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**Considerations for Dental Practice Staff -Risk Assessment COVID-19**

# Considerations for staff members in a dental practice setting during COVID-19

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| **Risk assessment completed** | Individual staff member risk assessment | **Date of completion** |  |
| **Name of staff member assessed** |  | **Role of staff member assessed** |  |
| **Reason of reassessment** |  | **Review date** |  |

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| **Question** | **Answer Yes** | **Answer No** | **Additional comments** |
| Member of staff falls in to the BAME Community | Are there any other risk factors such as age, underlying health problems?  Is the staff member deemed low, medium or high risk? (please refer to the end of the risk assessment)  Complete a vulnerable person risk assessment  Consider the feelings of BAME colleagues, particularly regarding both their physical safety, their psychological safety, and their mental health. | Consider the feelings of BAME colleagues, particularly regarding both their physical safety, their psychological safety, and their mental health.  Share current BAME Guidance and complete further risk assessment |  |
| Is the staff member pregnant? | How many weeks pregnant?  Additional underlying health problems?  Determine whether deemed low. medium or high risk | No action required |  |
| Does the member of staff have any personal circumstances (e.g. family members in a shielding category) that impact on their ability  to undertake their current job role. Do they have concerns about coming to work? | Complete a personal circumstances risk assessment (see below) | No action required |  |
| Does the member of staff feel that their mental health or well-being is affected by Covid-19? | Complete a personal circumstances risk assessment (see below) |  |  |
| Does the member of staff understand the social distancing guidance and their personal responsibilities? |  | Ensure induction training has been completed  Policies, protocols and procedures read and understand  Review once the above is completed to ensure understanding  Obtain signature to evidence completion and understanding  Ongoing review |  |
| Does the member of staff understand what PPE is to be worn, how to wear and when |  | Induction training to be completed  Policies, protocols and procedures read and understand  Review once the above is completed to ensure understanding  Obtain signature to evidence completion and understanding  Ongoing review |  |

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| **Pregnancy**  > 28 weeks pregnant or < 28 weeks pregnant with underlying health conditions | Seek advice from GP  Stay at home.  Pregnant women can only continue to work in direct patient-facing roles if they are under 28 weeks’ gestation  Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment, as per the Management of Health and Safety at Work Regulations 1999 |
| <28 weeks without cardiorespiratory diseases | Seek advice from GP  Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment, as per the Management of Health and Safety at Work Regulations 1999  Following a risk assessment with their employer and occupational health/GP, pregnant women should only be supported to continue working if the risk assessment advises that it is safe for them to do so  Employers should modify the working environment to limit contact with suspected or confirmed Covid-19 patients to minimise the risk of infection as far as possible.  Employers must remove any risks (that are greater in the workplace than to what they would be exposed to outside of the workplace), or else they should be offered suitable alternative work  Carry out an individual risk assessment |

**Further Information;**

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

<https://www.rcog.org.uk/globalassets/documents/guidelines/2020-04-21-occupational-health-advice-for-employers-and-pregnant-women.pdf>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control#equipment>

<https://www.fom.ac.uk/wp-content/uploads/Risk-Reduction-Framework-for-NHS-staff-at-risk-of-COVID-19-infection-12-05-20.pdf>

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**Personal Circumstances**

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| **Brief description of the staff members situation and any concerns they have regarding the impact of Covid-19 on them** |
| *Age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. Consider impacts of mental and physical wellbeing.*  What additional support is required?  Include dates of when additional support/adjustments will be made and the dates of when they are made |

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| **Can the staff member continue in their existing role with reasonable adjustments made?** |
| If yes – refer to above  If no – detail, why this is not possible |

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| **Can the staff member work from home?** |
| If yes – detail what tasks will be completed and home and what measures are to be implemented to allow for this. Include dates of when this will be implemented  If no – detail, why |

