

ALL WALES COVID-19 WORKFORCE RISK ASSESSMENT TOOL

Frequently Asked Questions

Education, childcare, playwork and youth work

Last Updated –

Background

The All Wales COVID-19 Workforce Risk Assessment Tool has been developed in collaboration with clinicians, equality practitioners, community groups and workforce colleagues, originally to protect health and social care staff, though it has been amended for equal applicability in education, childcare, playwork and youth work settings.

The approach of the All Wales COVID-19 Workforce Risk Assessment Tool is a self-assessment in the first instance. This supports and empowers our workforce to consider their own health and wellbeing status and the resultant score gives an indication of their likely level of risk and the safeguards they should expect in their workplace setting.

Whilst these FAQs set out some of the areas, they do not cover everything.

FAQs

Access to Online Tool

Q1 How do I complete the risk assessment?

A1 You can now complete the All Wales COVID-19 Workforce Risk Assessment electronically on the Learning@Wales national e-learning platform. If you are new to Learning@Wales, you will be able to create your account immediately in order to complete the Risk Assessment. You will also be able to access a range of other e-learning modules that are available

Learning@Wales **online:** <https://learning.wales.nhs.uk/course/view.php?id=1581>
Once completed you will be given the choice to print or email your completed form.

Those without access to a work email address can still undertake an assessment by registering a personal e-mail address and creating an account. Learning@Wales provides instructions on how to complete this process.

If you are unable to self register please contact the support team who will be able to assist you by email: elarning@wales.nhs.uk, or call 01443 848636

Previous Risk Assessments

Q2 If I have already discussed with my line manager what my risks are or/and had a formal risk assessment, can I have another one using the new risk assessment?

A2 Yes, we are encouraging all staff who have contact with children and young people to undertake the All Wales COVID-19 Workforce Risk Assessment which should be discussed with your line manager and repeated depending upon your personal circumstances. If you have any changes to your health or working environment, a new risk assessment should be completed.

Q3 How does this risk assessment link to other risk assessments I may have undertaken?

A3 The All Wales COVID-19 Workforce Risk Assessment is based on current government guidance and research, and supplements other risk assessments. It is part of a holistic approach to assessing risk and should form one part of a wider conversation.

Risk Assessment Score

Q4 What if I don't agree that the risk assessment adequately represents my level of risk?

A4 If you are unhappy with the outcome of the risk assessment then this needs to be discussed with your line manager. It may also be appropriate for you to discuss your concerns with the Occupational Health service / doctor that advises your employer. If you need additional support to challenge your assessment outcome please contact your Workforce / HR department and/or your trade union representative. For those operating in

childcare settings, your membership organisation may also be able to provide advice and support.

Q5 The new risk assessment has scored me at a lower risk and I'm not protected in the same way I was with my first risk assessment. What should I do?

A5 The All Wales COVID-19 Workforce Risk Assessment uses the most recent Government advice and research, so this may have impacted on your current risk. Arrange to meet with your line manager to discuss the outcome of your assessment. It may also be appropriate for you to discuss your concerns with the Occupational Health service / doctor that advises your employer. If you need additional support to challenge your assessment outcome please contact your Workforce / HR department and/or your trade union representative.

Q7 The new risk assessment has scored me higher now than it did previously, where do I stand?

A7 There are many similar assessment tools, your COVID-19 Workforce Risk Assessment personal score gives an indication of your likely level of risk and the safeguards you should expect in your workplace setting. Once you have completed the self-assessment arrange a time to discuss any concerns you may have, with your line manager.

Q8 I fear that my risk score will lead to me being discriminated against now or in the future, what should I do?

A8 Employers have a duty of care to their staff and a legal duty to act upon the outcome of a risk assessment by taking appropriate mitigating steps to protect you from harm.

The All Wales COVID-19 Workforce Risk Assessment is intended to protect you in the workplace and we would advise that you complete the risk assessment and then have an open and honest discussion with your line manager to outline your concerns.

