**Risk Assessment Declaration - for staff at risk**

 **July 2020**

**Ophthalmic - National Briefing**

Dear Colleague

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 are requesting all General Ophthalmic Services (GOS) 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 co-morbidities
* White European ethnicity aged 60+
* Male
* Underlying health conditions (Hypertension, CVD, DM, CKD, COPD, Obesity)
* Pregnancy

The NHS Business Services Authority are administering this process on behalf of NHS England and NHS Improvement.

The completion of the declaration will be on-line using a Snap Survey Tool.

GOS Contractors can access the Declaration using the following link; <https://wh1.snapsurveys.com/s.asp?k=159378633380>. You will need your unique ODS code to access the survey, this can be located via the website <https://odsportal.hscic.gov.uk/Organisation/Search>. If you cannot obtain your ODS code please contact nhsbsa.paos@nhs.net who will facilitate retrieving the code for you.

The guidance notes and the link to the webpage to complete the form can be found on our website:<https://www.nhsbsa.nhs.uk/what-we-do/ophthalmic-provider-assurance>

There will be two windows for collection, given the need to understand progress over the course of July. The opening date for the first window will be 9 July 2020 9am, and the window will close at midnight on 17 July. A second window will open on 24July 9am and closing on 31 July at midnight. 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 on-line.

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

If you have any queries you can contact the Provider Assurance Ophthalmic Service team via e-mail at nhsbsa.paos@nhs.net.

Kind regards

NHSBSA Provider Assurance Ophthalmic Services