



HAIR TO WARE

GIVING YOU BACK YOUR SPARKLE

Hair To Ware

**Coronavirus
(COVID-19)
Policy**

**Version: 01
Issue Date:23.06.2020**

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	Calogero Gattuso	<i>Calogero Gattuso</i>	Retained Health and Safety Consultant	22.06.2020
Reviewed by	Keith Haldenby	<i>K Haldenby</i>	Operations Manager	22.06.2020
Approved by	Amanda Haldenby	<i>A J Haldenby</i>	Director	22.06.2020

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

Company Proprietary Information

The electronic version of this policy is the latest revision. It is the responsibility of the individual to ensure that any printed version is the current revision. The printed version of this policy is uncontrolled, except when provided with a document reference number and revision in the field below:

Document Ref.	Coronavirus (COVID-19) Policy	Rev	1
Uncontrolled Copy	<input type="checkbox"/>	Controlled Copy	<input checked="" type="checkbox"/>
		Date	22.06.2020

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INTRODUCTION

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 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- there is reason to suspect that it is no longer valid; or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 significant² findings of the assessment; and any group of employees identified by it as being especially at risk.

Aim of the **Hair To Ware** 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 **Hair To Ware** to eliminate hazards and minimize 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 **Hair To Ware** to:

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

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>

Success factors

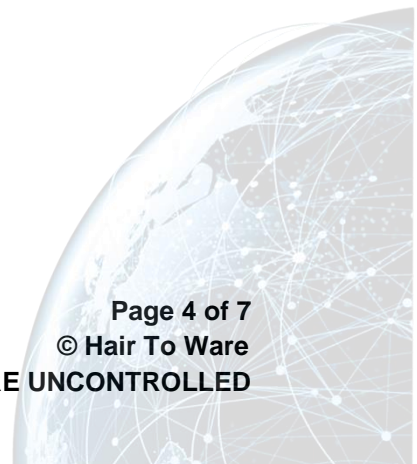
The implementation of an OH&S management system was a strategic and operational decision for **Hair To Ware**.

The success of the OH&S management system depends on leadership, commitment and participation from all levels and functions of the organisation.

Supporting documentation and records

Supporting documentation:

Reference	Title and / or description	Owner(s)
Version: 01	Coronavirus (COVID-19) Policy	Director(s)



COVID 19 - Policy statement

PART 1: STATEMENT OF INTENT

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

Hair To Ware

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.

A J Haldenby

Director

Signed

Date of Issue

22nd June 2020

Print Name

Review Date

Amanda Haldenby

21st June 2021

PART 2: RESPONSIBILITIES

1. Overall and final responsibility for risk assessment arrangements:

Amanda Haldenby

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

Keith Haldenby

3. Responsibility for undertaking the risk assessment:

Health and Safety Consultant – Calogero Gattuso

4. Responsibility for monitoring Government updates and disseminating information to Hair To Ware:

Health and Safety Consultant – Calogero Gattuso

COVID-19 Health and Safety Representative – Keith Haldenby

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

Health and Safety Consultant – Calogero Gattuso

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;⁴

Respect and implement NHS Guidance on 'How to avoid catching and spreading coronavirus (COVID-19)';⁵

Adhere to Government coronavirus (COVID-19) 'Stay at home guidance for employees';⁶

Report all health and safety concerns to the Health and Safety Representative.

⁴ <https://www.hse.gov.uk/workers/responsibilities.htm>

⁵ <https://www.nhs.uk/conditions/coronavirus-covid-19/>

⁶ <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>

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.

