

# Individual Staff Risk Assessment Checklist for Covid-19 – Version 3

Pregnant and other at-risk staff groups

Please review and complete the following document together with your line manager.

The risk assessment provides detail and outcome on the risk of occupational exposure to coronavirus for staff, whose job role involves regular work in patient areas/regular patient contact. Depending on your level of interaction and type of duties you will be categorised into one of three groups A, B & C. Group C has the highest risk of exposure.

Should you require further advice or guidance once completed please contact Occupational Health and Wellbeing.

Contact details can be found at the end of this document. Please ensure you keep up to date with all Trust communications and revisions of this document.

Cambridge University Hospitals NHS Foundation Trust  
OH Occupational Health and Wellbeing and Covid-19 IMT

**Version number:** 3.0  
**Version date:** 22 March 2020

## Individual Risk Assessment Checklist for COVID-19 Pregnant or Other At-Risk Staff Groups

<b>Name of Staff Member</b>	
<b>Job Title</b>	
<b>Department/Ward</b>	
<b>Name of Assessor</b>	
<b>Date of Assessment</b>	
<b>Signature of Assessor</b>	
<b>Signature of Staff Member</b>	

INDIVIDUAL HEALTH ASSESSMENT	Tick answer		Notes
	Yes	No	
Does the individual continue to fall into any of the risk groups listed?			<p><b>HIGH RISK (orange)</b></p> <ul style="list-style-type: none"> <li>• aged 70* or older (regardless of medical conditions)</li> <li>• under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):               <ul style="list-style-type: none"> <li>○ chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>○ chronic heart disease, such as heart failure</li> <li>○ chronic kidney disease</li> <li>○ chronic liver disease, such as hepatitis</li> <li>○ chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy</li> <li>○ diabetes</li> <li>○ a weakened immune system as the result of medical conditions or medication (contact OH if this applies to you but you are unsure whether you should be in the orange or red group)</li> <li>○ being seriously overweight (a body mass index (BMI) of 40 or above)</li> </ul> </li> <li>• those who are pregnant (before 28 weeks)</li> </ul> <p><b>VERY HIGH RISK (red)</b></p> <ul style="list-style-type: none"> <li>• people who have received an organ transplant and remain on ongoing immunosuppression medication</li> <li>• people with cancer who are undergoing active chemotherapy or radiotherapy</li> <li>• people with cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment</li> <li>• people with severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets)</li> <li>• people with severe diseases of body systems, such as severe kidney disease (dialysis)</li> </ul> <p><b>Additions to this group as of 21 March</b></p> <ul style="list-style-type: none"> <li>• problems with your spleen – for example, sickle cell disease or if you have had your spleen removed</li> <li>• people on immunosuppression therapies sufficient to significantly increase risk of infection (contact OH if this applies to you but you are unsure whether you should be in the orange or red group)</li> <li>• those who are pregnant (after 28 weeks pregnant) or, at any stage of pregnancy, with significant heart disease, congenital or acquired.</li> </ul> <p><b>*Please note that previous risk assessment included staff aged 60 and older as a risk group. This has been replaced in line with national guidance. However, please consider completing the risk assessment for staff aged 60-69 as there is an elevated risk compared to those under 60 years old.</b></p>

## Individual Risk Assessment Checklist for COVID-19 Pregnant or Other At-Risk Staff Groups

The majority of staff in the red group will be in the Public Health England “shielding group” and will be contacted individually by the NHS.

The list of conditions on page two gives examples; there are other medical conditions which may represent an increased risk. Occupational Health can advise when it is unclear which group a member of staff is in. However, Occupational Health does not need to be contacted if the member of staff and their manager have sufficient information on which to base a risk assessment.

Staff in the **red group should work from home and not attend their workplace** – this applies to all areas of the hospital, including non-clinical. If home working is not possible then staff in this group should be excluded from work regardless of which exposure category (A, B or C) they are in.

There may be rare exceptions but these should be discussed and agreed with the member of staff and Occupational Health.

