

Covid 19 Risk assessment

Company name: Harlow Group Ltd

Assessment carried out by: Ken Houlberg, COO

Date of next review: 1 Sep 20

Date assessment was carried out: 1 Jun 20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Risk of contracting Covid-19 while at work	Staff and visitors if exposed to someone who is symptomatic or asymptomatic with Covid-19. Family members of staff or visitors, including those classed as 'critically vulnerable' if the	<ul style="list-style-type: none"> Especially vulnerable staff, or those shielding the vulnerable at home, have been individually risk assessed and given the option of self isolating at home during the Covid-19 pandemic. Gallons of alcohol gel hand sanitizer has been purchased and made 	<ul style="list-style-type: none"> Share this assessment with all staff, tradesmen, customers and suppliers Post this assessment on the HGL website Brief new staff on these arrangements and periodically (monthly) 	<p>Managing Director</p> <p>Chief Operating Officer</p> <p>COO</p>	<p>23 Jun 20</p> <p>23 Jun 20</p> <p>a/r</p>	ongoing

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	infection is passed on.	available at cleaning stations around the factory <ul style="list-style-type: none"> • 'Stay Safe, Stay Alert' posters have been put up all around the factory to raise awareness of the need to maintain social distancing and to wash hands regularly and thoroughly. • Staff work at least 2m away from their neighbour as office desks and factory work centres have been spaced at least 2m apart • Back to back working has been adopted where necessary (eg masking during UK ventilator challenge) • Meetings are minimized and only attended 	remind current staff of these measures			

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		<p>by essential personnel and social distancing is maintained during</p> <ul style="list-style-type: none"> • Working from home encouraged for the few members of staff for which this is possible • Maximising the use of virtual meeting facilities (eg Teams, Zoom, Google Meet) • Masks have been purchased and have been made available to staff should they wish to wear one • Cleaners were contracted at the start of the pandemic to deep clean the factory and its offices and then commence a daily cleaning regime, with a more 				

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		<p>thorough deep clean every weekend</p> <ul style="list-style-type: none"> • With a reduction in the order book, 50% of staff were furloughed in May, reducing the number of staff at work and, thereby, reducing the risk of contracting Covid-19 • Break times have been staggered • The canteen area has floor markings to encourage staff to maintain social distances • Management has addressed all staff during the Covid-19 and encouraged staff to maintain social distancing, wash hands and minimize close contact with others 				

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		<ul style="list-style-type: none"> • The wearing of PPE (glasses and gloves) at a place of work has been reinforced • No visitors are allowed on site • Tradesmen (electricians, plumbers, etc) are to be hosted at all times on site and are to wear masks and to maintain social distancing guidelines • Delivery men (from suppliers or to customers) are to be met at the delivery / collection shuttered door and are not to enter the premises. Shuttered entrances / exits, when open, are to be taped across to prevent 				

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		deliverymen from entering the premises <ul style="list-style-type: none">• HGL's delivery drivers are to work alone				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/