

Personal Risk Assessments

Summary guidance for Managers

Updated 15 April 2021

Introduction

Government guidance is constantly being updated which means that, at times, we have to make some adjustments to the University Personal Risk Assessment process and university advice. The summarised information below confirms the current process and advice and provides website links to the relevant information.

All Staff

1. Managers need to ensure that all staff update their Covid-19 age individual vulnerability risk assessment if they are required to work on campus, following the [Covid-19 age and Personal Risk Assessment](#) process. If working on campus, then managers need to ensure that staff complete this risk assessment at least once a term. Staff need to inform their manager of their Covid-19 age/vulnerability level.
2. Some staff may not have access to a computer, smartphone or tablet to complete the online Covid-19 age Individual Vulnerability Assessment tool. There are a number of [options available](#) to staff to access support to complete the tool (see 'IT support to complete assessment' tab). You should encourage any team member who cannot complete the tool confidentially online to access this support and reassure them that the information they share will be kept confidential.
3. If a member of staff is carrying out a different role than normal at this time e.g. volunteering to assist at the on campus testing site or assisting with Here to Help, and they will be working on campus, then they must complete the Covid-19 age and Personal Risk Assessment process. If they inform you that their vulnerability is High or Very High, then you should liaise with the person co-ordinating this work to complete a Personal Risk Assessment and Action Plan.
4. If an employee's Covid-19 age/vulnerability level is High or Very High, a Personal Risk Assessment needs to be completed as soon as possible after you have been informed of their vulnerability level. If, at any time after completing the initial Risk Assessment, an individual has any changes to their Covid-19 vulnerability level then they should be advised to complete the Risk Assessment again and let their manager know of any change to their vulnerability level.
5. It is essential that you complete the Personal Risk Assessment **with** the member of staff and agree and implement any adjustments which are necessary and reasonable (see step 6 below) or advise the person to work from home. This could be on campus or remotely i.e. using TEAMS or on the phone.

The Personal Risk Assessment is a Word form and in some areas the manager may have easier access to record outcomes directly on to the form than the member of staff. Where this is the case, you should record the outcomes **after** there has been a discussion with the member of staff and when you share the completed form with them, you should ask them to read it carefully and confirm their agreement or raise any concerns with you. Please ensure that the Personal Risk Assessment is saved/stored confidentially.

6. As a result of the Personal Risk Assessment, you should complete an action plan with your employee. If you are unable to agree an action plan to minimise risk, then the

individual should contact Occupational Health for further advice. You should support them through this process.

7. During the third lockdown staff “who are required to deliver or to support delivery of teaching or research and the provision of appropriate university facilities (including mental health support, catering, cleaning and provision of study spaces including laboratories and libraries)” were classed as critical workers. Staff who are unable to work from home due to mental health concerns or technology issues can also work on campus. Where possible, any staff member not required for essential on campus work should work from home where in person attendance is not required.
8. Staff working on campus should be encouraged to take two Lateral Flow Device (LFD) tests once they return to on campus working. The University can provide rapid COVID-19 tests **twice a week, every week**, to all colleagues working on our campuses, and to those planning to return to work on our campuses. The twice weekly tests are free of charge and are carried out at our test centres in the Sports Halls on our Streatham and Penryn campuses. Staff do not need to book a test slot. Additional satellite test sites may also be made available. The tests are quick and easy, using the Government approved nose and throat swab Innova LFD test. Each test only takes around 15 minutes. Staff should be allowed to have these tests during work time.
9. It is recommended that all staff working on campus sign in to [SafeZone](#). You should remind staff to do this. There are settings on the app to allow an automatic log in when working on campus so that individuals do not need to remember to log in each time.
10. Please ensure that you have read [“A guide for University managers on updating and reviewing COVID 19 workplace risk assessment during lockdown 3.0 including updated guidance on face coverings.”](#) This covers a detailed explanation of the use of different types of face coverings when working on campus. Face coverings are mandatory on campus.
11. It is advised that even after vaccination, a person should continue to observe Covid-secure behaviour; hands, face, space. There is still uncertainty regarding immunity following vaccination and although they may not become ill, or even have symptoms, they could still pass the virus onto others. It is therefore important that you ensure that all staff working on campus follow the working on campus guidance even if they have been vaccinated.

