

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 if 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**:

NHS
Electronic Staff Record
Public Health Wales NHS Trust

My Role
My ESR >

My Pages
Dashboard
Portal Content >
ESR Navigator
My Personal Information >
My Pay & Rewards >
My Learning
My Compliance & Competency
My Absence >
My Appraisals and Reviews
My Employment >

Announcements
Changes to NWSSP Payroll Services Contact Details
From Monday 26 March 2018 all telephone payroll enquiries for colleagues will be handled by the Customer Support Team. The new telephone number for the Payroll Customer Support Team is 0300 011 2222.

My Compliance
Assignments:
All - Assignments
Percentage Compliance: 92%

View My Compliance

Your learning compliance is displayed, click **Add Competencies**

NHS Search Home Favorites Settings Logged In As 0218JONES01 Help Logout Portal

Compliance and Competency Back

Enter any changes below. Click Add Competencies to add a new competence, or click Edit to update an existing competence. Click Review and Submit to finalise your changes, or click Back to return to the previous page. Click All Competencies to see a chronology of your competence record. WARNING: If a Competence End Date is not entered when the Competence Profile is updated, a validated End Date will be entered, based on the Competence Renewal Period. If a Competence End Date is entered, this will be saved on the Competence Profile.
Employee Name: Jones, Miss Lisa Claire
Employee Number: 21943084

Learner Home Page **Add Competencies**

Compliance All Competencies Awaiting Approval

TIP To view compliance for any additional assignments, select assignment from drop down and press Go
21943084 - Learning and Development C [Go] Compliance Percentage 92.9%

Required Competencies Only
TIP To view required competencies only, tick the checkbox and press Go

Expand	Printable Page	Refresh	Rows 1 to 24					
Details	Competence Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	0281LOCAL (Being My Best - Value Based Leadership)	1 - Assessed			No Expiry			
>	0281LOCAL (CDP - Business Writing)	1 - Assessed			No Expiry			
>	0281LOCAL (CDP - Influencing Skills)	1 - Assessed			No Expiry			

Click **Find Competencies**:

Compliance and Competency: Add Competencies

Employee Name Jones, Miss Lisa Claire
Employee Number 21843084

* Indicates required field
Find Competencies

Details/Competency Name	Competence Level	Start Date	End Date
No results found.			

Enter %Covid-19 in the name field:

Search and Select: Competencies

Search

Note that the search is case insensitive

Name x

Required Competencies

Type

Details	Competency Name
---------	-----------------

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

Search and Select: Competencies

Search

Note that the search is case insensitive

Name

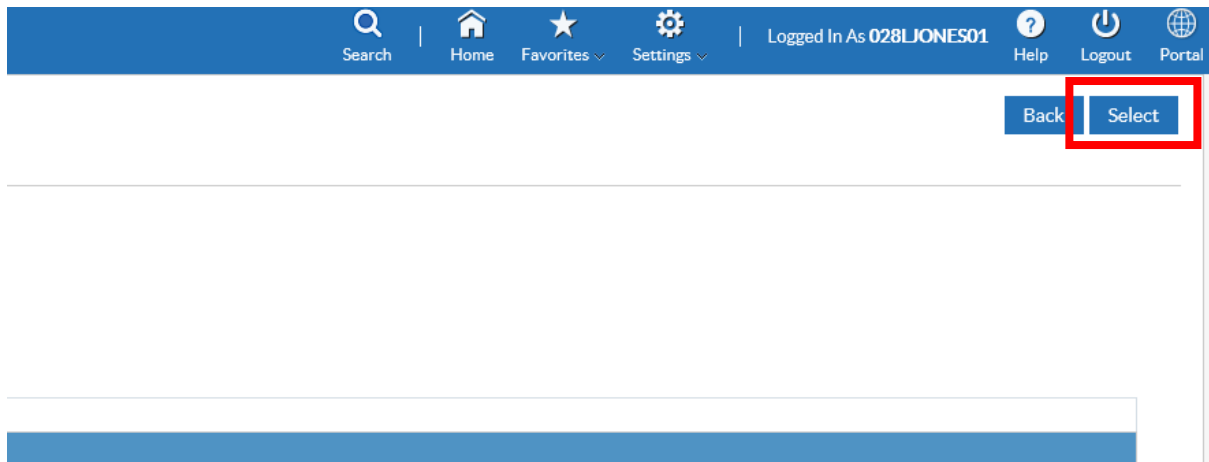
Required Competencies

Type

<input checked="" type="checkbox"/>	Details	Competency Name
<input checked="" type="checkbox"/>	>	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

Compliance and Competency: Add Competencies

Employee Name [Redacted]
Employee Number [Redacted]

* Indicates required field

Find Competencies [Refresh]

Details	Competency Name	Competence Level
>	028 LOCAL All Wales COVID-19 Workforce Risk Assessment - 6 Months	[Dropdown menu]

Click **Apply**:

Compliance and Competency

Employee Name Jones, Miss Lisa Claire
Employee Number 21843084

Back [Review and Submit]

Learner Home Page Add Competencies

Proposed Changes

Details	Competency Name	Competence Level	Status	Start Date	End Date	Edit	Review
>	028 LOCAL All Wales COVID-19 Workforce Risk Assessment - 6 Months	1-Low Risk	Achieved	17-Jul-2020		[Edit]	[Review]

[Edit Proposed Changes]
New Competencies

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.

Compliance and Competency: Review

Employee Name Jones, Miss Lisa Claire
Employee Number 21843084

Cancel Back Printable Page **Submit**

New Competencies

Details	Competency Name	Competence Level	Status	Start Date	End Date
>	028[LOCAL]All Wales COVID-19 Workforce Risk Assessment - 6 Months	1-Low Risk	Achieved	17-Jul-2020	

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

+

Approvers

Details	Approver	Status	Delete
>	O'Brien, Joe		

Comments to Approver

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

NHS

Search Home Favorites Settings Logged In As: 028[LONES01] Logout Profile

Confirmation

Your changes have been submitted for approval.

Home

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).