

All Wales COVID-19  
Workforce Risk Assessment  
Tool for education,  
childcare, playwork, youth  
work and further education  
settings

# All Wales COVID-19 Workforce Risk Assessment Tool for education, childcare, playwork, youth work and further education settings

## Introduction

This COVID-19 Workforce Risk Assessment Tool was developed for use in health and social care and has been adapted for use in education, youth work, childcare and play settings. It is intended to be used to assess if you are at higher risk of developing more serious symptoms if you come into contact with the COVID-19 virus.

We want to help you understand whether you may be at greater risk of developing more serious symptoms and to help you and your line manager choose the right actions for you based on your level of risk.

Your employer and/or voluntary organisation if you are a volunteer, has a duty of care to protect your health and safety at work and this includes understanding if you are in a higher risk category from COVID-19. This duty of care includes ensuring an equitable approach for all staff regardless of ethnicity or any other protected characteristics.

The next page sets out an overview of the risk assessment process. It has links to the latest guidance and information on the basic things that everyone can do to reduce their risk of COVID-19 infection.

Please use the resources as well as the Risk Assessment Tool to get the best results.

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What you need to do

Step 1 Check your risk – complete the Risk Assessment

Step 2 Understand your risk

A score of 0-3	Low Risk
A score of 4-6	High Risk
A score of 7 or more	Very High-Risk

Observe Social distance

Practice Good Hand Hygiene

Step 3 Identify the right actions for you

Step 4 Act now – Take the right actions

Workplace adaptation or mitigation

Keep Wales safe at work

Focus on your health and wellbeing

Control existing health conditions

Take Vitamin D supplement

Manage your weight

Boost your wellbeing

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## Who needs to use this tool?

This Tool is for everyone working or volunteering in education, youth work, childcare and play settings in Wales.

**Vaccination**: All staff should continue to follow the official and clinical advice such as social distancing, hand hygiene and face masks even if they have been vaccinated. This is because, while a full course of the vaccine will reduce your chance of becoming seriously ill with Covid-19, we do not yet know whether it will stop you from catching and passing on the virus’.

**Clinically Extremely Vulnerable (previously shielding)**: Guidance for those who are clinically extremely vulnerable is regularly reviewed and is available [here](#). If you are included in the clinically extremely vulnerable group you will automatically score 7 on this Risk Assessment Tool putting you at Very High Risk. Current advice is that those who are clinically extremely vulnerable should work from home. You should discuss your individual circumstances with your employer. Further advice is also available at [Workplace guidance for employers and employees](#).

**People at increased risk**: If you are in the clinically vulnerable ‘[people at increased risk](#)’ group, and have been working from home or on modified duties, you should continue to do so. We recognise that the clinically vulnerable ‘people at risk’ group includes a wide spectrum of disease severity. You may wish to discuss with your Line Manager, Occupational Health or GP about your health conditions to discuss whether it is safe for you to return to work.

**Pregnancy**: All pregnant women (at any stage of gestation) should undertake an individual risk assessment. This is because pregnant women may be particularly vulnerable as it may place them at a greater risk of severe illness from coronavirus and should follow the latest [national guidance](#).

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## How to use this Tool

The Tool asks a number of questions about you that are designed to identify whether you are at a higher risk from COVID-19. It asks some questions about your age, health, weight and ethnicity which may increase your risk of serious illness following an infection with COVID-19.

You may know the answers to the questions yourself, but if not you can discuss this with your line manager, workforce team, union representative, Occupational Health or advocate.

You may also want to consult your GP about the health conditions listed.

**Please complete the questions and add up your score.**

## COVID-19 Understand your risk: Act to stay safe

We will continue to develop and improve the All Wales COVID-19 Workforce Risk Assessment Tool. If you have any comments or queries on the use or to improve the tool please email [HSS.Covid19.WorkplaceAssessmentSubGroup@gov.wales](mailto:HSS.Covid19.WorkplaceAssessmentSubGroup@gov.wales)

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## Step 1

## Check your risk

## Consider each risk factor that applies to you and total your score

Risk factor	Score
<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 70-79	4
<b>Sex at birth – COVID-19 seems to have a bigger impact on males than females</b>	
• Male	1
<b>Ethnicity – COVID-19 seems to have a bigger impact on people from some ethnicities</b>	
• Do you identify as one of the <a href="#">BAME or Mixed race</a> groups as set out in this link	1
<b>Existing Health conditions (Comorbidity) – COVID-19 seems to have a bigger impact if you already have other pre-existing health conditions.</b> You may want to speak to your GP if you are not sure about these questions.	
• Cardiovascular disease Are you on any treatment for 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)	1
• Diabetes Mellitus Type 1 or 2	1
• Chronic lung disease (including asthma, COPD, interstitial lung disease)	1
• Chronic kidney disease (any stage 1-5)	1
• Sickle cell trait, Thalassaemia trait or other haemoglobinopathy	1
<b>Obesity – Covid-19 seems to have a bigger impact if you are overweight</b>	
This link will help you work out your BMI – if your <a href="#">BMI is more than 30</a> OR If <a href="#">your waist circumference</a> is:	1
• South Asian Female more than 33 inches (84cm); Other BAME or white Female more than 34.5 inches (88cm)	
• South Asian Male more than 35 inches (89cm); Other BAME or white Male more than 40 inches (102cm)	
<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>	

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

	Score		
<b>Workplace setting</b>	<b>Low Risk 0-3</b>	<b>High Risk 4-6</b>	<b>Very High Risk 7 or more</b>
<b>Education</b>	Continue to work following all recommended hygiene and social distancing measures	Use the hierarchy of controls to mitigate risks: <ul style="list-style-type: none"> <li>➤ stay 2m away from others</li> <li>➤ consider appropriate use of face coverings where social distancing is unreliable</li> <li>➤ ensure frequent hand and surface hygiene</li> <li>➤ stay at home and arrange testing if symptoms emerge.</li> </ul> Refer to examples of good practice in guidance note.	Current advice is that those who are clinically extremely vulnerable should work from home.  You will now need to discuss your individual circumstances with your employer.
<b>Childcare</b>			
<b>Playwork</b>			
<b>Youth work</b>			
<b>Further Education</b>			

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.

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## 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



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## Step 4 Act now – take the right actions

Following your discussions with your line manager record the agreed plan and ensure you set a time for review.

**What reasonable adjustments have been identified and taken to mitigate your identified risks?**

.....

**Date adjustments were introduced\***

.....

**Date for review**

.....

**This may be time based or instigated by an event that impacts on your circumstances**

\* This should be signed and dated by both employee and line manager

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**Welsh Government are committed to ensuring that we learn quickly so that we can best protect you from harm due to COVID-19.**

Your help and support in consenting to us gathering the evidence from your risk assessment is vital to inform further analysis so that we can better understand the disproportionate impact that COVID-19 is having on some individuals. This information will be used for this sole purpose in relation to COVID-19 and to continue to improve our risk assessment. It will only ever be anonymised information that will be shared.

**Information provided in confidence will only be used for the purposes advised and consented to by yourself**

### **COVID-19 Understand your risk: Act to stay safe**

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