

PIKE TEXTILES

AREA ASSESSED:		COVID 19 WORKPLACE	Date:	26.10.20	Reference Number:	CV19 - 006
Risk assessor name :	Matthew Waring		Signature			
Managing Director :	Jon Allen		Signature			
Senior Manager:	Caroline Adams		Signature			
Sales Director:	Andrew Pike		Signature			
Standards Manager :	Matthew Waring		Signature			
Financial Director:	Simon Edwards		Signature			



Pike Textile Risk Assessment Action Levels

1 to 4	Low possibility of an incident with minimum severity no action required all controls working and in place.
5 to 10	Low to medium risk of an incident with medium level of severity, controls in place to be monitored.
10 to 15	Medium to high risk of an incident with medium to high level of severity controls need to be applied as soon as possible
16 to 25	High risk of an incident occurring with high level of severity this process is to be <b>shut down</b> until suitable controls are applied.

SER	HAZARD	HARM	WHO TO	CAUSED BY	CONTROLS	P	S	RISK	ACCEPT
1	Contracting Covid 19	Sickness/ illness/ death	All staff/ visitors/ contractors	Contamination of work surfaces/ area from contact with people returning to work	1. Return to work interview via phone before physical return for employees having 3 working days away for any reason. Specific questions regarding health, symptoms and contact, <b>Including contact from track and trace and travel from countries not on the travel corridor list.</b> 2. Daily declaration sign in sheet regarding health symptoms, contact on the way to work and at home. 3. Sanitiser stations before entry to main factory and office areas. Signs prompting use before entry. <b>Now before entry to main reception to sanitise before signing in</b> 4. Surface cleaners issue to all staff members for cleaning of work area before and after use or when moving to a different area. Tooling also cleaned before use. 5. Cleaner now taken on full time to allow for continuous cleaning of hand rails, switches, door handles, taps, toilets, entry exits and other multi touch points around the factory. 6. Home worker declaration form and guidance for those who take and return work to Premises via out work area. 7. Cleaning wipes for office IT stations to be cleaned before, during and after use, inline with a clear desk policy. 8. Foot openers on main thoroughfare routes to stop cross contamination from handles. 9. <b>Work place inspections to monitor compliance to guidelines.</b>	2	5	10	Yes?
2	Contracting Covid 19	Sickness/ illness/ death	All staff/ visitors/ contractors	Contact/ distancing/ movement/ interactions between colleagues	1. One way systems in place around factory to stop head on interactions and breaking of distancing guidelines. 2. Social distancing markers around factory showing the recommended 2m distancing. 3. B2 corridor separated/ widened into 2 walkways with pallet way between to alleviate cross over point. 4. Tool box talks and briefings introducing social distancing changes to staff members. 5. Separation of work stations, face to face machines and tables to be 1 person only to aid social distancing. 6. Separate entry and exit points for all. 7. Lockers re-located to aid social distancing and allowing one way system to work. 8. Staff working from home where possible full time or part time, shift rotation in offices when onsite work required.	2	5	10	Yes?

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					<p>9. Office desk floor plan moved to aid social distancing between colleagues.</p> <p>10. Multiple signs reminding all of company social distancing rules/ guidelines.</p> <p>11. Meeting room occupancy levels displayed to avoid breaking distancing rules.</p>				
3	Contracting Covid 19	Sickness/ illness/ death	All staff/ visitors/ contractors	2/ Multiple person activities.	<p>1. All working activities requiring more than 1 person to be stopped unless essential/ can't be avoided.</p> <p>2. Persons to face away from each other standing side by side and not face to face in the event help required for a short period.</p> <p>3. When working closely for a prolonged length of time both parties <b>MUST</b> wear face mask at all times during the task</p>	1	5	5	Yes
4	Contracting Covid 19	Sickness/ illness/ death	All staff/ visitors/ contractors	Onsite facilities, amenities, canteen and toilets	<p>1. Social distancing markers to micro waves, fridges, vending machines, urns and sink.</p> <p>2. Surface cleaners available to clean surfaces of amenities/ tables</p> <p>3. Full time for cleaner to clean canteen and toilet facilities.</p> <p>4. Canteen seating reduced to 2 persons per table (Excess chairs removed)</p> <p>5. Occupied lighting system for toilet areas to indicate if there is free capacity, 2m distancing que for those waiting. Signs showing toilet hygiene controls before and after use</p> <p>6. Wash your hand signs to remind all about personal hygiene in canteen and toilet areas.</p> <p>7. Smoking area altered to allow people to sit 2m apart during break times, non smoking external seating also spaced to meet guidelines.</p> <p>8. Multiple breaks reducing the amount of traffic at anyone time in the canteen/ smoking and toilet areas.</p> <p>9. All new measures trained out to staff and on first day of return to work to those returning from furlough status. Work place inspections to monitor controls.</p>	2	5	10	Yes?
5	Contracting Covid 19	Sickness/ illness/ death	All staff/ visitors/ contractors	Contamination by visitor/ contractor	<p>1. NO Unauthorised visitors allowed to site.</p> <p>2. Guidance notes for potential work related meetings or contractor works being done on site.</p> <p>3. Contractor declaration form for sign off before entry to site relating to symptoms/ contact and social distancing rules for the premises.</p> <p>4. No access to main factory for <i>ad hoc</i> visitors to maintain controls before any permitted entry.</p> <p>5. Sanitising spray given to contractors to clean work area before and after completion of works.</p> <p>6. Only essential contractors/ visitors allowed on site non essential works and meetings postponed or agreed by senior management/ engineering and H&amp;S</p> <p>7. 2m social distancing enforced at all times, or plus other controls if breaking 2m zone for in excess of 15 minutes.</p> <p>8. Sanitiser and hand washing enforced before entry to main factory.</p>	1	5	5	Yes

