



ONGO

COVID-19: Risk Assessment Arrangements

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1. Our policy is...

To control the transmission of COVID 19 and provide a safe and healthy working environment for our employees and all others whom may be affected by our activities.

To provide a suitable and sufficient Risk Assessments and Safe Systems of Work (SSoW) for all activities where staff or others may be exposed to the COVID-19 virus.

To ensure we follow guidance provided by the Government and HSE to help control the spread of COVID 19

To ensure existing Health and Safety risk assessments and measures continue to implement alongside the additional Covid 19 Risk Assessment.

2. COVID 19 Risk Assessment

We acknowledge the risk from COVID-19 is transmitted in three ways:

- Transmission from a symptomatic person to another who are in close contact through respiratory droplets
- By direct contact with an infected person
- By contact with contaminated objects and surfaces

Employees, tenants, contractors, members of the public and anyone undertaking work or affected by work activities will be considered in terms of the risk of COVID-19 and the control measures required to control the risk.

Although, it is recognised that the majority of people contracting Covid 19 will only display mild symptoms, when considering any of our tasks and activities the initial impact score of COVID-19 will always be considered severe (fatal).

We will assess the risk of COVID 19 based on each activity which is to be carried out. Potential hazard areas will be identified and sufficient controls put in place as per the latest Government and HSE Guidance.

Safe Systems of Work will be produced in order to document what precautions must be carried out to reduce the risk of the spread of COVID-19 as far as reasonably practicable. These will be provided on the Intranet and shared where required.

Consultation and communication with our employees and others affected by our actions will ensure tasks and activities are identified as quickly as possible in term of the risk from COVID-19.

Agreed controls will be communicated to those at risk by the most effective methods possible. It is the managers' responsibility to ensure safe working practises are in place.

Controls will be monitored, reviewed and non-compliance reported and investigated.

3. Hierarchy of Control

We will take a hierarchical approach to COVID-19 controls whilst following the latest Government Guidance.

Avoid: Is the work/ activity to be carried out essential at this time?

Substitute: If the work/activity must be carried out, can it be done through alternative means?

Reduce: Where a substitution is not possible, a SSoW must be carried out that include the following elements:

- Identify what work activity or situations might cause transmission of the virus
- Think about who could be at risk
- Consider the likelihood of exposure
- Act to reduce the length of activity or situation, or if this isn't possible, control the risk

Our **Safe Systems of Work** will look at reducing the risk by exploring new ways of working that include:

- New ways of working that involve less people and less face to face contact
- **Hygiene:** Increased levels of handwashing and cleaning of surfaces and equipment.
- **Social Distance:** Physically arranging work areas to keep people 2 m apart;
- Mark areas to help people keep a 2 m distance;
- Provide signage to remind people to keep a 2 m distance;
- Where appropriate provide screens and barriers
- Reduce exposure times on activities

We recognise that along with social distancing the most significant control is a high level of personal hand hygiene and high levels of asset cleanliness. Our Safe

Systems of Work will always include robust and regular cleaning of surfaces and objects (where applicable) and the reinforcing of the need to wash or sanitise hands on a regular basis.

PPE: Where the 2 meter rule is unavoidable then face coverings must be used. Where the contact risk has been assessed as **medium** (vulnerable tenants) or **high** (symptomatic household) and is unavoidable/essential then facemasks, gloves, coveralls must be used. See the relevant SSoW for specific details.

We will not discourage the use of additional PPE, if it improves the mental wellbeing of employees or tenants/clients. However, it is the responsibility of the user to ensure it is fitted, handled and disposed or correctly.

4. Personal Risk Assessments

In order to take into account the different needs of our employees, a personal risk assessment may be required before returning to work. This may be due to an identified vulnerability of themselves or family member. This will be carried out by the manager, supported by a member of the H&S team before any work/activity is carried out.

5. Sub Policies

The approach to COVID-19 risk assessment detailed in this Policy may be used to create COVID-19 Sub Policies to help describe and explain our safe approach to subjects such as; returning to places of work, or working remotely. Sub Policies will be written when the detail contained in a Safe System of Work is not sufficient to describe the arrangements required.

6. Communication

The effectiveness of COVID-19 control measures are reliant on good, clear effective communication. All our Safe Systems of Work, Sub Policies and Guidance Documents are stored on the dedicated Coronavirus section of the Ongo Intranet. Managers and Team Leaders will ensure their respective teams are briefed with all applicable procedures.

7. Monitor / Review

We acknowledge the importance of ensuring all COVID-19 controls are monitored and reviewed. Where applicable our Safe Systems of Work will include the provision for controls to be monitored. All staff are encouraged to report any changes of task or activities to their managers.

In cooperation with the Health and Safety Team tasks all activities will be reviewed to ensure COVID-19 controls are maintained to the highest practicable level.

All Ongo staff are encouraged to report any breaches of COVID-19 controls or non-compliance. All reported incidents will be investigated by the Health and Safety Team and learnt lesson shared.

8. Other things to bear in mind

This document covers the risk assessment process for the COVID 19 Pandemic, it does not replace any existing Health and Safety Risk Assessments and Policies

The Health and Safety Policy is the overarching document within our Health and Safety Management System.

All relevant health and safety legislation will continue to be adhered to.