|  |  |  |
| --- | --- | --- |
|  | |  |
|  |  |
|  |  |

**Infectious Diseases Risk Assessment (IDRA) Guidance**

**for Coventry City Council and Schools**

**for Infectious Diseases including COVID-19**

|  |
| --- |
| **General information:**  The success of the coronavirus (COVID-19) vaccination programme has meant that the government has removed all legal restrictions and the requirement for shielding and identifying people as clinically extremely vulnerable (CEV) is no longer necessary.  Most people who were identified as CEV will remain well protected through the ongoing vaccination programme and will no longer be at substantially greater risk than the general population. They are currently advised to follow the same guidance as everyone else on staying safe and preventing the spread of coronavirus (COVID-19), any additional advice from their doctor and/or Public Health England will be taken in to account when carrying out the risk assessment.  Vaccinated pregnant women are now considered no more likely to be at risk from COVID-19 than anybody else, the NHS advises that pregnant women have only been placed in the moderate risk (clinically vulnerable) group as a precaution. However, unvaccinated pregnant women are urged to get their vaccine and a risk assessment should still be carried out when the employer is notified of the pregnancy. See further advice on [health and safety for pregnant workers](https://www.hse.gov.uk/mothers/index.htm) from HSE.  **Those remaining at higher risk:**  There remains a smaller number of people whose immune system means they are at higher risk of serious illness from infectious disease, including COVID-19, despite vaccination.  Enhanced protections, such as those offered by specific treatments, and/or additional vaccinations alongside other protective behaviours may benefit these individuals.  This guidance is for people whose immune system means they are at higher risk of serious illness from infectious diseases.  Immunosuppression means you have a weakened immune system due to a particular health condition or because you are on medication or treatment that is suppressing your immune system. People who are immunosuppressed, or have specific other medical conditions, may have a reduced ability to fight infections.  Most people with immunosuppression will be under the care of a hospital specialist and will have been advised of their increased vulnerability.  Individuals who have been advised by their doctor against vaccination for infectious diseases, will need to follow their doctor’s advice with regards risk mitigation.  Further information on who is included in these groups of people is included in the sections on [vaccination](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk#vaccines) and new [treatments](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk#treatment) below. If you are in one of these groups, you should follow the guidance below on keeping yourself safe.  **Keeping Safe**  If you have been advised by your medical professional that you fall into this category, you are advised to:   * ensure you have had all of the vaccines you are eligible to receive * continue to follow any condition-specific advice you may have been given by your specialist   **You are advised to:**   * avoid meeting with someone who has tested positive for COVID-19 (and anyone in their household) until 10 days after they received a positive test. * try to avoid people who have symptoms of COVID-19 or other infections. * work in well ventilated areas * consider wearing a face mask * exercise precaution by keeping your distance if this feels right for you * reduce time in enclosed spaces * wash hands regularly and avoid touching your face.   **A IDRA risk assessment with your line manager should help identify any adjustments required. See IDRA template - Appendix 1.**  **Who is considered severely immunosuppressed?**  **People who had or may recently have had:**   * a blood cancer (such as leukaemia or lymphoma) * a weakened immune system due to a treatment (such as steroid medicine, biological therapy (sometimes called immunotherapy), chemotherapy or radiotherapy * an organ or bone marrow transplant * a condition that means you have a very high risk of getting infections * a condition or treatment your specialist advises makes you at high risk of getting infection.   **Other conditions may include:**   * sickle cell disease * certain conditions affecting the blood * chronic kidney disease (CKD) stage 4 or 5 * severe liver disease * certain autoimmune or inflammatory conditions (such as rheumatoid arthritis or inflammatory bowel disease) * HIV or AIDS who have a weakened immune system * inherited or acquired conditions affecting their immune system * rare neurological conditions: multiple sclerosis, motor neurone disease, Huntington’s disease or myasthenia gravis.   **IDRA RISK ASSESSMENTS**  Coventry City council require that IDRA’s continue to be carried out for to ensure reasonable adjustments are made to support those employees who are at a significantly increased risk from infectious diseases including COVID, see Section 1.  All discussions should be conducted in a sensitive manner and all information provided in the IDRA should be treated as confidential in line with GDPR requirements.  The IDRA must be reviewed on a regular basis in line with changes and developments. The review date should be agreed at the time of completing the IDRA, however this should also remain flexible to ensure any new developments are considered.  To complete the IDRA a conversation must take place between the employee and the Line Manager (or other suitable Manager), and the form completed together and signed.  On completion of the IDRA, both the vulnerability of the member of staff and the requirements of the job/role must be considered in deciding on the adjustments require.  **Where there are any concerns or further clarity required, advice can be sought from the Occupational Health and Wellbeing Service, Human Resources and Public Health.**  Where there are concerns for mental wellbeing, these should be addressed through the existing procedures. Further guidance can be found in the Mental Wellbeing Managers Guidelines:  CCC link:  <https://coventrycc.sharepoint.com/Shared%20Documents/Mental%20wellbeing%20manager%20guidelines.pdf#search=mental%20wellbeing>  Schools link:  <https://www.coventry.gov.uk/downloads/download/6267/mental_wellbeing_guidelines_for_managers>  CCC Policy on Infectious Diseases link:  [​docx icon https://coventrycc.sharepoint.com/:w:/r/\_layouts/15/Doc.aspx?sourcedoc=%7BB0FC4247-B63C-49E4-8F11-8218CC6CEF38%7D&file=Infectious%20Diseases%20Policy.docx&action=default&mobileredirect=true&DefaultItemOpen=1](https://coventrycc.sharepoint.com/:w:/r/_layouts/15/Doc.aspx?sourcedoc=%7BB0FC4247-B63C-49E4-8F11-8218CC6CEF38%7D&file=Infectious%20Diseases%20Policy.docx&action=default&mobileredirect=true&DefaultItemOpen=1)  For further information on the Counselling Service and other support available for mental wellbeing, email the Occupational Health, Safety and Wellbeing Service on: OHSW@coventry.gove.uk. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Discussion Notes for Manager and Employee being assessed:** | | | | |
| 1. Line Manager/Designated Leader and employee should confirm a mutual understanding of why the risk assessment is needed. 2. Line Manager/Designated Leader to undertake the risk assessment using Appendix 1. 3. Line Manager/Designated Leader and the employee need to explore any concerns or issues concerning the suggested action. 4. PPE *–* where the need for PPE is identified, managers should have a comprehensive conversation with the member of staff around any issues which could restrict or compromise the employee’s wearing of the PPE provided, including religious beliefs such as the wearing of turbans, or facial hair*.* 5. As part of the conversation wider concerns may need to be explored, including employees travelling to work on public transport. This can be recorded in the Conversation Notes section of Appendix 1. 6. Line Manager/Designated Leader to agree next steps with employee and record in Appendix 1 7. Line Manager/Designated Leader to set and agree a date for review of the risk assessment with employee (Appendix 1). 8. If further advice or support is required in relation to health concerns contact the Occupational Health, Safety and Wellbeing Service: ohsw@coventry.gov.uk 9. For advice on employment issues contact Human Resources: 024 7683 2454 | | | | |
|  | | | | |
| **TABLE 1: INFECTIOUS DISEASES EMPLOYEE RISK ASSESSMENT: EXAMPLE** | | | | |
| **STEP 1:**Identify the hazards | **STEP 2:**How might the employee be exposed | **STEP 3**  What is the likelihood of them being exposed?  (High/Med/Low) | **STEP 4:** What can be done to remove or lessen the risk? | **STEP 5:**Regular review of risk assessment |
| Potential exposure to infectious diseases | Home visits Personal care  Large muti-disciplinary meetings face to face  Groups of children in a classroom setting  Unventilated environment  Difficulty maintaining distance | (Estimated in the amount of the working day spent on the activity identified in STEP 2)) | Remove them from the activity  Reduce time spent on the activity  Redeployment – temporary or permanent  PPE – employee and/or others  **Some examples:**  Another role  could be undertaken that may not involve face to face interaction  Move to a lower risk area  Work from other buildings  Working from home  Can the area be sufficiently ventilated?  . | Record your findingsThe assessment should be reviewed on a suitably regular basis depending on circumstances and the likelihood of change occurring. |

