

Managers guide to COVID-19 workplace risk assessment

November 2020 V1.1

Learning Outcomes

- Understanding your responsibility for creating and maintaining a COVID secure work area
- How to assess the risks of COVID-19 for your employees and the workplace and develop a plan to control these risks for your employees
- Identify which employees are at an increased risk
- Understand how to apply the COVID-19 hierarchy of control
- Understand what products are available and how to order
- How to get approval and sign off for your work area
- How to plan for lockdown in the event of a confirmed case
- Understand the RIDDOR requirements
- Gain information on face coverings
- How to gain additional support and information

Principles of COVID-19 secure

- Prioritise the health and wellbeing of our staff, students, partners and the wider community
- Carefully manage, control and maintain our campus buildings to ensure they continue to be “Covid-19 Secure” for all users
- Link to government alert stages so we can pull back if required
- Ensure impact of all decisions in terms of EDI, the international perspective and the challenges around each campus as well as personal requirements have been considered
- Taking opportunities to progress actions on the Environment and Climate Emergency “Green Restart”
- Staff can continue to work from home until social distancing is significantly relaxed

Principles for management decision making

1. Safety, health and wellbeing of all people on campus is our primary objective
2. Colleagues who are shielding or at greater risk from COVID-19 will continue to be supported in working from home until any national changes are implemented and after appropriate discussion with line managers. Guidance for colleagues who may have concerns regarding returning to on-campus working is available on the managers COVID pages
3. There must be a clear justification for all on-campus working. Where possible, employees must continue to work from home
4. The overall number of people on the campus at any one time must be safe, so as to achieve and maintain safe distances between people. Adjustments to working patterns may be needed in order to achieve this
5. When making decisions on work arrangements, managers will work with employees to ensure that the particular circumstances of all employees

Your line management responsibilities

- University Health and Safety Policy sets out the requirements for managers / supervisors to manage the health, safety and welfare of those you supervise
- In the context of COVID 19 this means:
 - Work with your employees, discuss any health or personal circumstances that may increase their risk (further guidance can be found on the COVID-19 managers web pages)
 - Assess the COVID risks associated with the workplace and the work tasks and take steps to reduce the risk
 - All employees returning to the campus have been involved in and consulted on the risk assessment
 - All employees who have or are intending to return to the campus have completed the COVID-19 specific campus induction setting out how to work safely
 - All employees must be provided with a local induction which sets out how to work safely, the cleaning arrangements, social distancing arrangements and emergency procedures
 - All employees know how to raise concerns
 - All employees know how to identify COVID-19 symptoms, are actively encouraged to stay at home if any symptoms are present, however mild,
 - All employees know how to report any ill-health and how to respond to any symptoms or ill-health in the work place

Supporting staff with concerns

- Employees are asked to raise any concerns they may have about returning to campus working with their managers. This may be because of medical conditions, vulnerability because of ethnicity, age, or pregnancy or other personal circumstances. If concerns are raised with you, then you should have a discussion with your employee and agree with them any additional support that may be required. This may include:
 - Discussing outcomes of risk assessments to reassure them of the safety measures in place on campus and within their specific building/work area
 - Issuing of alternative type of a face covering such as one with clear panelling incorporated to aide communication e.g. lip reading etc.
 - Suggesting alternatives to working patterns such as staggering start and finish times
 - Agreeing homeworking can continue
 - Signposting them to the Wellbeing webpages and HR COVID-19 pages for information on counselling, childcare, and mental health support
 - Referral to Occupational Health

Carrying out the risk assessment

- Do you need to have your team back on Campus? If you can, enable people to work from home
- Be mindful of equality, diversity and inclusion needs of your team(s) – additional information on this can be found [here](#)
- If work cannot be carried out at home:
 - Read the COVID-19 guidance on “getting workplaces ready”
 - Using the COVID-19 “getting work places ready” risk assessment template identify:
 - a) what work spaces / do you have under your control that need assessing and managing?
 - b) What tasks do you have under your control that need assessing and managing?
 - c) Consider the shared equipment, process or devices and how you can safely get these elements to be operated safely
 - Complete the assessment with employees or discuss your draft with employees

Consider:

1. What is the hazard (something with the potential to cause harm)
2. Who is likely to be harmed and how (include how many and others outside of your team that may be affected by your work activity)?
3. What controls are already in place? Are they working? Will they work with a COVID-19 lens?
4. What is the risk (consequence and likelihood of things going wrong?)
5. Do you need to do more? What additional controls are needed?

