

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer H1-REN LIDS LTD. Date 14/05/2020

Who to contact: JAN BROWNING (01379 853944)
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

ACTIVITY RISK ASSESSMENT RECORD

Company: Hi-Rel Lids

Assessors: J Browning / B Wink

Date of Assessment: 14/05/2020

Date of last review: N/a

Description of activity being assessed:- Factory

Area/Task/ Process Stages	Significant Hazards, Events and foreseeable consequences Identified	Risk Level			People or Groups of People at Risk	Control Methods (in place)	Residual Risk to Employees			Actions added to action plan
		L	S	R			L	S	R	
Working at Hi-Rel Lids during Covid -19 risks to health. All areas	Living with someone with a confirmed case of COVID-19.	3	4	12	All Employees and visitors to site	Follow government action of self-isolation and only leave the house for essential reasons, stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line 111. Home temperature screening checks in place prior to leaving home for work. Employees told to stay at home if they have a temperature of 37.8 or above and have another symptom of Covid-19. LPS047 – Infectious disease Investigation and clean up procedure in place along with a clean-up team. Posters and signs in place encouraging frequent hand washing for a minimum of 20 seconds. Avoid touching face/eyes/nose/mouth with unwashed hands Additional alcohol hand sanitizer stations in place. Poster on front door asking for intercom system to be used to let must know deliveries are here. Two metre distances in force (where possible). If a worker develops a persistent cough or high temperature they should return home immediately and avoid touching anything, coughs or sneezes to be caught in a tissue or the crook of their elbow, they must then follow the guidelines on self-isolation and not return to work until their period of self-isolation has been completed. Working from home has been put in place for two employees both of which are alternating days off-site to provide cover. Screens to be added to work areas where operators or office staff face each other. Hermetic solutions group have a "no business travel policy" in place until this Covid-19 situation is controlled. External contractors to fill in self-assessment form before visiting site. Only absolutely necessary visits to site to be arranged. Shared tools (fork-lift, pallet trucks or other maintenance items such as ladders ect) to be sanitized after each use.	1	4	4	Screens to be purchased and installed in office and trimming areas. Health and safety representative to be put in place to assist with H & S issues. Extra Sanitizers on order for water treatment plant and for outside the trimming department toilets. Markers on order for floors near all clocking in machines to assist social distancing.
	Have come into close contact (within 2 meters for 15 minutes or more) with a confirmed case of COVID-19.	3	4	12			1	4	4	
	Being advised by a public health agency that contact with a diagnosed case has occurred.	3	4	12			1	4	4	
	Suspected case of Covid-19 whilst working on site	3	4	12			1	4	4	
	Spreading of Covid-19 during working activities.	3	4	12			1	4	4	
	General travel including foreign travel leading to potential contraction of Covid-19.	3	4	12			1	4	4	
	Risk to pregnant women leading to potential contraction Covid-19	3	4	12			1	4	4	
	Access / egress to site leading to potential contraction of Covid-19	3	4	12			1	4	4	
	External contractors or couriers visiting site leading them to potential contraction Covid-19.	3	4	12			1	4	4	
	External contractors or couriers visiting site leading to HRL Employees contracting Covid-19.	3	4	12			1	4	4	
	Poor hygiene leading to potential of contraction of Covid-19	4	4	16			1	4	4	
	Working within 2 meters of others leading to potential contraction of Covid-19	4	4	16			1	4	4	
	Canteen exposure leading to potential contamination of items used by many.	4	4	16			1	4	4	

Shared tools being used by multiple persons leading to potential contraction of Covid-19.	3	4	12		<p>Masks already worn in some areas but employees have access to face masks if they want.</p> <p>Extra one hours cleaning carried out every day with the focus on surfaces, door handles and light switches cleaned 3 times per day.</p> <p>Break times have been staggered to keep quantity of people in canteen at a minimum only seat currently available in canteen other temporary locations set up for use for breaks.</p> <p>Disposable cutlery in use in canteen.</p> <p>Desks to be kept tidy so surfaces can be cleaned.</p> <p>One way system not in place due to factory layout.</p> <p>Employees are asked to inform management of any concerns or potential improvements.</p> <p>Push button entry keypads cleaned regularly.</p> <p>Alcohol sanitizers in place near every entrance.</p> <p>Doors have been propped open to reduce the use of door handles.</p> <p>Drop off points for work in place between departments to reduce possibility of cross contamination.</p> <p>Supervisors informed to wipe shared computer keyboards, mice and general work areas after use.</p> <p>Picnic Area Limited to one person per table.</p> <p>Although not strictly a control measure Norfolk has the lowest infection rate in the UK (46 death per 100,000 population = 0.046% 14/05/2020)</p>	1	4	4	
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Notes: RISK ASSESSMENT RECORD

This risk assessment records foreseeable events. Hazard rating considers normal operating conditions, good lighting and weather.

The rating considers most likely outcome, not the most severe.

It must not be considered as a full or complete assessment for any particular task. The Company H&S Handbook details the general arrangements and safe-working instructions.

Where directly relevant these sections are referred to in the controls on the assessment above.

L = Likelihood		Probability
	1	Remote/Improbable
	2	Unlikely
	3	Possible
	4	Likely
	5	Fairly Certain

S = Severity		Health Effect
	1	Negligible
	2	Minor
	3	Moderate
	4	Major
	5	Extreme

R= Risk = L x S	
	1 to 5 = Low Risk
	6 to 10 = Medium Risk
	11 to 25 = High Risk

Created by	Signed & dated	Line Manager	Signed & dated	COO	Signed & dated	Human resources	Signed & dated
Jan Browning	JB 14/05/2020	Ben Wink	14/05/20	Stuart Norris	14/05/20	Leanne Norris	14/05/20