Staff who are clinically extremely vulnerable and clinically vulnerable

12. The [government advice](#) for Clinically extremely vulnerable people was updated on 1 April 2021. Although the government still advises people to work from home where possible, they no longer advise that clinically extremely people should not attend the workplace.
13. The University therefore advises that all clinically extremely vulnerable staff continue to work from home if they are able to do so, regardless of whether they have been vaccinated.
14. Where clinically extremely vulnerable staff cannot carry out their role from home, or if their manager requires them to work on campus then the following process should be followed:
 - The individual should complete the [Personal Risk Assessment and Action Plan](#) prior to working on campus,

- They should discuss any concerns that they may have with regards working on campus with their manager,
- The manager should review the [building risk assessment and workplace risk assessment](#) with reference to any particular needs of the individual putting extra measures in place to keep the person safe,
- The manager should consider temporarily changing the individuals working patterns if this will reduce contact with others at peak travel times,
- Occupational Health and/or the Health and Safety team may be contacted if specific health, wellbeing or safety advice is needed by either the manager or the individual,
- Once working on campus, the individual should ensure that they book twice - weekly COVID-19 tests even if they have already been vaccinated to continue to protect themselves and others.

15. If you are not clinically extremely vulnerable yourself but are living with someone who is, then you are still able to attend work on campus if you have been requested to do so. You should discuss your individual circumstances with your manager to agree where you should work, with support from Occupational Health if needed.

Pregnant staff

16. You should complete a Personal Risk Assessment with all pregnant staff as they will have marked yes to one of the health questions on the Covid-19 Individual Vulnerability Assessment. This will ensure that you discussed any reasonable adjustments needed for on campus working or confirm to them that they should be working from home.

Member of staff with Covid-19 symptoms

17. If a member of your team is displaying symptoms of COVID-19 you should advise them to stay at home, self-isolate and [request a test](#). They should inform the Rapid Response Hub.

If they are on campus, ask them to leave the workplace immediately, using a face covering (if tolerable). Remind them not to touch any surfaces if possible and to strictly obey social distancing rules. If the member of staff needs to await transport home (ideally, not public transport), please ensure they are isolated a good distance from other people, preferably outside until the transport arrives.

Ask the staff member to make a note of the names of those they have had close contact with whilst at work and what type of contact was involved e.g. was social distancing adhered to, were any activities carried out within 2 metres of other individuals, were there any frequent/repeated contacts? This information will help the NHS Test and Trace process if a staff member does test positive. You can find out what constitutes a 'close contact' on our [Rapid Response Hub Pages](#). You should follow up with your teams immediately on a positive test result. However, you should not name the person or provide any information that could identify the person.

18. Keep in touch with the staff member and offer advice and support if required. Ask the member of staff to contact you once the results are known as you will not be informed of the outcome of the test. Staff who have been at work with the person with COVID-19 symptoms are not required to take any action at this point and can remain at work until the test result is known.

If a member of your team subsequently receives a **negative** test result for COVID-19, the staff member can safely return to work **if**:

- symptoms are gone and they are feeling well to work
- no-one else in their household has tested positive or is displaying symptoms of COVID-19

Where appropriate, you may wish to reassure other staff members in your team that there are no positive cases in your area.

Member of staff who is Covid-19 positive

19. All staff must inform their manager if they have had a positive result and have been working on the campus to enable the University to take appropriate steps to prevent further infection. If a member of staff in your team tests positive, NHS Test and Trace should contact them directly using the contact details submitted as part of the testing process.
20. Staff should also be strongly encouraged to contact the Rapid Response Hub which will carry out further steps with the purpose of checking on staff welfare and to identify any additional steps that may be needed. Public Health professionals will share information on positive cases that are relevant to the University in the interests of public health. The member of staff will also be encouraged by the NHS Test and Trace service and university Rapid Response Hub to let their close contacts know. This may require manager support if the staff member is unable to do this.

