

For attention of: All administrative and clinical team members

Assessment of your risk in the workplace

**Why would you want to assess your risk?**

* Health service staff and other front-line workers are at higher risk of contact with coronavirus.
* The risk of catching the virus may vary, depending on what tasks you do at work, and where exactly you do them.
* Certain factors make an individual more likely to become seriously ill if he catches the virus.
* Assessment helps you to find out whether your risk is particularly high. If it is, your manager may provide more protection, or move you to do other tasks.

**Self Assessment and Decision score**

The following risk calculator, known as SAAD, was designed by GPs and practice managers at the ABM Academy in Manchester.

<https://abmacademy.com/saad-risk-scoring-for-bame/>

The calculator has been designed for use in GP surgeries, by both clinical and non-clinical staff. It is also applicable to all ethnic groups.

**Please note**

* This is purely one way your workplace supports you during these difficult times.
* The assessment requires personal health data, and it is your own choice whether you wish to cooperate.
* It is not a substitute for your normal health care, and if any issues are picked up, you are encouraged to contact your own GP for advice.

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10.06.2020

**SCORE CARD**

Staff name: Manager name: Date:

Points

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | High Risk | Row score |
| Age | 40-49 | 50-59 | 60-69 |  | 70 and above |  |
| Ethnicity | WhiteChineseMixed origin | Indian | BangladeshiPakistaniMiddle East | Black |  |  |
| \***BAME Other**: Any staff that do not fall into one of the categories above, score according to other ethnicities above |  |
| Gender | Female | Male |  |  |  |  |
| Obesity (BMI) kg/m2Appendix 1 | Over 23(exclude white/ Chinese/ mixed) |  | Over 30(white/ Chinese/mixed) | Over 30(exclude white/ Chinese/ mixed) | Over 40(All groups) |  |
| Pregnancy |  | Under 28 weeks |  |  | Over 28 weeks |  |
| Medical Conditions-Appendix 2 | One condition |  |  | Two conditions | Three or more conditions |  |
| Vitamin D nmol/LAppendix 3 | 30-50 | Under 30 |  |  |  |  |

Done

 Total score: Mental Health & Well-being Review:

 (Appendix 4)

High Risk

Score: 13 or above

Moderate Risk

Score: 9-12

Mild Risk

Score: 1-8

Action taken:

Manager

Staff

Signed:

Roles and Responsibilities for Clinical and Non-Clinical Staff:

|  |  |
| --- | --- |
| Risk Area | **Clinical Staff within General Practice** |
| Mild  | Roles within General Practice:* F2F Hot sites
* F2F Cold sites
* Telephone Consultations
* Video Consultations
* ‘Paper work’ – hospital letters, blood results, medication reviews, prescriptions etc
* Immunisations
* Staff training (Video)
* Coiling fitting
* Cervical Screening
* Home visits – COVID-19
* Home visits–non COVID-19
* Urgent phlebotomy
* Death Certification

Avoid:* Routine medicals eg HGV
* Routine F2F medication/ Health reviews
* Routine phlebotomy for annual reviews (unless related to specific drugs eg DMARDS)
* Travel Vaccinations
* Minor Surgery
 |
| Moderate | Roles within General Practice:* F2F Cold sites
* Telephone Consultations
* Video Consultations
* ‘Paper work’ – hospital letters, blood results, medication reviews, prescriptions etc
* Home visits -non COVID-19
* Staff training (Video)

Avoid:* Routine medicals eg HGV
* Routine F2F medication/ Health reviews
* All phlebotomy
* Travel Vaccinations
* Cervical screening
* Minor Surgery
* Coil Fitting
* Any Care Home Visits
* All F2F COVID-19 engagement (Video permitted)
* Death Certification
 |
| High | Roles within General Practice:* Telephone Consultations
* Video Consultations
* ‘Paper work’ – hospital letters, blood results, medication reviews, prescriptions etc
* Staff training (Video)
* Work from home where possible

Avoid:* Routine medicals eg HGV
* Routine F2F medication/ Health reviews
* All phlebotomy
* Travel Vaccinations
* Cervical screening
* Minor Surgery
* Coil Fitting
* Any Care Home Visits
* All F2F COVID-19 engagement (Video permitted)
* Death Certification
 |
|  | **Non-Clinical Staff within General Practice** |
| Mild | Continue working as normal but following infection control and safety precautions (ie masks when moving between rooms within the building, cleaning down work stations before and after use and ensure where possible social distancing both during work and during breaks) |
| Moderate | Follow infection control and safety precautionsAdjust working hours where possibleFace masks when working in shared roomsWorking in a separate room where possibleMinimal F2F patient contact (ie no front reception desk work) |
| High | Follow infection control and safety precautionsNo direct patient contactsLone working or working in separate office with minimal movement within the buildingWorking from home where possible |

* Regularly review working environment with staff member
* Document actions agreed between staff and manager (Review 6 monthly or earlier if any conditions with staff change or during appraisals after first review)
* Raise any concerns about limitations in implementing safe environment for staff member with employer