COVID-19 Workforce Risk Assessment.

Introduction

Welsh Government have recently launched a COVID-19 workforce risk assessment tool, which aims to identify high risk individuals in high risk health care settings so that appropriate action can be taken to reduce or remove them from the risk. It has been agreed that the tool should be rolled out to all of our staff so that we can ensure we are doing everything possible to keep people safe.

The COVID-19 workforce risk assessment tool can be accessed via ESR by searching under ‘Courses’ and searching for the course name 000 NHS Wales – All Wales COVID-19 Workforce Risk Assessment Tool. At the end of the assessment, you will be given a rating number:

1 - Low Risk
2 - High Risk
3 - Very High Risk

Please make a note of this, you can also print the score off for your records.

On completion of the risk assessment toolkit, you will need to speak to your line manager in detail about the risk self-assessment and any reasonable adjustments/risks that have been identified.

It is also a requirement for you to enter your COVID-19 Workforce Risk Assessment score in ESR by following the guidance below.

From your ESR portlet under My Compliance, select View My Compliance:
Your learning compliance is displayed, click **Add Competencies**

Click **Find Competencies**:
Enter %Covid-19 in the name field:

Search and Select: Competencies

Search

Note that the search is case insensitive

Name: %covid-19

Required Competencies

Go
Clear

Click Go, this will bring up the Risk Assessment competency.

Search and Select: Competencies

Search

Note that the search is case insensitive

Name: %covid-19

Required Competencies

Go
Clear

Details
Competency Name

028[LOCAL]All Wales COVID-19 Workforce Risk Assessment - 6 Months
Place a tick in the box next to the risk assessment skills competency you need to update.

Click select.

Enter your assessment level from the drop down menu:

1 Low Risk
2 High Risk
3 Very High Risk

Click Apply:

Check the details you have added are correct, if you need to change anything select the edit proposed changes icon and make any necessary changes.

If you are happy with what you have entered, click Review and Submit.
This will bring up a review screen of what you have already entered and there is also the opportunity to add notes in the comments box to your line manager if needed.

Click **Submit** if you are happy with everything you have entered, the following message will appear, confirming the changes have been submitted for approval:

Click **Home** to return to your Home screen, once the competency has been approved by your line manager, it will appear in your compliance matrix showing as green (compliant).