**NOTE:**

The example above follows the Health and Safety Executive’s guidelines on risk assessment. The legal duty is to make a suitable and sufficient assessment of risk and reduce that risk to the lowest level reasonably practicable, if it cannot be removed. For infectious diseases this needs to be done on an individual basis, taking in to account what is already in place and any additional control measures which may be required.

For further help and support contact: OHSW@coventry.gov.uk

**Share this statement with the employee:**

|  |
| --- |
| **GDPR Statement:** Coventry City CouncilComplies with the Data Protection Act and the GDPR and is registered with the Information Commissioners Office (ICO) as a Data Controller.  **Why personal data is being collected for the Infectious Diseases Risk Assessment**  Personal information relating to your health and safety risks is being collected to ensure risk is removed or reduced to the lowest level reasonably practicable.  It is necessary to process this personal data to comply with our legal obligations under health and safety legislation.  **Sharing your personal information:**  Your personal information will be kept secure by your line manager and only with your consent.  **How long will the information be kept?**  Until infectious diseases no longer presents a significant risk to the vulnerable employee. |

**Appendix 1**

**Infectious Diseases Risk Assessment (IDRA) - Record Form Template**

|  |
| --- |
| **This risk assessment should reflect the outcome of a meaningful conversation and exploration of the risk factors and perception of the employee**.  Where there is agreement that the risk factors can be mitigated to everyone’s satisfaction, no change is needed. Where, however, it is clear there are increased risks for an employee, the Line Manager/Designated Leader must provide support and make reasonable adjustments to mitigate those risks where practicable.  Managers need to discuss with employee other personal risk factors i.e. financial factors, mental health considerations, access to transport other than public transport, and consider any additional control measures. This needs to be included in the ‘comments section’ below**.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE/LINE MANAGER DETAILS** | | | |
| Employee Name: |  | School / Setting Name: |  |
| Role / Job Title: |  | Date: |  |
| Line Manager: |  | Line Manager’s Job Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IDRA RECORD** | | | |
| 1. Hazard | 2. How might the employee be exposed | 3. What is the likelihood of them being exposed  (frequent/infrequent) | 4. Actions to be taken to reduce the risk |
| Potential exposure to infection. |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SUMMARY OF ACTIONS** | | | |
| Please tick the appropriate box and provide details in the Conversation Notes section below: | | | |
| 1. Actions agreed as detailed above to reduce the risks to the employee |  | 1. Line Manager to review and monitor (state frequency of review) risk assessment/actions agreed |  |
| 1. Actions agreed as detailed above do not fully reduce the risk to the employee / some concerns remain |  | 1. Seek further advice and support through HR/Occupational Health, Safety and Wellbeing Service |  |
| 1. No actions required at this time |  |  | |
| **Conversation Notes:**  **(This section must be completed providing specific details)** | | | |
|  | | | |

|  |  |
| --- | --- |
| **EMPLOYEE DECLARATION OF UNDERSTANDING** | |
| I can confirm that any information contained in this risk assessment is reflective of the full and frank conversation held with my line manager and I agree to comply with the recommendations made within this risk assessment: | |
| Employee Name (Print Name): |  |
| Signed: |  |
| Date: |  |
| Review Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **LINE MANAGER DECLARATION OF UNDERSTANDING** | | | |
| I can confirm that any information contained in this risk assessment is reflective of the full and frank conversation held with the employee and I agree to fulfil the recommendations for management actions made within this risk assessment: | | | |
| Line Manager’s Name  (Print Name): |  | | |
| Signed: |  | **Date:** |  |

**October 2022**