Managing concerns about on-site working

This is intended as a process document. Guidance relating to mitigating risks is available through the Project Lead – return to work planning and College FAQs documents. There is also guidance available on the University website about how to handle initial conversations with staff who express concerns – please see https://hr.admin.ox.ac.uk/guidance-on-supporting-staff-with-concerns-about-on-site-working#collapse2195376

Any member of staff who is concerned about on-site working should have completed a College individual risk assessment and had a return to work induction with their manager.

If you/a member of your team has new or increased concerns about on-site working, you may find it helpful to follow the suggestions below:

	Staff member	Line Manager
Communicate	Raise any concerns with your manager as soon as possible. Try and be specific about any particular areas or individual circumstances that are concerning you. For example, are you concerned about yourself and your own risk factors or about someone you live with?	Reassure your staff of the measures that are in place. Go through the individual risk assessment with them to identify any new or increased concerns
Assess	In addition to the College's individual risk assessment, you may find it helpful to complete one or both of the in-depth risk assessments available from: https://occupationalhealth.web.ox.ac.uk/covid-19-vulnerability-self-assessment#/ https://alama.org.uk/covid-19-medical-risk-assessment/	Assess whether any additional measures (such as additional PPE or adjustments to working areas/processes) might be needed and whether it is possible to implement them
Seek Advice	*Please contact HR for guidance and support*	
	You are free to complete the Occupational Health Self-Referral form below if you would like a member of the University's Occupational Health team to go through your risk assessment with you and provide advice to you and your manager.	With the agreement of your team member, you may ask HR to refer your team member to Occupational Health to assess the risks and provide advice on any adjustments.
Implement and Review	Following these further assessments (whether Occupational Health has been used or not) your manager will advise on next steps.	If adjustments are necessary and can be made, these should be kept under review. HR will liaise with you on the outcome of any Occupational Health report and can advise on potential outcomes depending on the individual circumstances.

SENSITIVE AND CONFIDENTIAL

ABOUT THIS FORM

Please first complete the self-assessment form https://occupationalhealth.web.ox.ac.uk/covid-19-vulnerability-self-assessment#/

A telephone consultation with Occupational Health is available to all staff to discuss concerns surrounding the return to on-site working.

A referral must be made either by the individual or an appropriate person when:

- An individual has conducted the self-assessment and believes that they are at a **very high** level of vulnerability
- The appropriate person believes the individual is at a **very high** level of vulnerability

Where an individual has a **high** level of vulnerability, it is recommended that they be referred for a teleconsultation. Either the individual or the appropriate person can make the referral.

COMPLETING THIS FORM

Section A: Employee Details – To be completed by either the individual or the appropriate person

Section B: Outcome of Self-Assessment – To be completed by either the individual or the appropriate person

Please send this completed form **and** the completed self-assessment form (if possible) to the Occupational Health Services mailbox: enquiries@uohs.ox.ac.uk

SECTION A: Employee Details			
Name:			
Department:			
Email Address:		Contact Number:	
Line Manager Name		Line Manager contact Number	
Line Manager email address			
I am (please tick one):			
University Staff:		DPhil Student:	
MPhil Student:		MSc Student:	
Other (please Specify)	College staff		

Section B: Outcome of Self-Assessment	
Vulnerability Levels *(As defined and calculated on the self-assessment tool)*	**Vulnerability Outcome** *(Indicate with X)*
Very High - Covid Age 80 and above	
High - Covid Age of 70-80	
Moderate - Covid age of 50-70	
Low - Covid Age below 50	
Pregnancy	