

Raystede Centre for Animal Welfare

Coronavirus (COVID-19)

Risk Assessment Policy

Version: 01

Issue Date: 12th May 20

Document revision control and ammendment 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	Christina Acheson		H & S Manager	12.5.20
Reviewed by	Kathryn Frost		Head of HR	
Approved by	Stephanie Smith		CEO	

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

TABLE OF CONTENTS

INTRODUCTION.....2

Part 1: Statement of intent.....3

Part 2: Responsibilities4

Part 3: Risk Assessment Process5

INTRODUCTION

0.1 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:

“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 risk 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- there is reason to suspect that it is no longer valid or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”.

Regulation 3, The Management of Health and Safety at Work Regulations 1999/

We will record the findings of the assessment; and any group of employees identified by it as being especially at risk

0.2 Aims of Raystede H & S Management system pertaining to Covid 19 risks and risk management

The purpose of an H&S management system is to provide a framework for managing H&S risks and opportunities. The aim and intended outcomes of the H&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 Raystede to eliminate hazards and minimize H&S risks by taking effective preventive and protective measures.

When these measures are applied through an H&S management system, they improve its H&S performance.

Implementing an H&S management system specific to Covid 19 enables Raystede to:

- a) manage H&S risks and improve its H&S performance with an identified known risk
- b) fulfil its legal requirements and other requirements.

Policy statement

PART 1: STATEMENT OF INTENT

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

RAYSTEDE CENTRE FOR ANIMAL WELFARE

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.
10. We will share the results of the risk assessment and all updates with our staff on a regular basis and will continue to involve them in reviewing and updating our risk assessment.

Signed

Position

Date

Print name

Review date

PART 2: RESPONSIBILITIES

1. Overall and final responsibility for risk assessment arrangements:

Board of Trustees/ Stephanie Smith,CEO.

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

H & S Manager and Senior Management Team

3. Responsibility for undertaking the risk assessment:

Senior Management Team.

4. Responsibility for monitoring Government updates and disseminating information to the Senior Management Team:

H & S Manager

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

H & S Manager

6. All employees are required to:

Co-operate 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) ' 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.