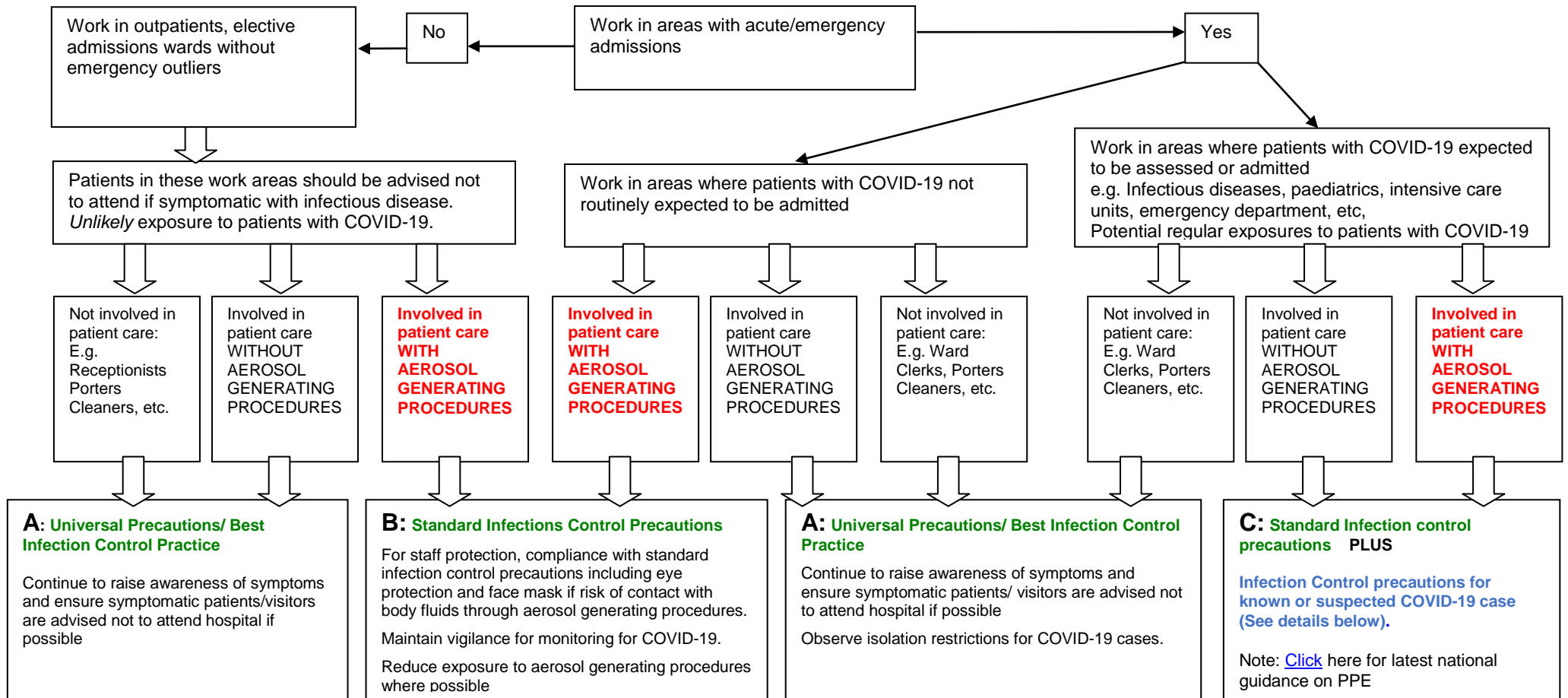
OCCUPATIONAL EXPOSURES IN PATIENT AREAS	Tick answer		Notes
	Yes	No	
Does the individual’s job role involve regular work in patient areas/regular patient contact?			

