



Trainee Risk Assessment form – guidance on completion

Introduction

Our trainee's safety is extremely important at all times and is particularly so since the start of the COVID-19 pandemic. Host Organisations are required to ensure that a risk assessment is undertaken for all trainee's and are encouraged to discuss any concerns trainees may have with how the host organisation who is supporting them. This guidance sets out the actions required by host organisations to risk assess trainees who they are responsible for.

There are however some trainees who have been deemed to be more 'at risk' of severe illness if they were to contract Coronavirus (also known as COVID-19). The most effective way of identifying trainees that require additional protection is via a risk assessment.

Host Organisations must therefore ensure that risk assessments have been completed for all trainees which includes those deemed to be part of the 'At Risk Group'.

The current groups defined as "at risk" are:

- Male employees
- BAME employees
- White Europeans over the age of 60 (both male and female)
- Pregnant women over 28 weeks gestation
- Those with underlying health conditions deemed to be Clinically Vulnerable or Clinically extremely Vulnerable

Further information on risk assessments and at risk staff categories is available at the following sites:

- NHS Employers Health, Safety and Wellbeing Risk Assessments Information
- Health and Safety Executive: Coronavirus Risk Assessment information
- Faculty of Occupational Medicine Risk Reduction Framework for NHS Staff at risk of COVID 19 Infection

Please note, individual trainee risk assessments are separate to, and do not replace the need for a risk assessment of the workplace. This must take account of COVID-19 hazards and mitigation for them including the use of social distancing and PPE. Host organisations should ensure that each area where a trainee will work is risk assessed and that the risk assessment is shared where possible with the trainee. You can find the [guidance on workplace risk assessment here](#).

The risk assessment form – an overview

The Risk Assessment requires the completion of the COVID Risk Assessment e-form. The risk assessment form is in 2 parts, the first part captures information about the trainee and their 'at risk' factors. The second part of the form is the mitigation action plan where the host organisation and trainee agree what needs to be put in place to support a safe return to work (when returning from home working or long term sickness



absence), or where adjustments need to be made to retain a trainee in work, wherever possible. The mitigation plan may include the wearing of appropriate PPE, not caring directly for COVID positive patients in their area, redeployment to a low risk area if their area of work becomes a hot COVID area, or working from home.

Each question on the risk assessment form and response has an associated score which will allocate the trainee a risk rating of low, moderate, or high depending on their health conditions, gender, age, and ethnicity. Whilst it highlights a number of known factors, the outcome score is not an actual clinical indicator so if in doubt host organisations should contact the Lead Employer HR Case Management team at lead.employer@sthk.nhs.uk for further advice and guidance if necessary. Where a risk assessment review is required host organisations should annotate this in the follow up and support section of the e form.

Confidentiality

As a host organisation, please remember that individual trainees have a right to confidentiality about any health condition they may have. If an individual trainee chooses to inform you of their specific health condition, that is their choice and they must not feel that they have to disclose this information to you. If they are not comfortable to disclose their condition, to enable you to complete the risk assessment you can ask the trainee if they have a condition which is identified in the [government's 'social distancing' guidance or the 'shielding' advice](#), however, you do not need to know the specific details of the condition.

If there is uncertainty about an individual's health risk, you or the trainee can contact the Lead Employer Case Management team by emailing lead.employer@sthk.nhs.uk to arrange for a confidential telephone discussion.

All completed risk assessments and accompanying mitigation action plans should be submitted by pressing the submit button at the end of the e form. The information will then automatically be sent to the Lead Employer for recording purposes.

Responsibilities

Trainee Responsibility:

1. To undertake a risk assessment with their host organisation representative.
2. To discuss any concerns in relation to the outcome of their risk assessment and the impact this may have on them and their ability to carry out their duties.
3. To make their host organisation representative aware of any changes to their health and wellbeing which may require a further risk assessment to be undertaken - for example, they become pregnant or have since developed a new, underlying condition. If so a further appropriate Risk Assessment should be conducted.



Host Organisation Responsibilities

1. To remind the trainee of their right to confidentiality in any conversations with them.
2. To make trainees aware that they can request a risk assessment at any time and carry out a risk assessment with trainee's who request one.
3. To undertake risk assessments with all trainees as per the NHSI requirement.
4. To ensure the outcome of the risk assessment is discussed openly with the trainee and that any concerns raised are addressed appropriately.
5. To ensure the outcome of the risk assessment/mitigation action plan is adhered to and that any queries are discussed with a member of the Lead Employer by contacting the HR Helpdesk in the first instance on 0151 478 7777.
6. To ensure trainees are aware of and can access the Lead Employer health and wellbeing support services available.
7. To ensure the completed risk assessment/mitigation action plan is submitted by pressing the submit button at the end of the e-form. Any queries should be directed to the Lead Employer inbox via Lead.employer@sthk.nhs.uk
8. To ensure trainees are aware of and appropriately signposted to BAME Network leads, the ED&I lead and Freedom to Speak Up Guardians within their host organisations and the Lead Employer.

LE HR Case Management Team

1. To provide appropriate advice to trainees and host organisations in relation to risk assessments undertaken.
2. To escalate concerns regarding the risk assessment if agreement on an outcome cannot be reached.
3. To maintain a record of the risk assessments undertaken by the Host organisation representatives.
4. To help and advise the host organisations regarding particularly sensitive cases within their areas of responsibility.

Completion Guidance for trainee and Host organisation Representative

1. The risk assessment is designed to identify if a trainee is someone at potential risk of severe illness if they catch Coronavirus (also known as COVID-19). This is due to having an underlying health condition, Gender specific, BAME/White European, and/or they are in the age range defined by NHSE.
2. The host organisation and the trainee complete the risk assessment form. This can be done over the telephone if staff are currently not in work, via skype or Teams facilities, or face to face if in the workplace (adhering to social distancing principles/wearing appropriate PPE, always).
3. Advice can be sought at any time from the Lead Employer team via email at lead.employer@sthk.nhs.uk
4. Once completed the risk assessment form and accompanying mitigating action plan is submitted electronically this has to be done via an approved NHS email address such as nhs.net, nhs.uk etc. The form cannot be utilised using Hotmail, Gmail, or other such unsecure email address suffixes.



5. If the trainee scores low, then they are deemed safe to return to work (if previously shielding or working from home) or they can continue to work and observe social distancing if possible and wear correct PPE for their area of work.
6. If the staff member scores moderate the host organisation will, where possible put in place the necessary mitigation to support a return to work (if previously shielding or working from home) or they can continue to work and observe the arrangements made in the mitigation action plan.
7. If the trainee scores high the host organisation will, where possible put in place the necessary mitigation to support a return to work (if previously shielding or working from home) or they can continue to work and observe the arrangements made in the mitigation action plan.

If a host organisation needs advice on the risk status of a trainee or the arrangements to be included in the mitigation action plan they can contact the Lead Employer Team via our absence support help desk at lead.employer@sthk.nhs.uk who will facilitate a review with HWWB and inform the appropriate mitigation action plan arrangements. These arrangements can include the wearing of appropriate PPE, not caring directly for COVID positive patients in their area, redeployment to a low risk area if their area of work becomes a hot COVID area or working from home.