

**PIKE TEXTILES**

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|----------------------|----------------|--------------------|-------------|----------|-------------------|------------|
| AREA ASSESSED:       |                | COVID 19 WORKPLACE | Date:       | 04.04.22 | Reference Number: | CV19 - 012 |
| Risk assessor name : | Matthew Waring |                    | Signature : | M.Waring |                   |            |
| Owner :              | Hannah Pike    |                    | Signature : |          |                   |            |
| Owner/Ambassador     | Andrew Pike    |                    | Signature : |          |                   |            |
| Standards Manager :  | Matthew Waring |                    | Signature : | M.Waring |                   |            |
| Financial Director:  | Simon Edwards  |                    | Signature : |          |                   |            |



| Pike Textile Risk Assessment Action Levels |  |
|--|--|
| <b>1 to 4</b>                              | Low possibility of an incident with minimum severity no action required all controls working and in place.                                 |
| <b>5 to 10</b>                             | Low to medium risk of an incident with medium level of severity, controls in place to be monitored.  |
| <b>11 to 15</b>                            | Medium to high risk of an incident with medium to high level of severity controls need to be applied as soon as possible                   |
| <b>16 to 25</b>                            | 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 | <p>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, including contact from track and trace and travel from countries not on the travel corridor list.</p> <p>2. Pre entry temperature checks. Failure requires employee to get PCR test before returning to work.</p> <p>3. Sanitiser stations before entry to main factory and office areas. Signs prompting use before entry. Now before entry to main reception to sanitise before signing in</p> <p>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.</p> <p>5. 2 Cleaners 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.</p> <p>6. Home worker declaration form and guidance for those who take and return work to Premises via out work area.</p> <p>7. Cleaning wipes for office IT stations to be cleaned before, during and after use, inline with a clear desk policy.</p> <p>8. Foot openers on main thoroughfare routes to stop cross contamination from handles.</p> <p>9. Work place inspections to monitor compliance to guidelines.</p> | 2 | 5 | 10   | Yes    |
| 2   | Contracting Covid 19 | Sickness/ illness/ death | All staff/ visitors/ contractors | Contact/ distancing/ movement/ interactions                                     | <p>1. One way systems in place around factory to stop head on interactions and breaking of distancing guidelines.</p> <p>2. Social distancing markers around factory showing the recommended 2m distancing.</p> <p>3. B2 corridor separated/ widened into 2 walkways with pallet way between to alleviate cross over point.</p> <p>4. Tool box talks and briefings introducing social distancing changes to staff members.</p> <p>5. Separation of work stations, face to face machines and tables to be 1 person only to aid social distancing.</p> <p>6. Separate entry and exit points for all.</p> <p>7. Lockers re-located to aid social distancing and allowing one way system to work.</p> <p>8. Staff working from home if possible when on self isolation due to contact by track and trace.</p>  | 2 | 5 | 10   | Yes    |

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|   |                      |                          |                                  | between colleagues                                | <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> <p>12. open window policy for meeting rooms with an air monitor indicate poor air quality. For the factory the main goods in door and despatch doors are opened frequently which allows air in. An adjoining door to B2 will now be opened to allow air change in this area twice a day for 10 minutes.</p> <p>13. Face mask policy when talking to others or walking around the factory, masks supplied. <b>Made Mandatory 9.12.21</b></p> <p>14. Screens erected between work stations and office desk where prolonged face to face working is required</p>  |   |   |    |     |
|   |                      |                          |                                  |   | 15. Air purifiers in open plan office areas   |   |   |    |     |
| 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 can resume following the new guidelines.</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> <p>4. Extra screens erected to reduce chances of contamination.</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 queue 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> <p>10. Canteen tables screened for when 2 people sit at one table.</p> | 2 | 5 | 10 | Yes |
|   |                      |                          |                                  |   | 1. NO Unauthorised visitors allowed to site.  |   |   |    |     |

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| 5 | Contracting Covid 19 | Sickness/ illness/ death | All staff/ visitors/ contractors | Contamination by visitor/ contractor       | <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> <p>9. Regular contractor declaration and guidance form, for drivers and contractors who work regularly for Pike.</p> <p>10. Visitors required to wear masks when on the premises.</p>   | 1 | 5 | 5  | Yes |
| 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> <p>10. Potentially contaminated goods to be refused entry to factory pending sanitisation from professional company.</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 |

