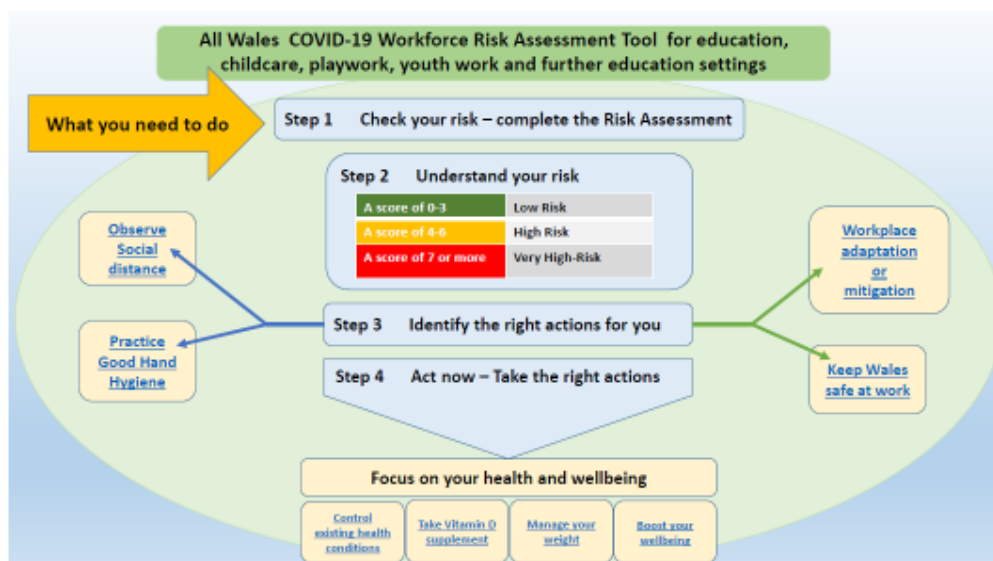


## ALL WALES COVID-19 WORKFORCE RISK ASSESSMENT TOOL FOR EDUCATION, CHILDCARE, PLAYWORK, YOUTH WORK & FURTHER EDUCATION SETTINGS – CONFIDENTIAL ONCE COMPLETED

The diagram below shows the process that each member of staff will need to follow.



Please complete the form below which is step 2 of the process and share the results with your line manager. If your score is 4 or over then you need to discuss any support and adjustments that might be required to manage the risk.

Once the form has been completed, please return to [anwengwilym@GwEGogledd.Cymru](mailto:anwengwilym@GwEGogledd.Cymru).

### SECTION 1: STAFF MEMBER DETAILS – TO BE COMPLETED BY THE EMPLOYEE

**Data Protection information:** All information provided within this document will remain confidential and secure in line with GDPR and the Data Protection Act 2018). This information will be visible by your line manager & Senior Leadership Team. If reasonable adjustments need to be made, there is a possibility that top line information will be made available only to parties with a 'need to know basis' to better support you at work. If there is an identified risk to either yourself or someone else, we have a duty of care to disclose this information to the relevant authorities. Whilst every attempt will be made to include you in this decision, this may not always be possible.

1.0 Do you consent for your data to be recorded in accordance to the above statement? Yes  No

<b>First name</b>	
<b>Last name</b>	
<b>Date of self-declaration</b>	
<b>Signature</b>	

*Should your circumstances change with regard to any of the risk factors below, can you please review your self-declaration, complete & return to [anwengwilym@GwEGogledd.Cymru](mailto:anwengwilym@GwEGogledd.Cymru)*

## 2.0 SELF DECLARATION OF RISK FACTORS – TO BE COMPLETED BY EMPLOYEE

Please mark the below questionnaire to the best of your knowledge. You can choose to give the total score only if you do not wish to disclose individual conditions.