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| **Can the staff member carry out a different role?** |
| If yes – detail the proposed role, what the tasks will be and how this will reduce the risk. Include dates of when this will be implemented, how regularly this will be reviewed and tasks that need to be completed before the role change  If no – details why |

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| **If the staff member is unable to work in existing role or new role, can annual leave or unpaid sick be taken?** |
| If yes – detail which, when this will commence from, how regularly this will be reviewed, how much annual leave is available to take  If no – detail reasons |

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| **Staff member unable to work** |
| Seek advice from governing bodies/HR etc and decide the outcome/options before discussing with staff member |

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| **Discussion with staff member** |
| Detail the discussion with the staff member  Explain the outcome or any options available  Include dates of when outcomes/option agreed will take effect from and how often this will be reviewed |

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| **Additional support** |
| Detail additional support and information available, offered and communicated with staff member - *specific wellbeing services, regular catch-up meeting* |

**Actions to be completed**

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| **Action** | **Assigned to** | **Date for completion** | **Date of completion** | **Comments** |
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**Adjustment to workplace**

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| **Adjustment** | **Assigned to** | **Date for completion** | **Date of completion** | **Comments** |
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| **Additional information/comments/discussions** |
| Insert any relevant additional information |

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| **Employers Name** |  | **Employers Signature** |  | **Date** |  |
| **Employee Name** |  | **Employee Signature** |  | **Date** |  |

**Risk Groups**

Always ensure that further advice and information is sought from the staff members GP and/or Occupational Health where available.

If the staff member is unsure if they fall in any of the risk categories, again seek further advice

**Very High Risk**

Clinically extremely vulnerable (shielding group) including the following:

* Solid organ transplant recipients
* People with specific cancers:
* people with cancer and are having chemotherapy
* people with lung cancer and are having radical radiotherapy
* people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
* People having immunotherapy or other continuing antibody treatments for cancer
* People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
* People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
* People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
* People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
* People on immunosuppression therapies sufficient to significantly increase risk of infection. The relevant immunosuppression therapies are listed in Annex F here
* Women with significant heart disease, congenital or acquired who are pregnant (at any stage of pregnancy)

The following have also been identified by specialist groups as high risk and requiring shielding:

* People with severe diseases of body systems, such as severe kidney disease (dialysis), frequently relapsing nephrotic syndrome of those with a current nephrotic range proteinuria, etc.
* People with a neurological condition that has been identified as high risk as detailed in the guidance from the Association of British Neurologists Guidance on COVID-19 for people with neurological conditions

Other groups not in the shielding group but considered clinically vulnerable and to be treated as very high risk;

* Those who are pregnant (after 28 weeks pregnant)
* Asthmatics who are on high dose inhaled steroids and have any of the identified risk factors

**High Risk**

* Aged 65 or older
* Aged 60 or older and either male and/or from BAME background
* Aged 55 or older male from a BAME background
* Under 65 with an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds):
* Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
* Chronic heart disease, such as heart failure
* Chronic kidney disease
* Chronic liver disease, such as hepatitis
* Chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
* Diabetes
* A weakened immune system as the result of medical conditions or medication
* Spleen problems – for example, sickle cell disease or if the spleen has been removed
* being seriously overweight (a body mass index (BMI) of 40 or above)
* Those who are pregnant (before 28 weeks)
* Those with poorly controlled hypertension, secondary hypertension or hypertension with an associated cardiac condition

Individuals who have two or more risk factors in this group may have a higher level of vulnerability to COVID-19.

**Further Information;**

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.nhsemployers.org/covid19/health-safety-and-wellbeing/supporting-our-most-vulnerable-people>

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

<https://www.nhsemployers.org/covid19/health-safety-and-wellbeing/enabling-and-supporting-staff-to-work-from-home>

<https://www.fom.ac.uk/wp-content/uploads/Risk-Reduction-Framework-for-NHS-staff-at-risk-of-COVID-19-infection-12-05-20.pdf>