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By Email:

Dear Colleagues

Staff Risk Assessments in Primary Care

This is the fourth in a sequence of letters the regional primary care team are sending out to primary care contractors to provide information about topics related to managing the impact of Covid-19 on the services they provide. This letter provides more information on carrying out risk assessments for staff.

All primary care contractors will have recently received guidance in the Primary Care Bulletin, and more recently in a [letter](#) dated 24 June 2020 from the NHS Chief People Officer, about carrying out risk assessments for staff, including Black, Asian and Minority Ethnic (BAME) staff, and those identified as clinically vulnerable. All risk assessments should be completed within four weeks, i.e. by 25 July 2020. We understand that regular reporting arrangements will be introduced shortly, and that the completion of the staff risk assessments will be monitored at a national level. It is likely that this reporting will be managed via your CCG or the NHS Business Services Authority depending on which contractor group you work in.

Whilst many of you will have already put plans in place to complete your staff risk assessments, we are aware that some primary care contractors have not yet started their staff risk assessments. This letter therefore aims to set out the risk assessment guidance in one place and to remind primary care colleagues of the health and wellbeing support that is currently available to them.

Information about how to carry out a risk assessment can be found on the NHS Employers [website](#). Risk assessments should be individual to the person being assessed. Organisations and employers should consider any specific factors in relation to people in their workforce who are at higher risk if they contract Covid-19. The factors are expanded upon in the [risk reduction framework paper](#) published by the Faculty of Occupational Medicine and the summary diagrams in this paper are a useful summary. Risk assessments should be reviewed and repeated as necessary in line with individual circumstances, emerging evidence, and/or national guidance. Examples of risk assessments are on the NHS England [website](#). We will share any



regional examples of good practice as they become available. An example of a risk assessment that could be used in your service accompanies this letter.

We are in discussions with local Occupational Health service providers and CCGs to confirm that they have capacity and services in place for primary care staff who may need Occupational Health support following their risk assessment. Further details will follow once these discussions are concluded.

Finally, we would like to remind you that there is a wide range of Health and Wellbeing support available to all those working in primary care which is updated on a regular basis, details can be found at www.people.nhs.uk. Please ensure that all your staff are aware of them and can access them.

Yours sincerely

A handwritten signature in black ink, appearing to read 'MS', with a stylized flourish at the end.

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