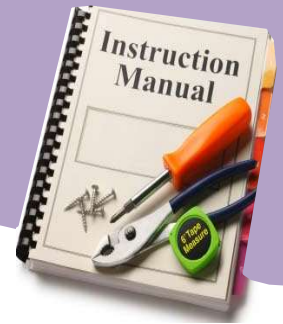


Health & Safety

Quick Card



COVID 19 – Managers Guide to Risk Assessments

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A) When COVID 19 Risk Assessment are required

The Day Job:

All managers will be required to review their existing "operational" Risk Assessments (RA) where employees undertaking those operations have the potential of being exposed to the COVID 19 hazards. A separate COVID 19 RA shouldn't be required, this is a new/additional hazard that employees now face when undertaking their duties and therefore now needs to be incorporated into your normal operational RA's. Where employees are remaining at home to work, you will need to make reference within your current operational RA that your current control measure for COVID 19 is for your employees to remain working at home. Please see the Home Working Guidance contained within the [Manager COVID 19 Toolkit](#) for what actions may be required when you have employee working from home.

Coming into the building:

When employees need to come into an open LCC buildings you **will not** have to undertake a separate RA for that building. These have been completed for each building. You need to ensure that employees have been made aware of any relevant RA's and site rules for the buildings they will be working in and that you have made reference to employees following all building specific RA and site rules with your operational RA's.

Where employees will be working in non-LCC managed/owned buildings you will

need to ensure you have seen/obtained a copy of the Buildings RA from the organisation responsible for the building and incorporate all relevant control measures for our employees working in that building into any relevant operational RA's.

Vulnerable Employees:

Where you have vulnerable employees who may need to come into an open building an individual RA will be required. The generic risk assessments for buildings and operational processes can be tailored for individual employees. Please see **section C** below for further information for completing these.

Please Note: - All employees who fall within the Governments "clinically extremely vulnerable" category are to remain shielding and working from home. Where you have employee(s) that fall within this category it needs to be recorded in your operational RA that your current control measure for those individuals is to remain working from home.

B) Generic & Example COVID 19 Risk Assessment

Contained within the Managers COVID 19 Toolkit are generic and example RA's. These are to be used to assist you with reviewing/developing your operational RA's to include controls measures for COVID 19. These contain example situations and scenarios related to certain types of work/tasks and example control measures that could be implemented to eliminate, reduce or managed the COVID 19 risk. The example control measures can be adopted as is, or where required, amended and changed to best fit your service/operational needs to ensure you are managing the COVID-19 risks employees' face and you are implementing suitable and sufficient controls. Click [here](#) to view the COVID 19 Webpage which includes all information and guidance including the Managers COVID 19 Toolkit.

C) Individual & Specific COVID 19 Risk Assessments

Individual/specific RA's will need to be completed for any employee who falls within one of the "vulnerable" categories listed below. This **does not** mean a completely new RA needs to be completed for every Vulnerable Employee (VE) for any operations they will be undertaking. What **does** need to be done is adding/ incorporating any additional/extra or specific controls this VE will also need to implement/follow in addition to the existing controls for non-vulnerable employees within your existing generic operational and/or Building specific RA, making it individual for that VE. Some examples of control measures for various vulnerabilities that may assist you when reviewing your generic RA's that can be incorporated to make them individual to a VE can be found in [appendix 1](#). Specific guidance

undertaking individual risk assessment is available in the "individual risk assessment for employees in a risk group" guidance, click [here](#).

Vulnerable Categories – Pre Aug 1st 2020 changes to shielding.

Categories	Examples
People at high risk (clinically extremely vulnerable- as defined by NHS guidance)	Organ transplants, cancer or treatments for cancer /stem cells, lung condition such as cystic fibrosis, severe asthma or severe COPD, sickle cell, on medication that will increase the risk of infection i.e. high doses of steroids or immunosuppressant medicine, serious heart condition and pregnant.
People at moderate risk (clinically vulnerable- as defined by NHS guidance)	70 or older, pregnant, have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis), have heart disease (such as heart failure), diabetes, chronic kidney disease, liver disease (such as hepatitis), brain or nerves condition (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy), condition that means they have a high risk of getting infections, taking medicine that can affect the immune system (such as low doses of steroids), are very obese (a BMI of 40 or above)
People shielding to protect others.	Have individual(s) within their household who fall within the one or more of the above risk categories
People who have a low level health condition(s) which are not defined within NHS guidance.	Mild asthma, overweight, mild heart condition, long term medication for an existing condition, recovery from another illness that effected their respiratory system i.e. flu, severe cold, recovering from an any other infection, any other medical condition that causing the employee anxiety about returning to work.

Guidance on post 1st Aug 2020 changes to employees who were shielding can be found [here](#).

D) Further Information

- [LCC COVID 19 Webpage \(Includes Managers Toolkit\)](#)
- [GEORGE COVID working from home page](#)
- [NHS – Who at high risk \(COVID 19\) webpage](#)
- [Example COVID 19 Risk Assessment](#)

Appendix 1 – Example of Control for Vulnerable Employee Categories

No	HAZARD	Assessment				CONTROL MEASURES TO REDUCE THE RISK	Re-assessment			
		S	L	W	R		S	L	W	R
1.	People at high risk (clinically extremely vulnerable- as defined by NHS guidance) Name of VE: J. Bloggs	5	4	0	20	J. Bloggs will NOT be allowed to work in open building(s), They MUST remain shielding and working from home as per current Government Guidance until further notice and this RA is reviewed.	5	1	0	5
2.	People at moderate risk (clinically vulnerable- as defined by NHS guidance) Name of VE: J. Bloggs	5	3	0	15	<ul style="list-style-type: none"> Where possible VE must remain working from home. Line managers must take into account the opinion of the VE as to whether they feel able/safe to resume work in an open building or on site due to their condition. VE MUST gain authorisation by their line manager before working in open building or on site via the on-line portal VE will only be authorised to use XXXXX building. VE will only be allowed to access to building during certain times (ENTER TIMES) 	5	1	0	5
3	J. Bloggs shielding to protect others.	4	3	0	12	<ul style="list-style-type: none"> VE will only undertake the work that required access to the building once completed they will leave and return home. Work that can be completed at home MUST not be undertaken in the open building. VE to work in POD?? Working alone in there, remaining isolated from all other employees within the open building area. 	5	1	0	5
4	People who have a low level health condition(s) which are not defined within NHS guidance. Name of VE: J. Bloggs	3	3	0	9	<ul style="list-style-type: none"> VE to remain in vehicle and observe/undertake only elements of the job that can be done using this method. Are not to interact with services users and maintain extended social distancing i.e. 4M VE to wear PPE (relevant PPE to be listed i.e. face mask, gloves etc.) 	5	1	0	5