

PIKE TEXTILES

AREA ASSESSED:		COVID 19 WORKPLACE		Date:	02.06.2020	Reference Number:	CV19 - 004		
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 shut down 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. 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. 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. Cleaners hours extended to allow for extra cleaning of hand rails, switches, door handles, taps and other multi touch points 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.	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. 9. Office desk floor plan moved to aid social distancing between colleagues. 10. Multiple signs reminding all of company social distancing rules/ guidelines. 12. Approximately 55% of staff on government furlough scheme, 5% working from home, reducing congestion and potential contact incidents.	2	5	10	Yes

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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 MUST 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. Extra 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.</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.</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 antry.</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 until further notice as agreed by senior management/ engineering and H&S</p> <p>7. 2m social distancing enforced at all times</p> <p>8. Sanitiser and hand washing enforced before entry to main factory.</p> <p>9. Regular contractor declaration and guidance form, for drivers and contractors who work regularly for Pike.</p>	1	5	5	Yes
					<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>	2	5	15	NO

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6	Contracting Covid 19	Sickness/ illness/ death	All staff	Receipt or potentially contaminated goods.	<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, 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>	3 2	5 5	15 10	NO yes
7	Contracting Covid 19	Sickness/ illness/ death	First aiders/ casualties	Provision of first aid care	<p>1. Face shields available for first aider to use while attending all incidents/ accidents</p> <p>2. Protective gloves as standard 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
9	Contracting Covid 19	Sickness/ illness/ death	Delivery drivers/ sales team	Delivering goods/ visiting customers	<p>1.Visiting customers suspended until further notice</p> <p>2. All drivers/ sales to follow customer delivery point controls as laid out/ requested</p> <p>3. Gloves and masks available to drivers</p> <p>4. Sanitising spray allocated to each company van to clean before and after use</p> <p>5. Hand sanitiser allocated to each van to enable driver to clean hands before continuing.</p> <p>6. Engineers sanitise before re entry to premises after visiting local suppliers</p> <p>7. Regular contractor declaration and guidance form, for drivers and contractors who work regularly for Pike.</p>	3 2	5 5	15 10	NO Yes
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.</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>	1	5	5	Yes

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					5. Work area and allocated retreat area to be deep cleaned immediately after incident, To be done before test result known/ received.					
					6. All other controls in place are to keep remaining colleagues safe.					
11	Contracting Covid 19	Sickness/ illness/ death	All staff	Vulnerable category staff	1. All vulnerable staff on furlough from outset. 2. List of ailments constituting vulnerable issued for those to self assess if they need to isolate or not. 3. Risk assessments completed on return of individuals considering each personal risk and control required.	1	5	5	Yes	
12	Contracting Covid 19	Sickness/ illness/ death	All staff	Extremely vulnerable category staff	1. Doctors notes/advise received by those falling into this category. 2. List of ailments constituting extremely vulnerable issued for those to self isolate 3. 12 week period of isolation to be observed and monitored for advice by governmental guidelines or medical professionals.	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	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. 2. Well being questionnaire sent out weekly to gauge and monitor those in the factory and on furlough's mood issues and health, allowing company to act accordingly. 3. Thrive app free to all employees to download and use to self monitor ones mental health, getting advise to keep safe. 4. Healthshield for financial help and access to professionals to support employee mental health. 5. Manager/ team leader calls when concerns are raised and more information or support is required for an individual. 6. Weekly briefs for upto date information for those on furlough to keep in the loop. 7. Staff on furlough receiving governmental payments of 80% of wage to combat financial hardship.	2	4	8	Yes	
SER	RISK	Further controls required to reduce likelihood and or severity of risk						New risk rating		
6	15	Sanitising of received goods or 72 hour period before general use procedure required? After consultation with customers whom handle the same type of goods as us the standard is to advise employees not to touch their face						2 x 5 = 10 yes		
9	15	Sanitiser needs to be in all company vehicles, policy written for guidelines when visiting customers or delivery points						2 x 5 = 10 yes		