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| 8  | Contracting Covid 19 | Sickness/ illness/ death | All staff/ visitors/ contractors | Emergency evacuation access and egress      | 1. All routes become free during emergency evacuation to access nearest exit point.  | 1 | 5 | 5 | Yes |
|    |                      |                          |                                  |   | 2. Existing gathering points to be used keeping 2m social distancing.  |   |   |   |     |
|    |                      |                          |                                  |   | 3. Controls return once incident is over.  |   |   |   |     |
| 9  | Contracting Covid 19 | Sickness/ illness/ death | Delivery drivers/ sales team     | Delivering goods/ visiting customers        | 1. All drivers/ sales to follow customer delivery point controls as laid out/ requested  | 1 | 5 | 5 | yes |
|    |                      |                          |                                  |   | 2. Gloves and masks available to drivers while dropping off goods.   |   |   |   |     |
|    |                      |                          |                                  |   | 3. Sanitising spray allocated to each company van to clean before and after use  |   |   |   |     |
|    |                      |                          |                                  |   | 4. Hand sanitiser allocated to each van to enable driver to clean hands before continuing.   |   |   |   |     |
|    |                      |                          |                                  |   | 5. Engineers sanitise before re entry to premises after visiting local suppliers   |   |   |   |     |
|    |                      |                          |                                  |   | 6. Regular contractor declaration and guidance form, for drivers and contractors who work regularly for Pike.  |   |   |   |     |
| 10 | Contracting Covid 19 | Sickness/ illness/ death | All staff/ visitors/ contractors | Symptomatic employee/ visitor or contractor | 1. Allocated area for symptomatic person to retire to.   | 1 | 5 | 5 | Yes |
|    |                      |                          |                                  |   | 2. Advise phone made available for symptomatic person to call NHS 111 to discuss symptoms and required actions.  |   |   |   |     |
|    |                      |                          |                                  |   | 3. Advise to arrange a test with the nearest covid test facility, arranging through the GOV website or calling 119   |   |   |   |     |
|    |                      |                          |                                  |   | 4. 5 - 10 day isolation period to be complied to unless 2 tests comes back negative, isolation required until receipt of results, letter must be shown as proof of safe return.  |   |   |   |     |
|    |                      |                          |                                  |   | 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.  |   |   |   |     |
| 12 | Contracting Covid 19 | Sickness/ illness/ death | All staff                        | Extremely vulnerable category staff         | 1. Doctors notes/advise received by those falling into this category.  | 1 | 5 | 5 | Yes |
|    |                      |                          |                                  |   | 2. List of ailments constituting extremely vulnerable issued for those to self isolate   |   |   |   |     |
|    |                      |                          |                                  |   | 3. Any period of isolation to be observed and monitored for advice by governmental guidelines or medical professionals.  |   |   |   |     |
|    |                      |                          |                                  |   | 1. WhatsApp/new HR system/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 intouch with work friends and colleagues. Circulation of book to all staff on recognising and how to deal/help with mental health issues. |   |   |   |     |

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| 14   | Mental health        | Anxiety/ depression/ sickness/ illness | All staff                        | Concerns over catching covid 19/ Job security/ Unable to socialise (Family, friends), Financial worries ETC | 2. COMMS and tool box talks briefings reinstated to keep people abreast of company issues and allowing for feed back and questioning of the company. Ice forum also reinstated to directly deal with area representatives regarding issues relating to staff/employees | 2 | 4 | 8  | Yes |
|  |                      |  |                                  |   | 3. Thrive app free to all employees to down load 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. Trained Mental health first aider to offer confidential advice when needed.   |   |   |    |     |
|  |                      |  |                                  |   | 7. Employee assistance plan (EAP) card given to all colleagues with advice and contact numbers.  |   |   |    |     |
|  |                      |  |                                  |   | 15   |   |   |    |     |
| 16   | Contracting Covid 19 | Sickness/ illness/ death               | All staff/ visitors/ contractors | Outbreak of infected members of staff   | 1. On an out break above 8 people, or otherwise if workplace transmission is deemed likely to have occurred then the company will ask for staff to return home or help with a clean.   | 2 | 5 | 10 | YES |
|  |                      |  |                                  |   | 2. A deep clean of the whole factory using a fogging machine where possible will take place Other areas will be Deep cleaned thoroughly by hand, immediately by selected team.   |   |   |    |     |
|  |                      |  |                                  |   | 3. Staff will be called back and offered a test before restarting work, once all measures have taken place to ensure safety.   |   |   |    |     |
|  |                      |  |                                  |   | 4. Track and trace will be notified incase visitors or contractors had been on site.   |   |   |    |     |
|  |                      |  |                                  |   | 5. Staff exhibiting symptoms will be advised to seek a test and remain isolated for the 5 - 10 day period.   |   |   |    |     |
| 6. Any staff members considered to have had contact with infected person will be asked to gain a test as well. (Contact meaning breaking the guidelines in place while working with an individual who has symptoms). |                      |  |                                  |   |  |   |   |    |     |
| 17   | Contracting Covid 19 | Sickness/ illness/ death               | All Staff                        | Asyptomatic person spreading the virus un knowingly   | Twice Weekly Lateral flow tests available for those agreeing to participate.   | 2 | 5 | 10 | yes |
| 18   | Contracting Covid 20 | Sickness/ illness/ death               | All Staff                        | Travelling to work with a colleague in same car   | 1. Advised that masks should be worn if travelling in a car with a colleague   | 2 | 5 | 10 | Yes |
|  |                      |  |                                  |   | 2. Windows should be open to allow for air changes   |   |   |    |     |
|  |                      |  |                                  |   | 3. If one person develops syptoms then all those travelling in the same car will be deemed to have had contact and will be required to test and follow the guidelines on isolation.  |   |   |    |     |
| Indicates New risk and or control assessed   |                      |  |                                  |   |  |   |   |    |     |
| Obsolete assessed area (may come back into force)  |                      |  |                                  |   |  |   |   |    |     |

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| SER | RISK | Further controls required to reduce likelihood and or severity of risk | New risk rating |
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