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					9. Regular contractor declaration and guidance form, for drivers and contractors who work regularly for Pike.				
6	Contracting Covid 19	Sickness/ illness/ death	All staff	Receipt of potentially contaminated goods.	<p>1. Delivery driver's own social distancing policy, No signature/ van unloading by recipient etc</p> <p>2. Drivers to remain 2m social distancing at all times during delivery.</p> <p>3. Allocated cages for small goods delivery, allocated area for larger pallet deliveries.</p> <p>Access to goods in area by audio bell to prevent free access.</p> <p>4. Stores/ goods in despatch area written guidelines for receipt of goods and delivery drivers.</p> <p>5. Sanitiser points located at goods in and despatch for use after receiving delivery and for drivers to use.</p> <p>6. P.P.E gloves for goods in personnel to use during receipt of goods and handling thereafter being <b>mandatory</b>, gloves to be disposed of after use.</p> <p>7. Face mask available for goods requiring a 2 person lift. Or when 2m distancing is impractical.</p> <p>8. Use of regular despatch/delivery drivers who know the rules/ guidelines.</p> <p>9. Advice to employees to refrain from touching their face and to maintain hygiene by sanitising or washing hands frequently during the day.</p>	2	5	10	yes
7	Contracting Covid 19	Sickness/ illness/ death	First aiders/ casualties	Provision of first aid care	<p>1. Face shields <b>Mandatory</b> for first aider to use while attending all incidents/ accidents</p> <p>2. Protective gloves are <b>mandatory</b> to be used on all occasions requiring first aid.</p> <p>3. CPR to be performed without rescue breaths until further notice as per government guidelines.</p> <p>4. Defibrillator to be used ASAP in all relevant cases</p> <p>5. Actions shared out to all on site first aiders.</p>	1	5	5	Yes
8	Contracting Covid 19	Sickness/ illness/ death	All staff/ visitors/ contractors	Emergency evacuation access and egress	<p>1. All routes become free during emergency evacuation to access nearest exit point.</p> <p>2. Existing gathering points to be used keeping 2m social distancing.</p> <p>3. Controls return once incident is over.</p>	1	5	5	Yes
					<p>1. All drivers/ sales to follow customer delivery point controls as laid out/ requested</p> <p>2. Gloves and masks available and <b>mandatory</b> to drivers while dropping off goods.</p> <p>3. Sanitising spray allocated to each company van to clean before and after use</p> <p>4. Hand sanitiser allocated to each van to enable driver to clean hands before continuing.</p> <p>5. Engineers sanitise before re entry to premises after visiting local suppliers</p>				

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10	Contracting Covid 19	Sickness/ illness/ death	All staff/ visitors/ contractors	Symptomatic employee/ visitor or contractor	<p>1. Allocated area for symptomatic person to retire to.</p> <p>2. Advise on phone made available for symptomatic person to call NHS 111 to discuss symptoms and required actions.</p> <p>3. Advise to arrange a test with the nearest covid test facility, arranging through the GOV website or calling 119</p> <p>4. 7 day isolation period to be complied to unless test comes back negative, isolation required until receipt of results, letter must be shown as proof of safe return.</p> <p>5. Work area and allocated retreat area to be deep cleaned immediately after incident, To be done before test result known/ received.</p> <p>6. All other controls in place are to keep remaining colleagues safe.</p>	1	5	5	Yes
11	Contracting Covid 19	Sickness/ illness/ death	All staff	Vulnerable category staff	<p>1. All vulnerable staff on furlough from outset.</p> <p>2. List of ailments constituting vulnerable issued for those to self assess if they need to isolate or not.</p> <p>3. Risk assessments completed on return of individuals considering each personal risk and control required.</p>	1	5	5	Yes
12	Contracting Covid 19	Sickness/ illness/ death	All staff	Extremely vulnerable category staff	<p>1. Doctors notes/advise received by those falling into this category.</p> <p>2. List of ailments constituting extremely vulnerable issued for those to self isolate</p> <p>3. 12 week period of isolation to be observed and monitored for advice by governmental guidelines or medical professionals.</p>	1	5	5	Yes
14	Mental health	Anxiety/ depression/ sickness/ illness	All staff	Concerns over catching covid 19/ Job security/ Unable to socialise (Family, friends), Financial worries ETC	<p>1. WhatsApp group for each factory area enabling free flow of information to colleagues on furlough to keep them in touch with company status changes etc, and for colleagues to ask and discuss issues surrounding the work environment while giving a route to be able to keep in touch with work friends and colleagues. Circulation of book to all staff on recognising and how to deal/help with mental health issues.</p> <p>2. PIP briefings reinstated to keep people abreast of company issues and allowing for feedback and questioning of the company. Ice forum also reinstated to directly deal with area representatives regarding issues relating to staff/employees</p> <p>3. Thrive app free to all employees to download and use to self monitor ones mental health, getting advice to keep safe.</p> <p>4. Healthshield for financial help and access to professionals to support employee mental health.</p>	2	4	8	Yes

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					5. Manager/ team leader calls when concerns are raised and more information or support is required for an individual.				
15	Contracting Covid 19	Sickness/ illness/ death	All staff	Contracting by colleagues	1. Company information regarding track and trace given, all should use the app if possible. 2. People to isolate after travel to non exempt destinations in line with government guidelines. 3. Checks made before return to work regarding contact and travel during time away from place of work.	2	5	10	Yes
	Indicates New risk and or control assessed								
	Obsolete assessed area (may come back into force)								
<b>SER</b>	<b>RISK</b>	<b>Further controls required to reduce likelihood and or severity of risk</b>				<b>New risk rating</b>			