Risk Assessment and Induction – Staff Returning to Campus

Manager and Member of Staff Discussion

Managers should set up a time and date to have a confidential discussion with the member of staff about their return to campus. The Returning to Campus Manager Checklist, see Appendix 2, should be used to guide the discussion with the person to help identify which specific elements of work **must be** carried out on Campus and likewise which elements **can be** done effectively from home.

Risk Assessment and Induction

This Risk Assessment will form part of an individual (1:1) with each member of staff on their return to campus. This will ensure staff are aware of all risks associated with Covid-19 and how this relates to them and their work and surrounding areas. It will also highlight the specific measures they will need to take and the control measures put in place to ensure their health and safety and the health and safety of others.

Each manager must consider their own circumstances and arrangements for their activities and staff at a local level and seek further guidance and support from Safety Services if any issues are not covered in the Covid-19 Risk Assessment template.

In addition, each individual must complete a new online **COVID-19 Return to Campus Training Module** available from the homepage on QOL to ensure they have full understanding of all the issues related to the virus and signpost to other support resources.