

**Covid-19 local task risk assessment procedure June 2021**

**1. Institutional Covid-19 risk assessment**

The university is required by the Government to undertake a Covid-19 risk assessment, which details the means by which staff who are required to return to university premises can do so safely. To that end, the university has developed an [institutional Covid-19 risk assessment](https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/jan2021_institutional_covid19_risk-assessment.docx) which is publicly available.

**2. Local Covid-19 task risk assessments**

In order for the institutional risk assessment to be suitable and sufficient, Directors and Heads of Service are required to **ensure** that local Covid-19 task risk assessments are undertaken in their areas of control. **Completion** of the risk assessment, using a [template form](https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/june-2021-updated-covid19-risk-assessment-template.docx) is the responsibility of the person who controls or supervises the activity.

The form records the line manager’s and their team’s discussions on issues and the controls needed to be put in place to reduce the risks and make the workplace Covid-secure. It should sit alongside and work with other risk assessments for work tasks and other activities that are done.

It covers university, building, team and individual issues (similar to those that would be discussed with a new starter), some of which can decided by the team and some will have been set centrally for consistency e.g. wearing face coverings, ventilation etc.

**3. Support role cover**

An important issue to cover in the risk assessment process is how the team can cover for the provision of the support roles of first aiders, fire wardens, evacuation co-ordinator and evacuation chair operators. Those who undertake these roles should be rota-ed so that, as far as is possible, cover is provided from within the team, including during hybrid working arrangements.

If the shift/rota list is too long and/or is a ‘live’ local document, then an example of the document/rota should be attached to the risk assessment as a ‘snapshot’ to show local managerial control of arrangements.

Stating “institutionally arranged” on the form is not ensuring adequate cover – neither the SHE Department nor the Marshalls can guarantee to provide this cover. Issues regarding cover can be discussed with the SHE Department.

**4. Process for undertaking local Covid-19 task risk assessments**

Covid-19 task risk assessments must be performed with discussions involving staff members and anyone else relevant who may be affected by the work task – the line manager must confirm on the form that they have done this.

The risk assessment must be numbered in such a way that it can be readily identifiable by Trades Unions and Faculty Heads of Operations when it has been uploaded to the central SharePoint site. The format is as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FFF/SSS/MMYY/NN/VX/3\_word\_descriptor | | | | | |
| e.g. APS/Edu/0521/SF/v2/teaching\_practicals\_offsite | | | | | |
| 3 letters: Faculty or Division | 3 letters: School/Department or Service team | Date: month and year | Initials of assessor | Version number | Max 3 keywords for description (no spaces as underscored) |

When the task risk assessment has been consulted on with staff and their Trade Union representatives\* (and given the opportunity to comment and make recommendations - note: this is not for approval purposes) the form should then be completed and disseminated to the team for them to sign that they have been informed and have understood the contents.

*\*Unison: Andy Beech; UCU: Dr Bee Hughes; GMB: Dave Marsden. They may provide details of specific Safety Representatives to be consulted.*

The completed task risk assessment (without the signed record sheet) should be sent to the [Safety, Health and Environment Department](mailto:SHE@ljmu.ac.uk) by email. The Safety, Health and Environment Department are the custodians (not approvers) of the risk assessments and Trade Unions and Faculty Heads of Operations have access to the SharePoint site upon which they are held. They receive notification of each risk assessment that is added – and should have a minimum of five days before the work task that the risk assessment covers, is undertaken.

Alongside this risk assessment, it would be advisable to carry out an [equality impact assessment](https://teams.ljmu.ac.uk/3/POD/EDI%20LJMU%20Only%20Document%20Library/guidance.pdf). If you require assistance, please contact the [Equality, Diversity and Inclusion Team](Equality,%20Diversity%20and%20Inclusion%20Team).

These risk assessments must be reviewed and updated by September 2021, or when there are significant changes, and consulted on with staff and their representatives.

**5. Reports to Incident Management Team**

The status of local Covid-19 risk assessments that have been uploaded to the SharePoint site will be updated by the Safety, Health and Environment Department and provided to the Incident Management Team regularly.

**6. Advice and support**

The [Safety, Health and Environment Department](mailto:SHE@ljmu.ac.uk) will undertake reviews of a representative sample of the local Covid-19 risk assessments, including those for specialist areas, to test for their suitability and sufficiency and to provide advice and support, where required. Throughout the process of undertaking local Covid-19 task risk assessments the Safety, Health and Environment Department will be available to provide advice and support, for example by email or by joining meetings of Faculty and School Management Teams for discussion.

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