



Log my Care



Care Home Staff Risk Assessment

The following risk assessment is to help assess the level of impact on a service of unvaccinated staff being required to leave by 11th November.

Here is the initial calculation you'll need to determine the FTE of your part-time staff:

FTE (meaning full-time equivalent) = number of hours a person works per week ÷ by the number of hours in a full-time contract in your service.

For example: working 25 hours per week in a service where 37.5 hours is full time = 0.67 FTE



STEP

FORMULA AND INSTRUCTIONS

Start by getting a view of the shortfall in staff levels. You do this by adding the FTE staff that are unlikely to be fully vaccinated by 11th November to the FTE vacancies that you have.

Turn this figure into a percentage of unvaccinated staff in your service.



FTE non-vaccinated by 11/11 + FTE other vacancies = X

X represents the shortfall in the full-time staff equivalent in your service.



Do this by dividing X by the total number of FTE you should have in your service and then multiply by 100.

This will give you your staffing shortfall expressed as a percentage of the total staffing hours.

STEP

FORMULA AND INSTRUCTIONS

Here's an example of how these formulas work together.

Example Care Service



There are 3 full-time vacancies and 2 part-time members of staff who are not fully vaccinated.



Both part-time members of staff work 20 hours a week. The FTE is as follows: $20 \div 37.5 = 0.53$ FTE.



As there are two part-time members of staff working 20 hours a week, the FTE non-vaccinated is: $0.53 \times 2 = 1.06$.



So, the first formula is as follows:
FTE non-vaccinated + FTE vacancies = X
 $1.06 + 3 = 4.06$



This particular service needs 45 full-time staff to operate.



With that in mind, the final formula that calculates the percentage shortfall in staff hours is as follows: Shortfall in staff \div total FT hours. $\times 100 = Y\%$
 $(4.06 \div 45) \times 100 = 9\%$
shortfall in staff

Typically, we could RAG rate this in this way:

- **RED = Over 5%**
- **Amber = Between 3-5%**
- **GREEN = Less than 3%**

Mitigating Actions

An action plan is now required for each rating. Here are some things for you to consider.

RED rated services:

- You are likely to be operating with critical staffing levels
- Look to increase overtime
- Look to increase bank staff
- Consider agency use where necessary
- Begin a recruitment drive ASAP

If some staff change their mind, do not let this move you from this plan unless they are in sufficient numbers.

AMBER rated services:

- You are likely to be operating with slightly higher than normal levels of vacancies, so continue with your usual strategies, plus begin to post your vacancies in places you're likely to get quality applicants.

GREEN rated services:

- You are likely to be operating within your normal levels of vacancies, so can continue to follow your usual strategies to fill care hours.



Ditch the paper records and start spending more time on care, not admin

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