**If the answer is “yes” to both of the above questions please complete the risk assessment algorithm and proceed with individual assessment. If the answer is “no” to one or both of the above questions, an individual risk assessment is not required but staff should follow general infection control guidance as follows :-**

- Observe good hand hygiene, with frequent use of soap and water or alcohol-containing gel;
- Use appropriate personal protective equipment if required for clinical care
- Observe isolation requirements for known or suspected COVID-19 cases.
- Ensure infection control training up to date

*You must follow the infection control precautions (hand hygiene and use of PPE) which reduce the risk of becoming infected and taking the infection home. If you have vulnerable family members living with you at home can seek further advice from OH. Contact details below.*

# Risk Assessment Algorithm for Potential Occupational Exposure to Coronavirus for Staff with Patient Contact



Staff who are **severely** immunosuppressed or have **multiple health risk factors** and are in clinical contact with patients - see category **C** and seek advice from Occupational Health

## Key:

### Involved in patient care with AEROSOL GENERATING PROCEDURES (AGPs)

The agreed list of AGP is:

- Intubation, extubation and related procedures such as manual ventilation and open suctioning
- Tracheotomy/tracheostomy procedures (insertion/open suctioning/removal)
- Bronchoscopy
- Surgery and post-mortem procedures involving high-speed devices
- Some dental procedures (such as high-speed drilling)
- Non-invasive ventilation (NIV) such as Bi-level Positive Airway Pressure (BiPAP) and Continuous Positive Airway Pressure ventilation (CPAP)
- High-Frequency Oscillating Ventilation (HFOV)
- High Flow Nasal Oxygen (HFNO), also called High Flow Nasal Cannula
- Induction of sputum

Note: Administration of medication via nebulisation is not an AGP

### Standard Infection Control Precautions:

- Early identification of infectious disease and appropriate isolation
- Universal precautions, i.e. gloves & aprons
- Gowns +/- eye protection +/- moisture repellent surgical face mask if risk of splash of blood/body fluids

### Coronavirus Infection Control Precautions:

- Reduce exposure to aerosol generating procedures where possible
- Ensure you follow the infection control precautions including use of PPE - [Click](#) here for latest national guidance on PPE

RISK ASSESSMENT FOR PREGNANT OR AT-RISK STAFF WITH REGULAR PATIENT CONTACT									
OCCUPATIONAL EXPOSURE TO CORONAVIRUS	Tick	Things to consider							
Outcome of Algorithm for role	<b>A</b>	<ul style="list-style-type: none"> <li>Provide advice on universal precautions and best infection control practice</li> </ul>							
Which level of infection control measure is required? Please tick	<b>B</b>	<ul style="list-style-type: none"> <li>Reiterate standard infection control advice and personal protective measures (including eye protection and moisture-repellent surgical face mask) for aerosol generating procedures.</li> <li>Ensure aware of increased precautions and recommendations for patients diagnosed with or suspected to have COVID-19.</li> </ul>							
	<b>C</b>	<p><b>Please complete and discuss with your line manager:</b></p> <ul style="list-style-type: none"> <li>Plan to exclude individuals from direct patient care of known or suspected COVID-19 cases.</li> <li>Discuss modification of work practices, to avoid exposure to patients diagnosed with or suspected to have COVID-19, in the current work area and their practicality e.g. caring for non-infectious patients, performing temporary administrative duties, teaching/training of temporary staff, supervision of staff</li> <li>If work restrictions are not considered to be operationally practical - consider temporary redeployment to an <b>alternative work area within the division or wider Trust</b> where exposure risk is lower. Escalate this within your departmental or divisional structures. If required further support is available from the <a href="#">Employee Relations</a> or <a href="#">Medical Staffing teams</a>.</li> </ul> <p>We advise, whenever possible, that staff in the <b>orange risk group</b> for <i>health conditions</i> <b>do not work in roles classified as group C</b> for <i>occupational exposure</i>. Principle should remain to temporarily redeploy into another area of the Trust wherever possible. Alternatively home working should be enabled if at all possible.</p>							
<b>Further actions to be taken to reduce risks</b> e.g. RPE fit testing, Details of Work modifications /Temporary Redeployment			<table border="1"> <thead> <tr> <th>By whom</th> <th>By when</th> <th>Date completed</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	By whom	By when	Date completed			
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<b>Occupational Health and Wellbeing</b> <b>01223 216767 or <a href="mailto:ohschelpline@addenbrookes.nhs.uk">ohschelpline@addenbrookes.nhs.uk</a></b> <b>Monday to Friday 08:30 – 16:30</b>									

Once checklist complete provide a copy to the individual and file in the individual's personal file.  
It is the manager's responsibility to keep this under review. Close when no longer applicable.