	Risk Factor	Risk score	Score
2.1	<b>Age – COVID-19 seems to have a bigger impact on people who are older</b>		
	If you are aged 50 – 59	1	
	If you are aged 60 – 69	2	
	If you are aged 70 and above	4	
2.2	<b>Gender assigned at birth – COVID-19 seems to have a bigger impact on males than females</b>		
	Male	1	
2.3	<b>Ethnicity – COVID-19 seems to have a bigger impact on people from some ethnicities</b>		
	Do you identified as one of the BAME or Mixed race groups as set on in this <a href="#">link</a>	1	
2.4	<b>Existing Health Conditions (comorbidity) – COVID-19 seems to have a bigger impact if you already have other pre-existing health conditions. You may want to speak to your GP if you are not sure about these questions.</b>		
	<b>Cardiovascular disease</b> Are you on any treatment for <i>hypertension (high blood pressure), Atrial Fibrillation (irregular heart rate), Heart failure, Previous MI (had a heart attack), had a stroke, or Transient Ischemic Attack (mini stroke)</i>	1	
	<b>Diabetes mellitus Type 1 or 2</b>	1	
	<b>Chronic lung disease</b> (including asthma, COPD, interstitial lung disease)	1	
	<b>Chronic kidney disease</b> (any stage 1-5)	1	
	<b>Sickle cell trait, Thalassaemia trait or other haemoglobinopathy</b>	1	
2.5	<b>Obesity – COVID-19 seems to have a bigger impact if you are overweight</b>		
	This <a href="#">link</a> will help you work out your BMI – if your BMI is more than 30 OR <a href="#">if your waist circumference</a> is: South Asian Female more than 33 inches (84 cm); other BAME or white female more than 34.5 inches (88cm) South Asian Male more than 35 inches (89 cm); other BAME or white Male more than 40 inches (102 cm)	1	
2.6	<b>Family history – COVID-19 seems to have a family susceptibility for some people, especially twins</b>		
	Has a member of your immediate family (parent under 70, sibling, child) been in ITU or died with COVID-19	1	
		<b>Total Score</b>	

**All Wales COVID-19 Workforce Risk Assessment Tool for education, childcare, playwork, youth work and further education settings – confidential once completed**

**Step 2 Understand your risk – what your score means in your workplace setting**

Workplace setting	Score		
Education	Low Risk 0-3 Continue to work following all recommended hygiene and social distancing measures	High Risk 4-6 Use the hierarchy of controls to mitigate risks: ➤ stay 2m away from others ➤ consider appropriate use of face coverings where social distancing is unreliable ➤ ensure frequent hand and surface hygiene ➤ stay at home and arrange testing if symptoms emerge. <b>Refer to examples of good practice in guidance note.</b>	Very High Risk 7 or more You can go to work, as long as the workplace is COVID-secure – but carry on working from home if you can.  Ensure stringent 2m social distancing.  <b>Refer to examples of good practice in guidance note.</b>
Childcare			
Playwork			
Youth work			
Further Education			

Now arrange a time to discuss with your line manager to agree a plan and ensure you are appropriately protected. This may include a discussion with Occupational Health.

If you require further support then please complete **Step 3** below and discuss with your line manager. The completed form will be shared with the GwE Senior Leadership Team to ensure consistency and equity of support as necessary for you to complete your work.

**All Wales COVID-19 Workforce Risk Assessment Tool for education, childcare, playwork, youth work and further education settings – confidential once completed**

**Step 3 Identify the right actions for you**

Now you have completed your COVID-19 Risk Assessment score please discuss with your line manager, occupational health, workforce team, union representative or advocate to ensure you are appropriately protected.

**Things I can do myself**

- Do the important things to maintain your safety in the workplace
- Observe good hand hygiene, with frequent use of soap and water or alcohol-containing gel.
  - Maintain a [distance of 2 metres](#), where appropriate to do so, to minimise the risks of the spread of COVID 19, in both formal and informal workplace activity.
  - Observe isolation requirements for known or suspected COVID-19 cases.
  - Ensure frequent hand and surface hygiene.

**Things my employer can help with**

- Your line manager or union rep will help you use the tools and identify the right actions for you.
- Making adjustments
  - Can some or all of your duties be undertaken or completed in a different way
  - Can adjustments be made to enable you to work safely
    - Reducing group work to smaller cohorts
    - Undertaking outdoor work
    - digital and outreach
  - Can face-to-face contact be limited or avoided
  - Ensure appropriate physical distancing within the workplace
  - Will adjustments enable you to work from home

#### Step 4

Any agreed plan will have to be reviewed regularly. Please complete the following when you complete any adjustments.

<b>What reasonable adjustments have been identified &amp; taken to mitigate your identified risks?</b>	
<b>Date for review:</b>  <i>This may be time based or instigated by an event that impacts on your circumstances</i>	
<b>Date adjustments were introduced:</b>	
<b>Signature (employee):</b>	
<b>Signature (line manager):</b>	

For further guidance related to the completion of this, please refer to

<https://gov.wales/sites/default/files/publications/2020-08/covid-19-education-child-youth-settings-workforce-risk-assessment-tool-2020-08-13.pdf>