

Managers guide to COVID 19 workplace risk assessment

June 2020 VI

Learning Outcomes

- Understanding your responsibility for creating 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 secure restart

- To prioritise the health and wellbeing of our staff, students, partners and the wider community
- A carefully managed, controllable and prioritised reopening of our campuses to ensure they are “Covid-19 Secure” for all
- Link to government alert stages so we can pull back if required
- Ensure we consider impact of all decisions in terms of EDI, the international perspective and the challenges around each campus as well as personal requirements.
- Work to have a ‘Green Restart’ taking opportunities to progress actions on the Environment and Climate Emergency
- All staff who 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 a safe distance 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 are returning 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 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 have been asked to raise any concerns they 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 face coverings such as clear panelling if needed
 - Suggesting alternatives to working patterns such as staggering start and finish times
 - Agreeing for homeworking to 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 operate 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?
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

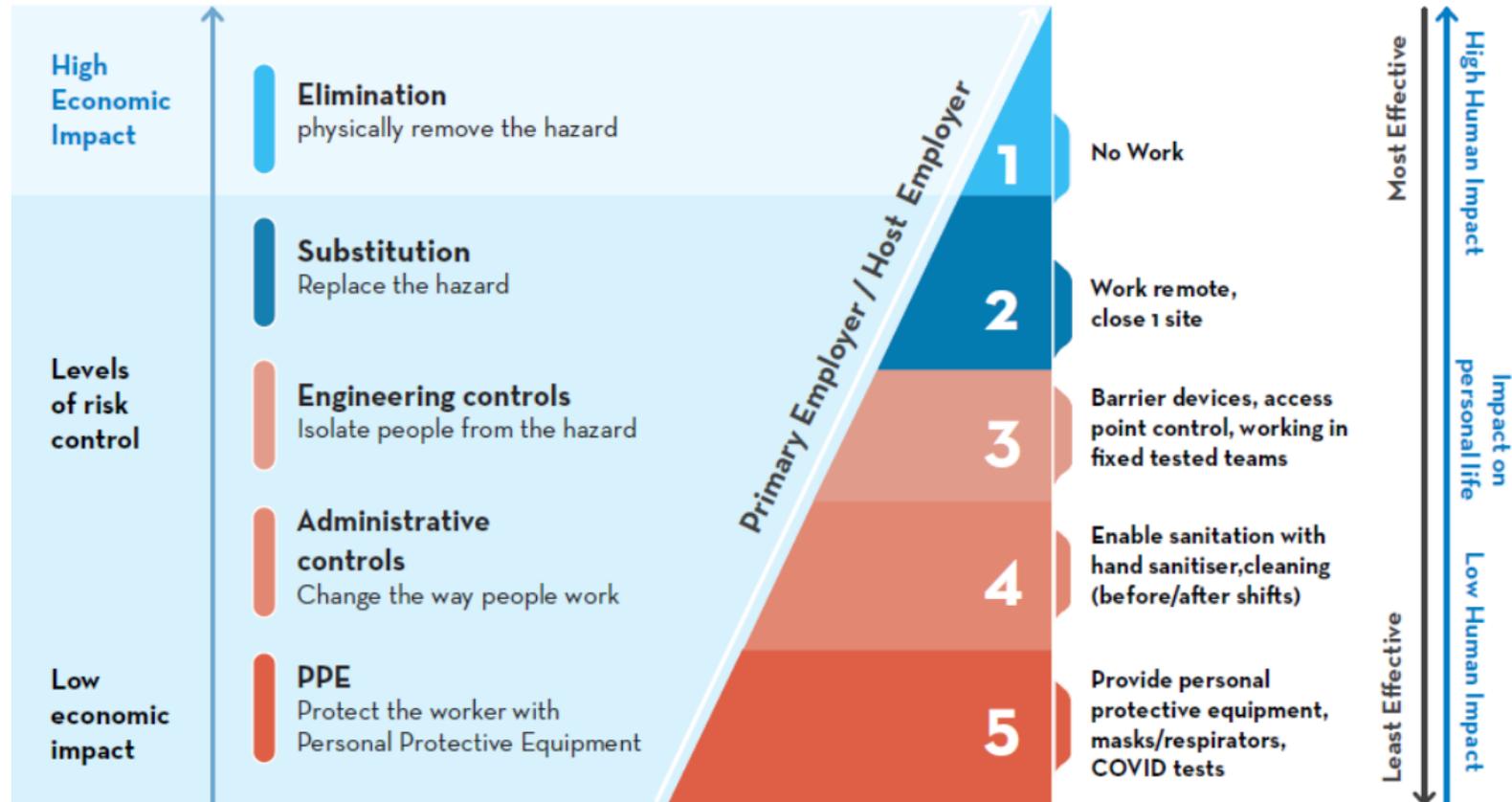
Identifying solutions

- 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 on 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 perform any 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 coronavirusenquiries@exeter.ac.uk 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 taking a COVID test via the postal/ home delivery testing process is likely to get results within **48 hours**
 - A person attending a drive-through testing center is likely to get the results within **24 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 coronavirusequiries@exeter.ac.uk

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

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 signed off

1. Submit your assessments to your DoCO, COVID 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 J.Vickery@exeter.ac.uk](mailto:J.Vickery@exeter.ac.uk)
- 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 Service 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

- All University employees can access reusable face coverings and the University is recommending that face coverings are worn in buildings and communal spaces.
- It is not mandatory, but recommended and some people may not be able to wear a face covering or choose not to wear a face covering.
- For some tasks, where safe social distancing cannot be observed, you can ask staff to wear a face covering. There is further guidance on this in the getting workplaces ready guidance.
- It is important to use face coverings properly and washing hands before putting them on and taking them off. The key thing is it should cover the mouth and nose.

Alternative Face Coverings

- There will be colleagues who are unable to wear face coverings for a variety of reasons. Any covering over the mouth can muffle sound and prevent lip reading causing difficulty for people with who need to hear clearly, have hearing difficulties or rely on lip reading. Face coverings may also not be suitable for individuals with some medical conditions or disabilities including asthma.
- Some front facing employees may prefer a visible mouth to aid communication with students. Some staff may benefit if tasks are required where clear communication is crucial to safety.
- There are clear face visors in stock and they can be obtained by letting the Facilities Assistants Team know via fmlogistics@exeter.ac.uk for the Streatham Campus or for St Luke's stl-porters@exeter.ac.uk. If you are in Cornwall contact a.watson@exeter.ac.uk.
- Efforts are ongoing to identify alternative clear face coverings
- 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, then the member of staff may not be able to complete the task. Speak to Occupational Health for further advice on this.

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
- <http://www.exeter.ac.uk/coronavirus/>

Finally

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

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