Blue box

Tip: in the guidance COVID-19 “getting workplaces ready” look out for the blue boxes– these contain a quick summary of the elements to consider

	Consider splitting staff into teams with alternate days working
	Consider where staff are split into teams, fixing these splits
	Consider spreading out standard processes
	Consider staggering breaks split table to shifts / taking breaks
	Ensure fire marshal and first aid coverage is maintained
	Ensure lone workers are identified and managed appropriately
	Ensure shift patterns and equipment usage are logged

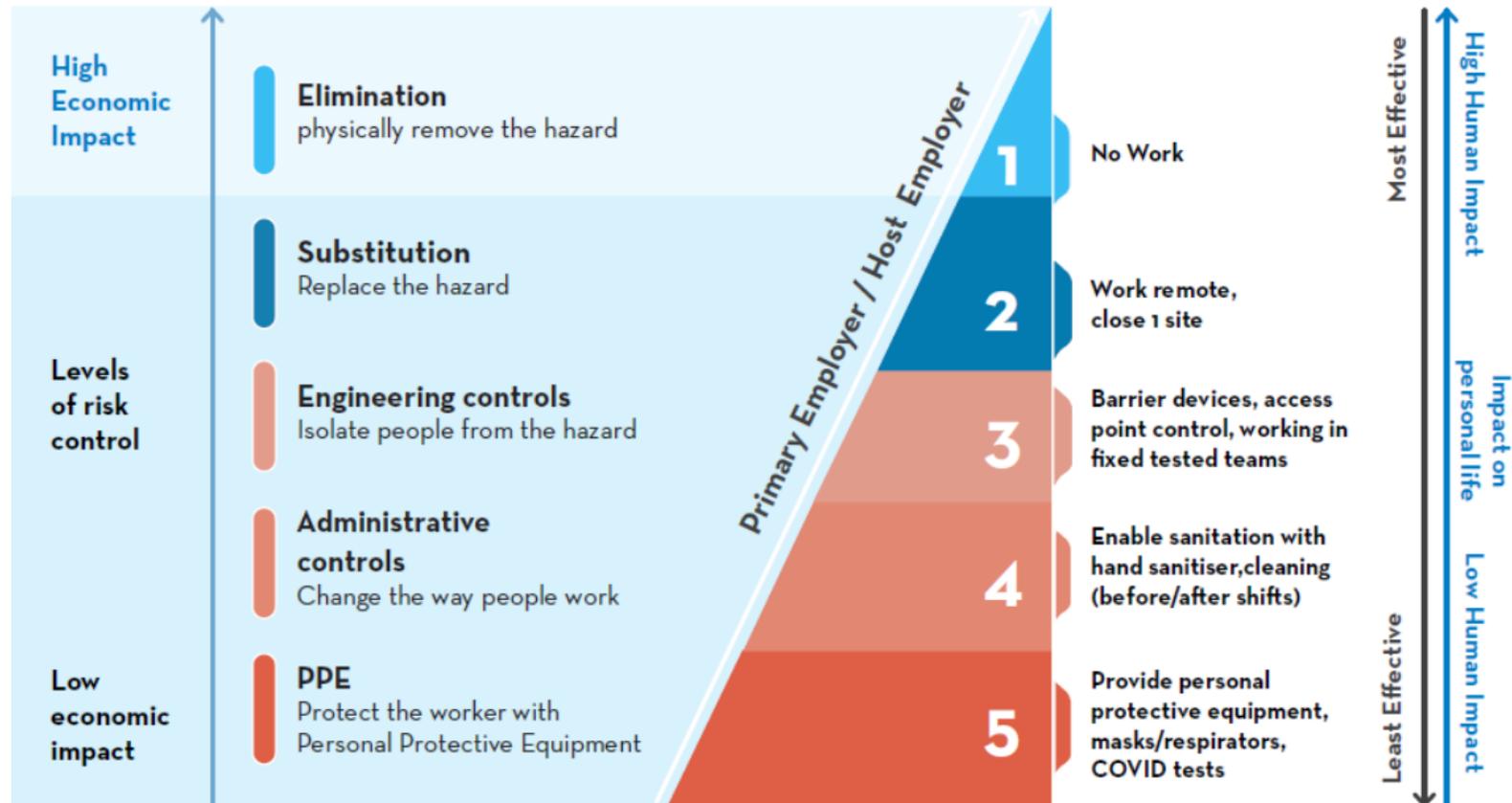
Identifying solutions

- Once you have identified the elements of the work that pose a risk, you will need to identify how to reduce the risk
- The Health and Safety Executive has request that we use the “hierarchy of controls” when considering solutions
- The next slide shows the hierarchy of control model, where the first consideration should be given to eliminating the problem, and last consideration should be given to the provision of PPE
- Using the hierarchy of control will help us reduce the level of risk to people

