

Bulletin:
**Covid-19 Risk Assessment
Approval Process**

22 June 2021

To: Heads of Department/Section, Executive Deans,
HSLOs and DHSOs, Faculty Managers.

For action

This bulletin should be circulated to all staff members that undertake or are responsible for Covid-19 Risk Assessments.

Covid-19 Risk Assessment Approval Process

Following the easing of lockdown, the University has streamlined the risk assessment process for activities that will be starting or re-starting on our campuses.

We have developed an approach which identifies risk levels by type of activity and shows the approval points required, ensuring that the University has the oversight required for all activities that could pose a potentially high Covid risk.

The following documents (linked below) will be regularly reviewed and updated as guidance changes. Please ensure that you always refer to the latest version of these documents.

Covid-19 Strategic Risk Assessment

All Covid-19 risk assessments should be undertaken having due regard to the [Covid-19 Strategic Risk Assessment](#) which details the principal hazards affecting the University and its activities, as well as the primary control measures which have been implemented by the University to mitigate against those hazards.

Covid-19 Risk Assessment

The [University Covid-19 Policy Statement](#) explains the measures put in place locally or departmentally to minimise the risks to students, staff, contractors, visitors and members of the public. These measures include the requirement to have in place suitable and sufficient Covid-19 risk assessments that take into account infection through air transmission or through touching surfaces and equipment. Covid Risk Assessments are required for the following:

- All **University organised activities**, examples being teaching, research, fieldwork, events, gatherings, sports, travel, and visits.

Workplace Health, Safety and Wellbeing
E-mail: safety@essex.ac.uk or fire@essex.ac.uk. Tel 01206 87 2944.
www.essex.ac.uk/health-safety

Policy

- All **off-campus activities** which are deemed to be a part of University business, examples being training courses, seminars, placements, or other work or study with another organisation.

A [Template Departmental Risk Assessment and Guidance](#) is available on the staff directory, and this is the version that should be used for all such risk assessments wherever possible.

Travel in the UK

For travel within the UK, a [UK Travel \(Covid\) Risk Assessment](#) must be carried out in addition to any other risk assessments required for the travel/activity. The Covid Secure Policy of the host organisation should be provided and checked before the activity takes place.

Travel Overseas

For travel overseas, an [Overseas Travel \(Covid\) Risk Assessment](#) must be carried out and attached to the standard Overseas Travel Risk Assessment. The Covid Secure Policy of the host organisation should be provided and checked before the activity takes place.

Covid-19 Risk Assessment Approval Matrix

The [Approval Matrix](#) gives a range of **examples** of the main types of activities that take place on and off our campuses, and the process for approval for each type of activity within each protection level. As the approval process is likely to change on a regular basis it is important that the latest version of this matrix is always used.

Covid-19 Approval Flowchart

The [Approval Flowchart](#) details the procedure to follow to ensure that the appropriate level of approval is given.

It is important to note that any risk assessments that require escalation through the Health & Safety team before submission to the Executive Dean, a Faculty Dean, a Head of Section or the Registrar and Secretary are submitted to safety@essex.ac.uk and not through individual H&S Advisors. **Please allow 5 working days for the Health and Safety team to review the documents and discuss any amendments required.**

Where final approval will need to be given by an ED/FD/HoS or the R&S, the process can take up to a further 5 working days. Therefore, please ensure that these risk assessments and any other supporting documents are submitted to H&S in timely manner.

Any queries on the process should be directed to safety@essex.ac.uk