# Return to On-Site Working: overview for group heads and line managers

## Before any group members return to on-site working

* Prepare a workplan and local risk assessment/mitigation plan for your research area/activity as required by your department.
* Contact individual team members about the proposed return to work on-site in line with any departmental guidance.
* No-one should return to work on-site until your local risk assessment (if required) has been formally approved by your department, your HoD has approved the overall departmental risk assessment, and staff/students have been notified that they can return via the Head of Department/Director of Graduate Studies
* Take personal circumstances and risk, and equity across the team, into account when agreeing which members of the group are to return. Seek advice from HR/Graduate Administration if in any doubt.
* Encourage staff who are concerned about their own health and the safety of returning on site to [complete a self-assessment](https://occupationalhealth.web.ox.ac.uk/covid-19-vulnerability-assessments) and if they remain concerned to arrange for [a teleconsultation with an Occupational Health Advisor](https://occupationalhealth.web.ox.ac.uk/covid-19-vulnerability-assessments). Follow the HR guidance on [Return to On-site working](https://hr.admin.ox.ac.uk/return-to-on-site-working) and links to detailed guidance on supporting staff with concerns about working on-site .
* Ensure that the university guidance for PGR students to return to on-site working and associated departmental protocol, is followed when contacting any students.
* Seek HR advice if different working patterns will be required for staff.
* Your local risk assessment should be shared with team members along with clear instructions about safe working in their particular location. Resolve any initial queries from team members before they return on-site.

## On/after the return of group members to on-site working

* Ensure that each team member receives a full induction on their return to the workplace, and deal promptly with any queries.
* Keep the local risk assessment under regular review and ensure that team members know where to go with any queries about safety (including in your absence), and what to do in an emergency.
* Regularly reinforce messaging about social distancing, handwashing, the avoidance of lone working, and other departmental/university policies that are in place.

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| * Ensure that you continue to keep in touch with team members who are not currently returning to work on-site, so that they still feel involved and engaged with group activities.
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### Further information:

<https://hr.admin.ox.ac.uk/return-to-on-site-working> - follow the link to ‘Guidance on supporting staff with concerns about on-site working

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