

Risk assessment declaration – for staff at risk

July 2020

Guidance for community pharmacy and dispensing appliance contractors

NHS England and NHS Improvement recently sent a letter to all NHS providers reminding us that, as employers, we each have a legal duty to protect the health, safety and welfare of our own staff. Completing risk assessments is a vital component of this. Thank you to the many of you who have completed risk assessments and continue to provide support for your at-risk staff during this challenging period.

NHS England and NHS Improvement is requesting all community pharmacy and dispensing appliance contractors complete an online declaration confirming a risk assessment has been completed for all staff, including in particular for those already known to be 1) in an “at risk” group, and 2) from a BAME background (whether in an identified “at risk” group or not).

“At risk” groups are defined as follows:

- Black, Asian and minority ethnic staff (BAME), aged 55+, particularly those with comorbidities
- White European ethnicity aged 60+
- Male
- Underlying health conditions (Hypertension, CVD, DM, CKD, COPD, Obesity)
- Pregnancy

In the declaration, you will be asked four questions:

1. Have you offered a risk assessment to all staff?
2. What percentage of all your staff have you risk assessed?
3. What percentage of risk assessments have been completed for staff who are known to be ‘at-risk’, with mitigating steps agreed where necessary?
4. What percentage of risk assessments have been completed for staff who are known to be from a BAME background, with mitigating steps agreed where necessary?

The NHS Business Services Authority is administering the declaration process on behalf of NHS England and NHS Improvement.

Completion of the declaration will be online using a Snap Survey Tool.

Community pharmacy and dispensing appliance contractors can access the declaration using <https://wh1.snapsurveys.com/s.asp?k=159361864271>.

You will need your unique ODS code (F Code) to access the survey tool. This can be found using <https://odsportal.hscic.gov.uk/Organisation/Search>. If you cannot obtain your ODS code (F Code), please contact nhsbsa.pharmacysupport@nhs.net who will retrieve the code for you.

There will be two windows for collection, given the need to understand progress over the course of July. The first window is now complete. The second window will open on 24 July 2020 at 9am and will close on 31 July 2020 at 11.59pm. We request that contractors submit in each window, even if 100% of assessments have already been completed. Once the declaration has been submitted in each window the information cannot be changed online.

The collated information from the completed forms will be shared with NHS England and NHS Improvement.

If you have any questions, contact the Provider Assurance Pharmacy team using nhsbsa.pharmacysupport@nhs.net.