COVID-19 Hierarchy of Control

Levels of Control to categorize the measurements

This model is adapted and based on Health & Safety Executive (UK), Hierarchy of Controls. There are five levels of control to consider. The purpose is to prioritise safety and reduce risk to acceptable levels, as well as limiting economic impact to the business.



Training needs

- All employees working on campus must complete the University **Induction** COVID-19 Secure Workplace online learning
- All employees must have a **local induction** – delivered by you or your nominated deputy, setting out the arrangements in place to protect them
- **Specialist roles** – consider any specialists you have performing roles who you need to be able to perform specific tasks – are those people able to be on the campus? Is their training up to date? Do any staff perform a vital safety role? How about days off?

Review

- After your first risk assessment is completed and you complete your first day back in the workspace, please review the risk assessment, with any team members who were present on the first day
 - What worked well?
 - What didn't work well?
 - What more is needed to improve safety?

Staff responsibility

Any breach to the University COVID-19 guidelines will be discussed with the staff member concerned in the first instance and the relevant guidance will be highlighted and discussed to ensure that there is a clear understanding of the procedures in place.

Persistent failure to follow these guidelines may result in potential disciplinary action against the employee for failure to follow a reasonable management instruction. Persistent breaches will be referred to the HR Casework team for potential investigation and ultimately a disciplinary hearing.

Staff responsibility

Examples of a breach would include continually breaking the safe social distancing rules, returning to campus without permission or refusing to adhere to hygiene guidance.

Where a staff member ignores safe working practices and puts others at risk leading to a more serious breach then the disciplinary process will be followed immediately. An example of this would be a staff member coming onto campus or a University building with a confirmed case of COVID-19 whilst in the self-isolation period.

COVID-19 Cases

- Please ensure you read the guidance on the managers COVID-19 webpage on what to do in the event of a suspected or confirmed COVID-19 case
- All suspected or confirmed cases are to be reported to [Rapid Response Hub](#) as soon as possible
- In the event that a person has been confirmed as having COVID-19, Public Health England or local Health Protection Team will support the University to take prompt action
- Please note:
 - A person attending a drive-through testing center is likely to get the results within **48 hours**
 - A member of staff may inform you **without notice** that they have a confirmed case

COVID-19 Cases

- **This means that you will have somewhere between zero and 48 hours warning to lockdown the work area in the event of a confirmed case**
- Colleagues that have been close contact with the person affected will need to self-isolate
- Please bear this in mind when you are planning work and be prepared to close the work area
- Ensure that on a daily basis, the work can be left safely and securely
- It is important that names of colleagues who have worked together on a daily basis are recorded, so that tracing can be prompt. This is covered in the Getting Workplaces Ready guidance
- Encourage all staff to stay at home if they have any symptoms, however mild and request a test
- Suspected or confirmed cases should be reported to you as the manager and to the [Rapid Response Hub](#)

RIDDOR (COVID-19)

We must make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.

Please ensure you report any possible RIDDOR incidents to the Health and Safety Team: safety@exeter.ac.uk

Reviewing your assessment

- Ensure a daily review is carried out on your assessment to ensure:
 - Staff remain available
 - Assessment are still valid and reflect any updated guidance
 - update as required
 - Continually consult with staff on how they are feeling and how the works going
 - Report any concerns and issues with your line manager/HoD/DoCO/Director or PVC

How to get the risk assessment approved/signed off

1. Submit your assessments to your DoCO, Department Restart Coordinator, or Head of Service / Service Director
2. Once approved by your College / Service, submit your product request forms (*next slide)
3. Once all controls are in place request a final review/check by contacting your Director or PVC /DCO to let them know the space is ready for use and all elements of the risk assessment are in place
4. Once you have received confirmation that the building is ready and your workplace is ready, you may start work

