

COVID - 19

Risk Assessment Policy

Version: V1

Issue Date: 24th March 2020

Supplementary to our H&S Policy



Hightown
Group

Amendment record

Approval

The signatures below certify that this policy has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Lee Haysman		H&S Manager	March 2020
Approved by	Carl Pilkington		Managing Director	March 2020

Amendment Record

This policy is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

0.1 Background – The Management of Health and Safety at Work Regulations 1999

As required by Regulation 3 of The Management of Health and Safety at Work Regulations 1999, employers must make a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst they are at work; and the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

Any assessment must be reviewed if

- there is reason to suspect that it is no longer valid; or
- there has been a significant change in the matters to which it relates; and whereas a result of any such review changes to an assessment are required, the employer or self-employed person concerned shall make them

Where the employer employs five or more employees, they must record the significant findings of the assessment; and any group of employees identified by it as being especially at risk.

0.2 Aim of the Hightown Group OH&S management system

The purpose of an OH&S management system is to provide a framework for managing OH&S risks and opportunities. The aim and intended outcomes of the OH&S management system are to prevent work-related injury and ill health to workers and to provide safe and healthy workplaces; consequently, it is critically important for Hightown Group to eliminate hazards and minimise OH&S risks by taking effective preventive and protective measures.

When these measures are applied through a OH&S management system, they improve its OH&S performance. An OH&S management system can be more effective and efficient when taking early action to address opportunities for improvement of OH&S performance.

Implementing an OH&S management system enables Hightown Group to:

- a. manage OH&S risks and improve its OH&S performance
- b. fulfil its legal requirements and other requirements.

0.3 Success factors

The implementation of an OH&S management system was a strategic and operational decision for Hightown Group. The success of the OH&S management system depends on leadership, commitment and participation from all levels and functions of the organisation.

0.4 Supporting documentation and records

Supporting documentation:		
Reference	Title and / or description	Owner(s)
V2	Coronavirus (COVID-19) Information and Risk Assessment - ONGOING	H&S Manager
V1	Temporary Working RA - COVID19 ONGOING	H&S Manager

Policy statement

Part 1: Statement of intent

This is the Coronavirus (COVID-19) Risk Assessment Policy of:

Hightown Group

Our policy is to:

1. Monitor Government and NHS updates on Coronavirus (COVID-19);
2. Identify the hazards from COVID-19;
3. Undertake a suitable and sufficient risk assessment of the risks from COVID-19;
4. Consult staff or their representatives in the risk assessment process. We acknowledge they will have useful information about how work is done which will help us understand the actual risks;
5. From the risk assessment be able show that a proper check was made, all people who might be affected were considered, all significant risks have been assessed, the precautions are reasonable and the remaining risk is low;
6. Reduced risk to the lowest reasonably practicable level by taking preventative measures, in order of priority (hierarchy of control);
7. Review the risk assessment when there is a reason to suspect it is no longer valid or there has been a significant change in the matters to which it relates;
8. Follow good practice and retain the risk assessment(s) while they remain relevant and in adherence to the organisations retention policy;
9. Review and revise this policy at least annually.



Signed

Carl Pilkington

Print name

Managing Director

Position

March 2020

Date

Ongoing

Review date

Part 2: Responsibilities

1. Overall and final responsibility for risk assessment arrangements:

Carl Pilkinton (MD)

2. Day-to-day responsibility for ensuring this policy is put into practice:

Lee Haysman (H&S Manager)

3. Responsibility for undertaking the risk assessment:

Lee Haysman (H&S Manager)

4. Responsibility for monitoring Government updates and disseminating information to Hightown Group employees and sub-contractors:

Lee Haysman (H&S Manager)

5. Responsibility for undertaking an annual audit of general risk assessment arrangements:

Lee Haysman (H&S Manager) and Richard Fielding (ISO Consultant)

6. All employees are required to:

Cooperate with the Company and co-workers on health and safety matters to help everyone meet their legal requirements;
Respect and implement NHS Guidance on 'How to avoid catching and spreading coronavirus (COVID-19).

Adhere to Government coronavirus (COVID-19) 'Stay at home guidance for employees'

Report all health and safety concerns to an appropriate person.

Part 3: Risk Assessment Process

PROCESS: To ensure that the procedures and safe working practices for both the identification and management of risks associated with COVID-19 are adequate with regard to The Management of Health and Safety Regulations 1999.

Process stage activity

Related documentation

