

**Coronavirus
(COVID-19)
Risk Assessment Policy**

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INTRODUCTION

0.1 UK Background – The Management of Health and Safety at Work Regulations 1999¹

As required by Regulation 3 of The Management of Health and Safety at Work Regulations 1999 UK, 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- there is reason to suspect that it is no longer valid; or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 concerned shall make them

Where the employer employs five or more employees, they must record the significant² findings of the assessment; and any group of employees identified by it as being especially at risk.

Each of Starns regional facilities has similar regulations controlling the health and safety of their employees which should take precedence over this regulation and should be followed in relation to assessing risk.

0.2 Aim of Starns OH&S management system³

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 Starn 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 Starn 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 the Starn 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)
	Coronavirus (COVID-19) Information and Risk Assessment - ONGOING	Director(s)

¹ <http://www.legislation.gov.uk/ukxi/1999/3242/regulation/3/made>
² <https://www.hse.gov.uk/risk/faq.htm>
³ <https://www.iso.org/iso-45001-occupational-health-and-safety.html>

Policy statement

PART 1: STATEMENT OF INTENT

Our policy is to:

- Monitor Government and health service updates on Coronavirus (COVID-19)
- Identify the hazards from COVID-19;
- Undertake a suitable and sufficient risk assessment of the risks from COVID-19;
- From the risk assesment 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
- Reduced risk to the lowest reasonably practicable level by taking preventative measures, in order of priority (hierarchy of control);
- 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;
- Follow good practice and retain the risk assessment(s) while they remain relevant and in adherence to the organisations retention policy;
- Review and revise this policy at least annually.



Signed

Starn CEO

Position

20/10/2020

Date

Phil Maxted

Print name

20/10/2021

Review date

PART 2: RESPONSIBILITIES

Senior management

Overall and final responsibility for risk assessment arrangements:

Starn general/facility managers:

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

HSEQ Group manager:

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

Responsibility for undertaking the risk assessment and ensuring that they have been completed at regional level

All employees are required to

Cooperate with the Company and co-workers on health and safety matters to help everyone meet their legal requirements and promote the positive welfare of staff.

Respect, implement and adhere to NHS and regional medical services 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.