



South East London
Clinical Commissioning Group

South East London COVID-19

**CCG & Primary Care Staff Risk Assessment
Guidance**

June 2020 V1.1.

Document History

Version	Date	Comments
V.1	26/06	Initial document
V1.1	29/06	Update of index slide 4 and addition of slide 10 NHSE/I report metrics requirements.

Covid-19 Staff Risk Assessments

NHSE/I has advised that to protect our workforce, staff should be risk assessed to identify those at increased risk from COVID-19.

Employers should risk-assess all staff. Prioritising BAME and other high risk groups, and develop plans to help mitigate the risks.

The following slides bring together resources to support the risk assessment process and will help you answer four critical questions.

*Please note that national guidance is subject to change and whilst every effort has been made throughout the document to link to most recent published advice you are advised to check that you are accessing the most recent documentation.

Four Critical Questions



Have you risk assessed staff?



What mitigating actions have been taken?



Are you compliant with the SOP?



Have you provided access to wellbeing support?



Have you published your results?

Have you risk assessed staff?

- Risk assessments guidance & tools

- Practices should risk assess all staff and prioritise BAME staff
- Risk assessments of staff does not replace the [guidance](#) given to those who are also shielded patients
- Where possible national guidance should be followed
- There is a wide range of published support documents and templates to support you to fully complete staff risk assessments, a number of examples can be accessed using the links described below:

Guidance on carrying out risk assessments/NHS trusts examples of assessment tools

<https://www.nhsemployers.org/covid19/health-safety-and-wellbeing/risk-assessments-for-staff>

Londonwide LMC Guidance on maintaining staff safety in general practice - including signposting to scoring systems

<https://www.lmc.org.uk/visageimages/Covid-19/Maintaining%20staff%20safety%20in%20general%20practice.pdf>

Guys & St Thomas, BAME Risk Assessment Covid-19 Manager's Guidance is available via the [SEL COVID-19 clinical support website](#)

	Have you risk assessed staff?
	What mitigating actions have been taken?
	Are you compliant with the SOP?
	Have you provided access to wellbeing support?
	Have you published your results?

What mitigating actions have been taken?

Those managing services should listen carefully to concerns and provide support and consider adjustments or redeployment, where possible for any staff who are identified as being at greater risk.

Adjustments may include:

1. Limiting duration of close interaction with the patient (for example, preparing everything in advance away from them).
2. If possible, maintaining a two-metre distance from the patient.
3. Avoiding public transport/rush hour through adjustments to work hours.
4. Asking patients to wear a mask for staff member interaction.
5. Asking that only the patient is in attendance for home visits/outreach where possible.
6. Providing surgical mask for staff members for all interactions with patients or specimens.
7. Redeploying staff to a lower risk area.
8. Advising staff to leave the area for 20 minutes when AGP is undertaken on suspected/ confirmed COVID patient.
9. Encouraging remote working.
10. Varying working patterns.

More information is available from [NHS Employers](#)



Are you compliant with the GP Standard Operating Procedure - staff risk assessments

⚠	Have you risk assessed staff?	
📄	What mitigating actions have been taken?	
📄	Are you compliant with the SOP?	
🗣️	Have you provided access to wellbeing support?	
📄	Have you published your results?	

Following feedback from GP practice colleagues and representatives, NHSE/I have [revised the current GP SOP v3](#) section about staff at increased risk from COVID-19 and risk assessments as follows:

- The government has issued guidance on [shielding for people defined on medical grounds as extremely clinically vulnerable](#) from COVID-19. Staff who fall into these categories should not see patients face to face; this takes precedence over any other risk assessments.
- All other staff including BAME staff and people identified as clinically vulnerable who are [asked to apply stringent social distancing](#) should be risk assessed to consider if they should see patients face to face. The Faculty of Occupational Medicine has published the [Risk Reduction Framework for NHS staff](#) (including BAME staff) who are at risk of COVID-19 infection. NHS Employers has also published guidance on [risk assessments for staff](#). Staff may also be referred to an occupational health professional for further advice and support.
- Details of Local occupational health service are on the next slide.