You may need to keep staff informed about COVID-19 cases. However, you should not name the person or provide any information that could identify the person.

21. If a staff member is defined as a close contact, then they will be notified to self-isolate by the NHS Test and Trace service / University Rapid Response Hub or you as their line manager. Any member of staff who has had close contact or is working in the same cohort/bubble, will be required to stay at home and self-isolate for 10 days and get tested if they develop symptoms.

As a line manager, if you are aware of team bubbles where close contact will have taken place, you should advise those contacts in the teams to self-isolate. You can discuss this and any queries you may have with the Rapid Response Hub follow up team especially if you are unsure about who must isolate.

22. You will need to ensure that you manage your teams working on campus carefully regarding team cohorts/bubbles to mitigate against any potential operating/teaching difficulties if an entire bubble needs to self isolate for a period of time.
23. Staff who have been defined as close contacts who are now required to self-isolate, do not need to alert their close contacts. Contacts of close contacts do not need to self-isolate unless they develop symptoms.
24. If the staff member feels well enough, they may choose to continue to work from home during self-isolation if this is possible. Guidance for Managers and Staff on Absence and Pay arrangements related to coronavirus can be found [here](#).
25. You should also contact the cleaning team via facilitiesmanagement@exeter.ac.uk if the staff member has been in the work area in the 48 hours before symptom onset to discuss the cleaning that has already been carried out and any additional opportunity for cleaning such as surfaces e.g. tables. You should inform the cleaning team that a staff member has tested positive for coronavirus. If there is any shared equipment such as keyboard/mouse that is unlikely to have been cleaned after use, this should not be used by others until it is cleaned. There may be a requirement for the room to be closed off for a period of 1-2 up to 72 hours. This is to ensure cleaning has been completed and the room has been ventilated ensuring that it is returned to a Covid-secure space and meets safety measures in place.

Staff who do not follow COVID advice

26. You should discuss any breach of the university COVID guidelines with the staff member concerned in the first instance and highlight and discuss the relevant guidance to ensure that the staff member is clear of the procedures in place. Persistent failure to follow guidelines may result in potential disciplinary action against the employee for failure to follow a reasonable management instruction. Please contact your HRBP or Advisor for additional information or advice if needed. You should refer any persistent breaches to the HR Casework team for potential investigation and ultimately a disciplinary hearing.
27. The wearing of face coverings is now mandatory for all staff apart from those who are exempt from doing so. If someone is not wearing a face covering, you need to advise them that they need to, ensure that they know where they can access one or ensure that they have a valid reason not to do so. If you think that there is an underlying reason why the person is not complying, and they are not willing to discuss this with you then you may wish to refer them to Occupational Health. If this informal approach does not result in a change in behaviour or clarification of why they are exempt, then you may need to escalate this as a breach of Covid guidelines (see 25).

Further advice and Guidance

28. Please speak to your HR Business Partner/Advisor if you have any queries with regards this information or if there is some reason why you are unable to follow the process with an individual member of staff. Occupational Health and the Health and Safety team are also available for any advice needed in this area.
 - [My safe return to Campus working](#) - please ensure you read this before you complete the COVID-19 age Individual Vulnerability Assessment tool
 - [COVID-19 Age Individual Vulnerability Risk Assessment](#) (updated 24 September to take account of the latest research) - all staff should complete this
 - [COVID-19 Personal Risk Assessment](#) - please complete this if you have a High or Very High COVID-19 age or have answered 'yes' to any of the health questions
 - [COVID-19 and my Team - Managers Guidance](#)
 - [Manager's Guidance for COVID-19: Skills for Supportive Conversations](#) - Training for managers
 - [Health and Safety guidance for Managers](#) – detailed guidance on building risk assessments, the use of face coverings and PPE and all areas of Covid-19 safe working practices
 - [Support for Parents, Guardians and Carers: January 2021](#) – includes guidance for line managers

ⁱ DFE document sets out the following as critical workers in the Education context