Products and signage needed

- When you have completed the assessment make all requests for signage, screens etc. from the approved catalogue and complete the order request form
- Submit the order request form to one of the following:
 - Staff – Your Department Restart Co-Ordinator
 - Department Restart Co-Ordinator – Your Building Restart Co-Ordinator
 - Building Restart Co-Ordinator – Your Building Surveyor
- All requested controls must be in place before work starts

Building Issues

If you have any issues with your building or workspace you can report them as follows:

- By telephone **Streatham & St Luke's**:
- Campus Services Helpdesk 01392 724552 (ext. 4552)
- or Estate Patrol 01392 723999 (ext. 3999)
- Online: [Campus Services Helpdesk](#)

The appropriate contacts and processes for **other campuses or sites** are:

- **Penryn:** Estate Services Helpdesk 01326 370400 (ext. 2704)
- **RILD & Mireille Gillings:** Report incidents using the Datix reporting system using an NHS computer or inform the Main hospital switchboard: 01392 411 611, Security: 01392 402381 (internal 2381)
- **Knowledge Spa:** Report incidents using the Datix reporting system using an NHS computer or inform the buildings reception desk 01872 25 6400 (ext.6400) who can log an incident for you
- **Science Park:** Report building related incidents to the buildings reception desk: 01392 249 222 during office hours (8.30am-5.30pm), or Security: 01392 276294 (out of hours)
- **Other locations:** Familiarise yourself with local arrangements within the building that you are located

Face Coverings

- The University expects all staff and students to wear a face covering when inside University buildings, if they are not exempt from doing so
- As well as other mitigation measures, face covering must be worn in enclosed spaces where social distancing isn't possible e.g. certain tasks only
- It is important to use face coverings properly and washing hands before putting them on and taking them off. The key thing is that they **must securely fit around the side of the face**
- Visors are not a substitute to wearing a face covering as they don't fit securely around the side of the face. Visors typically provide a barrier between the wearer and another person from respiratory droplets caused by sneezing, coughing or speaking. If/when visors are worn in addition to a face covering (certain circumstances only) to provide additional protection, they must fit the user and be worn properly
- There is further information on this in the getting workplaces ready guidance

Alternative Face Coverings

- Some front facing employees may prefer a visible mouth to aid communication with students/visitors
- Some staff may benefit from an alternative when clear communication is crucial to safety
- For those that rely on lip reading face coverings that obscure the mouth will prevent the ability to lip read
- There are face coverings available that contain a clear plastic insert enabling the mouth to be visible and they can be requested via:
 - University Main Reception, Streatham Campus: universityreception@exeter.ac.uk
 - Cornwall: ESI esenquiries@exeter.ac.uk
- Any covering over the mouth can muffle sound causing difficulty for people who need to hear clearly or have hearing difficulties
- In situations where protective equipment including approved PPE and facemasks are necessary, staff who are unable to wear face coverings / masks should be offered alternatives as identified in the risk assessment
- If suitable equipment is not available, the member of staff or student may not be able to complete the task. Speak to Occupational Health (staff) or Wellbeing Services (student) for further advice

Face Coverings exemptions

- There will be colleagues and students who are unable to wear face coverings for a variety of reasons
- Face coverings may also be unsuitable for individuals with some medical conditions or disabilities including asthma
- Exemption cards and badges are available for colleagues and students who choose to use one, and these are available from:
 - University Main Reception, Streatham Campus: universityreception@exeter.ac.uk
 - St Luke's Campus Information Hub: info.stlukes@exeter.ac.uk
 - Cornwall: Glasney Lodge (students), ESI reception (staff) esienquiries@exeter.ac.uk
 - Our campus Here2Help team (Exeter) and Marshalls (Cornwall)
- “Please give me space” cards and badges are also available at the above locations

Additional Support and Information

- If you require any additional support or information:
- Contact your Line Manager/PI
- Contact your Technical Services Manager
- campusservices@exeter.ac.uk
- safety@exeter.ac.uk
- firesafety@exeter.ac.uk
- edi@exeter.ac.uk
- staffwellbeing@exeter.ac.uk
- [Coronavirus \(COVID-19\) - Information and Advice](#)

Finally

Once you have completed reading these slides and understand what's required of you complete the online form that can be found [here](#)

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