If you feel as though you are being discriminated against in any way, then please follow the appropriate policies and procedures within your organisation. If you need additional support please contact your Workforce / HR department and/or your trade union representative.

Q9 I have been identified as high risk but I want to carry on working in the same situation?

A9 We understand why you would want to do this, it is commendable, but your employer has a duty of care to protect you in the workplace. It is important to discuss with your line manager if your workplace can be made safer and if it is reasonable for you to continue. Please remember it is to protect you and other staff in the working environment.

Discussion on your Risk Assessment

Q10 I do not wish to disclose my health concerns to my manager.

A10 The All Wales COVID-19 Workforce Risk Assessment is in place to protect you as a member of staff from potential harm from COVID-19. It is a personal self-assessment and it is important you discuss the outcome with your line manager. Every individual has a personal responsibility and managers have a duty of care to ensure their staff are safe within the workplace.

If you do not trust or have confidence in your manager, then please follow the appropriate policies and procedures within your organisation. You can consider talking to a trade union representative, someone from the Workforce / HR team and / or Occupational Health Service / doctor who advises your employer.

Q11 I have filled in the risk assessment, when should my manager meet with me to discuss it. What should I do?

A11 It is important that the results are acted on quickly. You may wish to raise directly with your line manager once you have completed the assessment, it is recommended that you e-mail your line manager with your concerns and arrange a date to meet. The discussion with your line manager is an important part of the risk assessment process.

If you are unhappy with the results of the discussion then please follow the appropriate policies and procedures within your organisation. If you need additional support please contact your Workforce / HR department and/or your trade union representative.

Q12 I have filled in the risk assessment but am having difficulty in arranging a meeting with my manager to discuss it. What should I do?

A12 Your employer has a duty of care to protect your health and safety at work and this includes understanding if you are at extra risk from COVID-19. If your line manager is unwilling to meet with you, it is recommended that you e-mail your line manager with your concerns and arrange a date to meet. If following this your line manager is still unwilling to meet, this should be raised with your Workforce / HR team and/or Occupational Health Service / doctor that advises your employer as appropriate.

If you feel as though you are being discriminated against in any way, then please follow the appropriate policies and procedures within your organisation. If you need additional support please contact your trade union representative.

Q13 How could I raise concerns if I disagree with the conclusions reached at the risk assessment discussion?

A13 Every organisation will have its own process in place to raise and address any concerns you may have. You can raise a concern through the appropriate policies and procedures in your organisation. Your Workforce team will also be able to support you as will your trade union representative.

Q14 How often should I undertake an assessment?

A14 Employees carry out a new risk assessment whenever anything material changes. How is this going to be communicated to the schools workforce? This will be particularly important regarding staff who are currently shielding, along with vulnerable staff, when the Welsh Govt Guidance changes. Is it expected that all such RA revisions will take place when staff return to school in September?

Allaying Staff Fears

Q15 What if my risk relates to mental health?

A15 Arrange to meet with your line manager to discuss a stress risk assessment and make an appointment with Occupational Health Service / doctor that advises your employer.

<https://www.hse.gov.uk/stress/risk-assessment.htm>

There are a range of resources that are available to support your health and wellbeing:

- [Covid-19 Compassion Starts with Me – HEIW](#)
- [Public Health Wales – help and advice on looking after yourself and your loved ones during isolation.](#)
- <https://socialcare.wales/service-improvement/health-and-well-being-resources-to-support-you-during-the-coronavirus-covid-19-pandemic>

Q16 Do I need PPE to keep me safe?

A16 Social distancing and good hand washing/disinfection are the best control measures to prevent the spread of COVID-19. In particular, staff in schools and settings should ensure social distancing (2 metres) from other staff within the school or setting, as in any other workplace. It is particularly important to ensure this happens when staff are together, for example in staff rooms and staff meetings, as transmission between staff is a risk that is well controlled by good social distancing.

