Project or activity identified

Researcher and departmental risk assessor (if necessary) develop a full risk assessment (RA) for the activity, including COVID risks.

Request, with RA, is submitted to HoD.

HoD reviews RA and refers to Risk Assessment Approval Matrix, against the current level of protection.

Does the HoD endorse the RA?

Yes

HoD approves and signs the RA and the activity goes ahead.

No

Does the activity fall into the green category?

Yes

HoD signs the RA and shares it with WHSW (safety@essex.ac.uk) (please allow 5 working days for WHSW review).

No

Does the WHSW team endorse the RA?

Yes

RA is returned to HoD for submitting for higher level approval (please allow 5 working days for higher level review).

No

RA is returned to HoD for review, and will need to be resubmitted.

Does the HoD endorse the RA?

Yes

Request approved and communicated to the HoD.

No

Does the ED/FD or Head of Section approve the Covid-related risks?

Yes

Does Registrar and Secretary approve the Covid-related risks?

Yes

RA is returned to the originator for review and refinement, and will need to be resubmitted.

No

If activity falls into the amber category: HoD submits it to the ED/ FD or Head of Section for review and approval. *Only one approver required as appropriate.

If activity falls into the red category: HoD submits the RA to registrar@essex.ac.uk for review and approval.

No

UNIVERSITY OF ESSEX
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