**University of Exeter**

**COVID-19 Personal Risk Assessment and Action Plan**

Date of this version: 23/09/2020

If after completing the [**COVID-19 age Individual Vulnerability Risk Assessment tool**](https://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/covid-19/Personal_Risk_Assessment_v_09092020.xlsx)**:**

* your Covid vulnerability level is ‘High’ or ‘Very High’ or
* you have answered ‘yes’ to any of the five health questions

then you should arrange to speak to your line manager and **complete this Risk Assessment and Action Plan form together**.

This will assist you and your manager to assess your return to on-campus working and, where appropriate, agree any workplace adjustments/ arrangements that you require. You do not need to share the information on your COVID-19 age Individual Vulnerability Risk Assessment, only your COVID-19 age or vulnerability level and/or the fact that you have answered ‘yes’ to any of the five health questions.

**Employee Details**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Department/College |  |
| Email |  |
| Contact telephone number |  |
| Employee number |  |
| Brief description of role and duties |  |
| COVID-19 Age or Vulnerability Level |  |
| Have you answered ‘yes’ to one of the five health questions? (you are not required to give details) |  |

**Manager Details**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Job Title |  |
| Department/College |  |

|  |  |
| --- | --- |
| Date of completion of form |  |
| Date of review |  |

It is important that this form is reviewed by the manager and individual on a regular basis and updated as required.

**ISSUES OR CONCERNS RAISED AND DISCUSSED**

|  |
| --- |
|  |

**AGREED ACTIONS TAKEN TO MINIMISE RISK IN SPECIFIC WORK AREA/BUILDING**

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

**RISK FACTORS SPECIFIC TO THE ROLE, IF ANY** (eg work tasks where social distancing cannot be maintained)

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

What you should do after completing the form

* You should complete this form together withyour line manager.
* A copy of the form should be retained by the manager and the employee.
* Both the manager and the employee should diary regular dates when the agreed actions can be reviewed and updated as necessary.
* Employee: if you cannot agree an action plan with your manager to minimise risk then you should email the completed Risk Assessment and Action Plan form and your completed COVID-19 age Individual Vulnerability Risk Assessment(showing your answers to each question) to [occupationalhealth@ex.ac.uk](mailto:occupationalhealth@ex.ac.uk). Occupational Health will review the information you have provided and contact you if any additional information is required. Occupational Health will advise you and your manager if any further adjustments are recommended and you and your manager may adjust the Risk Assessment and Action Plan as a result of their advice if this is possible. No personal sensitive information will be shared with your manager without your consent.
* You **do not** need to contact Occupational Health if you and your manager have agreed a Risk Assessment and Action Plan.

Confidentiality and Data Protection

You only need to send this form to Occupational Health if you and your manager cannot agree an action plan to minimise risk. In this instance you should send this form andyour completed COVID-19 age Individual Vulnerability Risk Assessment(showing your answers to each question) to [occupationalhealth@ex.ac.uk](mailto:occupationalhealth@ex.ac.uk). In sending this information to Occupational Health, you are giving your consent to Occupational Health processing and retaining sensitive personal data under Data Protection legislation. No personal sensitive information will be shared with your manager without your consent.