

Health, Safety and Wellbeing Responsibilities of all staff during the COVID-19 Pandemic

Introduction:

In addition to the individual and corporate responsibilities detailed in the University Health and Safety Policy and the COVID-19 policy, the following guidance draws your attention to additional responsibilities of all members of the University community to help reduce the risks of transmission of COVID-19 on our campuses.

Responsibilities of the University:

Senior leadership are responsible to Council for ensuring that the University:

- remains compliant with any changes to health, safety and wellbeing regulations and guidance that have been introduced due to the COVID-19 pandemic;
- takes full regard of guidance and regular updates from advisory bodies, including but not limited to, the Health & Safety Executive (HSE), the World Health Organisation (WHO), Public Health England (PHE), NHS England and other professional bodies such as the Faculty of Occupational Medicine, Higher Education Occupational Practitioners (HEOPS), Society of Occupational Medicine (SOM) and the Faculty of Occupational Medicine;
- maintains, reviews and monitors compliance with new and amended policies and guidance;
- allocates sufficient resources and finances to deal with all such arrangements;
- maintains adequate communication with staff and students particularly with regard to the measures the University is putting in place to reduce the risk of transmission across the campuses;
- consults with relevant stakeholders, including H&S Representatives and the University recognised trade unions; and
- makes suitable arrangements for the purchase and distribution of Personal Protective Equipment (PPE) or Respiratory Protective Equipment (RPE) to those identified as requiring such PPE/RPE to protect their health, and that appropriate training in its use is provided.

Responsibilities of Heads of Section/Heads of Department:

Heads of Section / Heads of Department are responsible to Senior Leadership for ensuring that:

- those who can work from home continue to do so if required by the Strategic Risk Assessment or local risk assessment, and according to the Protection Level in place
- risk assessment/s detail the control measures in place to reduce the risk of transmission within all work activities under their management, and that their staff are not at an increased risk of infection;
- Government and University guidance is taken into account with safe systems of work, procedures and activities taking place within Sections or Departments;
- managers and supervisors are adequately informed of the risks of COVID-19, and are trained in the measures put in place to reduce the risk of transmission;
- adequate Personal Protective Equipment (PPE) is provided where this has been identified as being required in the COVID-19 risk assessment;
- frequent communications take place across the section / department informing all employees of the status of the University's response and the measures in place to prevent transmission.

Responsibilities of Managers and Supervisors:

Managers and supervisors are responsible to their Head of Department / Section for ensuring that:

- risk assessments that detail additional or amended control measures to reduce the risk of COVID-19 transmission are brought to the attention of each individual to whom such assessments apply, and confirmation has been received that these are fully understood;
- individual health risk assessments are carried out, and Managers are aware of the outcomes of the staff's individual health risk assessments, so a referral can be made to Occupational Health if appropriate;
- any safety measures that have been implemented within their Department or Section to reduce the risk of transmission are maintained;
- where identified as being necessary in the risk assessment/s, correct Personal Protective Equipment (PPE) or Respiratory Protective Equipment (RPE) is provided, maintained, worn properly at all times, and disposed of correctly – and that any training required (e.g. face fit testing) is provided;
- the Head of Section/Department is kept apprised of compliance levels with COVID-19 procedures and risk assessments;
- if a member of staff tests positive for COVID-19, the Covid-19 inbox must be informed immediately so that appropriate advice can be given and contact tracing carried out; and
- the Workplace Health Safety and Wellbeing team are informed (by the UoE manager who authorised works) if any contractors working on UoE campuses display any COVID-19 symptoms.

Responsibilities of all Employees:

All employees are responsible for ensuring that they look after their own safety, and the safety of anyone else affected by their actions by co-operating with the University's arrangements for health and safety, including, but not limited to:

- not attending work or coming onto campus if they feel unwell, have a temperature or any other symptoms of COVID-19;
- self-isolating and arranging a NHS Covid PCR test if they display any COVID-19 symptoms;
- following University guidance if they live with a confirmed positive case, or not attend campus have been notified that they are a close contact of a positive case, and need to self-isolate;
- wearing a mask or face covering where identified on the Strategic Risk Assessment or local risk assessment, when on campus in public areas where it is recognised that social distancing cannot be maintained;
- observing social distancing in place at the time, or following specific local arrangements where social distancing cannot be maintained;
- being aware of and complying with the Universities recommendations for vaccination and testing
- maintaining good hand hygiene (including regular washing and/or hand sanitiser);
- completing an online Covid Age Health Risk Assessment and be aware of your work activity assessment, where appropriate, prior to returning to on-campus work;
- complying with the requirements of any risk assessments in place for their health and safety;
- following any one-way systems or other guidance and signage in place around the campus; and
- reporting all accidents and incidents to the WHSW team.

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