



# Managers' Briefing:

## Guidance to support individual risk assessments



**January 2021**

By now you should be using the Scottish Government's guidance for employers and staff on individual risk assessments, where required, to look at the specific risk of Covid19 in the workplace for individuals. This is in addition to workplace risk assessments.

The individual risk assessment tool is online and reflects the latest clinical advice on COVID-19, given that risk associated with certain conditions vary with COVID age which is reached by consideration of several factors.

### **Your role – help stop the spread of the virus**

You have a responsibility for the health, safety and wellbeing of your staff at work. If any staff have any individual concerns about their safety in the workplace, then you should go through the online tool together with this guidance, to determine an individual occupational health risk from COVID-19 and consider the actions you need to take.

The individual risk assessment tool together with the existing workplace risk assessment will support you and your staff to agree a course of action to ensure that they have a safer working environment. The aim is for everyone to agree on how the work can be carried out safely. Individual Risk Assessments may need to be repeated as circumstances change.

Currently (from 4 January) the Scottish Government's advice for staff who are shielding is that they shouldn't be attending the workplace, but they can work from home where practical.

If you work in Education Services or HSCP any service specific information or requirements to support individual risk assessments will be communicated to you directly.

## **Follow the steps to create an individual risk assessment**

### **1. Calculate the covid age and risk category**

Use the **online tool** along with the Scottish Government's **guidance** to calculate the covid age and which vulnerability risk category staff fall into if they catch the virus – low, moderate, high or very high.

### **2. Record information as an individual risk assessment**

You should create a record of each individual risk assessment using **this template** and document any actions or measures that you need to take. Store this in an EDRMS project space and password protect each individual file. The risk assessment should be dated and reviewed as required with the individual.

If the covid age is **low or moderate**, then no further control measures are required in addition to the workplace covid specific risk assessment for the service/task, but this should still be recorded using the template.

Where the covid age is **high or very high**, then further control measures must be considered as outlined below, please note this is not an exhaustive list and items may or may not be relevant to everyone.

**OFFICIAL**

### 3. Consider control measures for high or very high-risk individuals

#### Transport for work purposes

- Public transport must not be used (for very high only).
- Public transport use should be discouraged for high risk.
- Sharing of vehicles should be avoided if possible – or other mitigations applied:
  - Provide a separate vehicle for the person to travel alone (this could be using own transport)
  - larger vehicle (such as van or minibus) where people can distance of approx. 2m
  - Ensuring windows are open for ventilation
  - Provision of fluid resistant type II IIR masks
  - Provision of hand sanitiser.

#### PPE use

- Consider supplying provision of fluid resistant type II IIR masks, if the person is required to attend a workplace (very high only), in line with service guidance already issued.

#### Office staff

- Can the person work from home? If so, this should be discussed.
- Ensure physical distance of 2m is maintained.
- Consider relocating the person's seating position to minimise travel distance to welfare facilities.
- Consider provision of fluid resistant type II IIR masks (very high only) in line with service guidance already issued.

#### Frontline operational staff

- Can the person work from home? If so, this should be discussed.
- Identify any tasks that could be undertaken virtually (even if still requiring to attend the workplace for others).
- Identify any tasks which may present greater exposure – these must be avoided wherever possible or additional mitigation put in place.
- Where hand washing facilities are unavailable, hand sanitiser should be provided.
- Ensure that 2m distance can be maintained from other individuals (if this cannot be achieved for very high-risk individuals, they should not be permitted to do the tasks).
- For very high-risk individuals the assessment should be reviewed after a week to ensure that it is working effectively and closely monitored thereafter.

### Keep following the government's guidance

Remind your staff that they need to keep following the **Scottish Government's latest guidance**.

Nobody should come to work with symptoms or if they have been asked to self-isolate by Test and Protect. Anyone with symptoms should arrange a test straight away.

If staff are off shift or on holiday when they develop symptoms or receive a positive test result, they need to tell you straight away.

If staff test positive and have been at work, then you need to act quickly to identify any close contacts of a positive case at work will help to break any possible chains of transmission. Follow the key steps in this **managers' guidance** to support this new process.

### More information

We are continually updating our website with questions and answers and the latest guidance, keep going to **www.glasgow.gov.uk/staffupdates** for the most up to date information.