Staff should work as far as practicable with contact groups and within those groups strict social distancing can be relaxed between the adult and the child/young person when necessary. However, if social distancing can be maintained in a contact group without detriment, it should be implemented.

In circumstances where staff need to be within 2 metres for more than 15 minutes or for any length of time within 1 metre, there will be close or prolonged contact, for example when a child is distressed or in circumstances when they may need to undertake cleaning such as when a child has been unwell, PPE should be available. This would include a surgical mask, disposable gloves and apron.

PPE is not usually required for staff in the school or other education setting, as control measures are achieved through social distancing, hand hygiene and separation into teaching contact groups. However, there may be some circumstances in dealing with an individual child or situation where it might be required.

Also refer to Welsh Government Operational guidance for schools and settings from the autumn term¹ (13 July 2020). Childcare Protective Measures guidance²

¹ <https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf>

² <https://gov.wales/protecting-staff-and-children-coronavirus-childcare>

Q17 What if I am unable to social distance in my role?

A17 Government advice on social distancing is constantly being reviewed and the rules in Wales may be different to those in other parts of the UK. The Welsh Government Operational guidance for schools and settings from the autumn term sets out the latest thinking in relation to social distancing.

Q18 A friend or family member has been seriously affected by COVID and this has heightened my concern and the need to shield, where can I get support?

A18 It is understandable that you will be concerned. It is important that you complete the All Wales COVID-19 Workforce Risk Assessment, to consider your own health and wellbeing status – your personal score gives an indication of your likely level of risk and the safeguards you should expect in your workplace setting. Then arrange a time to discuss any concerns you may have, with your line manager. It may also be appropriate for you to discuss your concerns with the Workforce / HR Department and/ or Occupational Health Service / doctor that advises your employer.

Q19 I have read conflicting news reports around the role of children as ‘super-spreaders’ am I placing my own and my family at risk by returning to work?

A19 The additional guidance and support below provides the latest up to date scientific advice on the risks associated with social contact and Covid19, to dispel some of the myths circulating in the news and elsewhere.

Additional Guidance and Support

Q20 Where can I seek guidance and support?

A20 Further guidance is available from

Information on antibody testing, prevalence and the low risk of children spreading Covid19

<https://www.youtube.com/watch?v=IMWZqxfasjY&feature=youtu.be>
<https://www.youtube.com/watch?v=tL9V8oxqdsc>

SAGE

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886994/s0257-sage-sub-group-modelling-behavioural-science-relaxing-school-closures-sage30.pdf

Welsh Government:

Guidance for employers and employees

<https://gov.wales/workplace-guidance-employers-and-employees-covid19>

Operational guidance for schools and settings from the autumn term

<https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf>

Guidance on learning in schools and settings from the autumn term

<https://gov.wales/sites/default/files/publications/2020-07/guidance-on-learning-in-schools-and-settings-from-the-autumn-term.pdf>

Guidance on protective measures in childcare settings

<https://gov.wales/protective-measures-childcare-settings-keep-childcare-safe>

Guidance for nannies

<https://gov.wales/advice-nannies-and-their-employers-coronavirus>

Strategic framework for the delivery of post-16 learning from September 2020

<https://gov.wales/strategic-framework-learning-delivery-post-16-learning-september-2020>

Guidance on safe operation of post-16 learning from September 2020

<https://gov.wales/guidance-safe-operation-post-16-learning-september-2020>

Guidance on blended learning

<https://hwb.gov.wales/distance-learning/post-16-learning-and-skills/blended-learning-guidance-for-post-16-providers>

Swansea YMCA and the Urdd have also produced guidance detached and outreach; and operation guidelines for youth work:



YMCA detached and outreach youth Work operation Guidelines :
for WG Urdd COVID

You can also seek support from your line manager, Workforce / HR team and Occupational Health Service / doctor that advises your employer. If you are a member of a Trade Union or professional organisation, they will also be able to provide support.