk assessment](http://intranet/sites/intranet/files/hsp39_new_and_expectant_mothers_procedure.pdf). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment. Pregnant women who are unvaccinated are at higher risk.For women **less than 28 weeks pregnant with no underlying health conditions**, the risks should be removed or managed via the risk assessment. If this cannot be done, the employee should be offered suitable alternative work or working arrangements (including working from home) or be suspended on normal pay.For pregnant women who **are 28 weeks pregnant and beyond or with underlying health conditions**, they have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19. Manager should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible. Where adjustments to the work environment and role are not possible and alternative work cannot be found, they should be suspended on paid leave. Please discuss it with HR.  |
|  **2. Risk Factors** Some factors e.g. age, of individuals should be taken in account when reviewing the individual risk assessment due to the known and emerging evidence regarding the impact of COVID 19.  |
| **3. Other Factors** Using Public Transport - from a general risk assessment point of view, crowded conditions on public transport should be avoided where possible or mitigated by working from home where this is possible or where not possible, by using alternatives such as walking, cycling, driving to work, or using public transport in ways which mitigate the risks posed by crowding[. Face coverings](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own) are recommended on public transport. The Government have provided guidance for [travel to work](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) which should be referred to. |
| Haringey Council and Educational Settings will operate in line with Government guidance issued by the Health Security Agency and the Department of Education. As new or revised guidance is issued, this will be disseminated to Council and Education staff through Council Communications. Public Health and Health & Safety can provide advice and support to Head Teachers and Managers where necessary following the completion of the individual risk assessment.  |

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| **Service**:  | **Location**:  |
| **Staff members name:** | **Job title:** |
| **Line Manager:** | **Managers job title:** |
| **Working Hours:** | **Date of Assessment**: |
| **Review Date:** |  |

**Staff Member Risk Factors**

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| Risk Factors | Considerations | With Government guidance and the General Covid – 19 Workplace Risk Assessment controls in place, is the likelihood of infection sufficiently managed? Will the groups listed below require additional controls or arrangements?   | Do you consider the likelihood of infection to be Low -Medium or High *See table for explanation* |
| 1 Clinically extremely vulnerable (description above) | CEV employees are advised to attend work, if they cannot work from home. |  |  |
| 2.Demographic factors * Age>50 and male
 | Managers and Head Teachers may at their discretion consider solutions/adjustments in line with point 3 above.Reassurance of workplace measures to protect staff i.e. workplace risk assessment |  |  |
| 3. Other risk considerations highlighted by staff member |  |  |  |
| 4.None of the above risk factors  | Low risk and can carry out workplace roles. |  |  |

**Role Related Risks**

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| Potential Risk | Considerations | With Government guidance and the General Covid – 19 Workplace Risk Assessment controls in place, is the likelihood of infection sufficiently managed? Will the groups listed below require additional controls or arrangements?  | Do you consider the likelihood to be Low -Medium or High  *See table for explanation* |
| Travelling as part of the role.  | Avoid travel by public transport if possible, especially if risk factors are present follow [government guidance](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) on work related travel  |  |  |
| Are home visits or visits to an indoor area for work that might not be covid-secure required? | Discuss with senior colleagues prior to visitCan social distancing be maintainedDoes staff member need to be accompanied due to other risks |  |  |
| Office environment | Are there sufficient mitigations in place to minimise the risks to the individual, for example possibility for social distancing, ventilation, cleaning, etc.  |  |  |
| Stress and anxiety | Is individual experiencing stress and anxiety as a result of the Covid– 19 outbreak or through prolonged homeworking? If stress is work related the manager should complete a stress risk assessment with the individual. Advice on wellbeing and mental health can be found on the Intranet and through the Employee Assistance Programme. [Employee Assistance Online](https://www.haringeyeap.org.uk/)  |  |  |

**Risk Rating Actions**

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| **If risk is low**  | **No further action required** |
| **If risk is medium**  | **Action required so far as is reasonably practicable** |
| **High** | **Risk reduction required - high priority** |

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| Notes |
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| Individual’s signature (can be electronic signature of reference to email confirmation)  |  |
| Print name  |  |
| Line manager’s signature (can be electronic signature of reference to email confirmation)  |  |
| Print name |  |
| Date signed  |  |