Occupational Health Services

	Have you risk assessed staff?	<input type="checkbox"/>
	What mitigating actions have been taken?	<input type="checkbox"/>
	Are you compliant with the SOP?	<input type="checkbox"/>
	Have you provided access to wellbeing support?	<input type="checkbox"/>
	Have you published your results?	<input type="checkbox"/>

If a referral is necessary local, South London, (schedule 3) occupational health service, can be accessed here:

Provider	Location	Contact details for referral/enquires	Website
Croydon Health Services NHS Trust	Croydon University Hospital Croydon	020 8401 3463 CH-R.OccupationalHealth@nhs.net	
Epsom and St Helier University Hospitals NHS Trust	St Helier Hospital, Carshalton	0208 296 2678 esth.occhealth2@nhs.net	https://www.epsom-sthelier.nhs.uk/
Guys and St Thomas NHS Foundation Trust	Third Floor, The education Centre, 75 York Road, Waterloo, SE1 7NJ	0207 188 4152 ohs_contracts@GSTT.nhs.uk	www.gsttohs@co.uk
Heales Medical (Heales Health Services Ltd)	Tallis St, Blackfriars, EC4Y OAB	Administration: Christine Dewar 0844 8421755 x 1027 healesoh@heales.com	Registration link www.heales.com/tl/gpdentlondon
Kingston Hospital NHS Trust	Kingston Hospital, Kingston on Thames	0208 934 2615 khft.occupationalhealth2@nhs.net	Kingston Hospital NHS Trust
People Asset Management Ltd	York Road, Waterloo	0203 829 5555	https://www.pamgroup.co.uk

*NHSE have confirmed that, it is the practices responsibility to pay for any OH Covid risk assessments, which are categorised as schedule 3 services. Further guidance will be issued on the rates and capacity of the listed suppliers.

Supporting Staff

⚠	Have you risk assessed staff?
📄	What mitigating actions have been taken?
📄	Are you compliant with the SOP?
👤	Have you provided access to wellbeing support?
🕒	Have you published your results?

These are exceptionally difficult times for staff some of whom may have experienced personal loss as a result of covid-19 or are finding it generally difficult to cope in the new working In new and very different ways. It is therefore vitally important that staff are provided with access to support.

A comprehensive pack of wellbeing materials targeting staff across all disciplines and tiers of need has been created and can be access here: <https://gp.selondonccg.nhs.uk/wp-content/uploads/2020/05/GPB-SEL-Staff-Wellbeing-Resources-May.pdf>

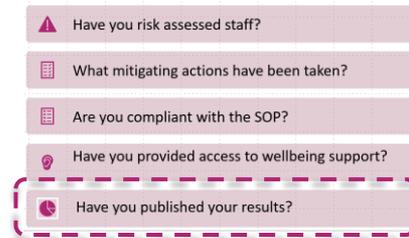
Resources to support staff who have been recently bereaved can be accessed here:



SEL Bereavement
Resources

Materials can also be accessed via the [SEL COVID-19 clinical support website](#)

Publishing Your Results



NHSE/I wrote to all GP practices on the 24th June 2020 with an update on risk assessments for at-risk staff groups.

The letter states that all employers need to make significant progress in deploying risk assessments within the next two weeks and complete them – at least for all staff in at-risk groups – within four weeks.

NHSE/I have asked organisations to publish the following metrics from their staff reviews, until fully compliant:

- 1) Number of staff risk-assessed and percentage of whole workforce.
- 2) Number of black, Asian and minority ethnic (BAME) staff risk assessments completed, and percentage of total risk assessments completed and of whole workforce.
- 3) Percentage of staff risk-assessed by staff group.
- 4) Additional mitigation over and above the individual risk assessments in settings where infection rates are highest.

The metrics should be published on the practices website.