

Company Wide Risk Assessment - for general use covering all employees**Department/Area: ALL****Managing Risk: Coming to work and leaving work***Objective: To maintain social distancing wherever possible on arrival and departure and to ensure handwashing upon arrival*

<i>Action to be taken</i>	<i>Steps to take action</i>
Stagger arrival and departure times at work to reduce crowding at entrances and exits	<ol style="list-style-type: none"> 1. Stagger times with 10 minute intervals (see appendix A). 2. Ensure those who work part time do not clash on days they may work together. 3. Ensure those who use public transport, car share or who have dependents that require child care/drop offs/collections can cater for their new times. 4. Ensure all employees fully understand the importance of being on time. 5. Employees who are not regularly working in the office but wish to come in need to speak to Victoria Morgan or Rowan Chuck to arrange a suitable time.
Provide additional parking or facilities such as bike racks to help people walk, run or cycle to work where possible	<ol style="list-style-type: none"> 1. Ensure employees are aware of all areas that can be used for parking (note: there are no fixed spaces within the square). 2. Discuss with employees those who may be cycling and install a bike rack if required.
Reducing congestion by having more entry points to the workplace	<ol style="list-style-type: none"> 1. Staggered start and finish times will help to combat congestion at the start and end of the day. 2. Staggered lunch times will help to combat congestion at lunchtime. 3. Use of back door (in embroidery) for using the outside space for lunch and if walking locally.
Providing handwashing facilities or hand sanitiser at entry and exit points	<p>Hand Sanitiser Units installed:</p> <ol style="list-style-type: none"> 1. In reception for use when entering and exiting through the main reception. 2. By the door in the shop for use when entering and exiting through the shop. 3. By the shutter for use when entering and exiting through the shutter. 4. By the back door in embroidery for use when entering and exiting through this door. <p>Place posters by each unit to remind all employees and visitors.</p>
Providing alternatives to touch-based security devices	<ol style="list-style-type: none"> 1. Use of fobs to replace passwords for the clocking in and out machine (see Appendix B). 2. Fobs for the current security alarm are not available; a hand sanitiser unit will be positioned by the main entrance to assist with hygiene temporarily and a replacement security system is being investigated.

Managing Risk: Moving around the building

Objective: To maintain social distancing wherever possible while people travel through the workplace

<i>Action to be taken</i>	<i>Steps to take action</i>
Reducing movement by discouraging non-essential trips	<ol style="list-style-type: none"> 1. Explain to all employees the importance of using work telephones to speak to colleagues in other departments to reduce the flow of people throughout the building. 2. Where this is not possible, for example, if an item of clothing or a design needs to be shown, employees must call colleagues beforehand to arrange a time and area to meet. 3. Provide cleaning wipes near each communal phone to be used after each use.
Reducing job and equipment rotation	<ol style="list-style-type: none"> 1. Embroidery machines: machines will be allocated so the same people are using the same machine, wherever possible (see Appendix C). 2. Screen print machines: machines and equipment will be allocated so the same people are using the same machine, wherever possible (see Appendix C). 3. Digital print machines: machines and equipment will be allocated so the same people are using the same machine, wherever possible (see Appendix C). 4. Despatch PC: pc will be allocated so the same people are using the same machine, wherever possible (see Appendix C). 5. Office: employees will be restricted to using their pc only. 6. Shop: employees will be paired/grouped and allocated set roles to reduce the number of people using the same machinery.
Introducing more one-way flow through the building	<p>The use of two stair cases allows us to allocate one-way flow within the building, however we need to consider the movement of large boxes which are not suitable for the smaller staircase leading to the office. With this in mind we are suggesting:</p> <ol style="list-style-type: none"> 1. Where possible use the main staircase (by reception) for going upstairs e.g. office employees going to their desk, embroidery employees with queries for the office or print and schoolwear employees entering the office. 2. Where possible use the second staircase (from print to despatch) for going downstairs e.g. office and print employees to access the kitchen and toilets. 3. The movement of orders, especially large boxes, will have to go both up and down the second staircase because of general health and safety requirements. 4. Employees working downstairs will not be expected to go upstairs after using the kitchen or the toilets to return to their workstation. 5. In cases where you are not following the general rule all employees should be extra vigilant and move if required. 6. Signs & markings will be on walls and floors.

Managing Risk: Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings

<i>Action to be taken</i>	<i>Steps to take action</i>
Use remote working tools to avoid in-person meetings	Use of Microsoft teams (phone or video) or phone calls for all meetings between colleagues, customers and suppliers where possible. This is setup on all pc's. If you need any help please speak to Victoria Morgan or Utilize directly.
Keep participants in face-to-face meetings to a minimum	Where face-to-face meetings are required: <ol style="list-style-type: none"> 1. Always keep at least 2m apart. 2. Hold them outside (back of the unit) where possible. 3. If held in the meeting room keep all windows open and only 3 people are permitted. 4. Limit the number of people attending. 5. Do not share pens, pads or any other equipment. 6. Keep meetings as short as possible. 7. Use hand sanitiser before and after meetings (outside or inside). 8. Wear face covers/masks. 9. If supplier or customer meetings have to be done on site you must seek authorisation from Victoria Morgan or Rowan Chuck. They should only be held one at a time; please liaise with all colleagues to ensure no other people will be on site. These meetings should be limited to one person and a record of this person (name and contact number) should be given to Victoria Morgan. Meetings should start and finish before or after all employee breaks have taken place. 10. Any staff member organising a meeting must adhere to the above requirements and it is their responsibility to enforce them.
Providing and explaining guidance to visitors	<ol style="list-style-type: none"> 1. Where face-to-face meetings are required with customers or suppliers we must send them information on our social distancing and hygiene processes prior to their visit. 2. The use of signage throughout the building will act as a reminder on the day. 3. If you have booked an on-site meeting you must run through the processes with Victoria Morgan prior to the meeting so you are aware of all steps that need to be taken.

Managing Risk: Common Areas

Objective: To maintain social distancing while using common areas

<i>Action to be taken</i>	<i>Steps to take action</i>
Staggering break times to reduce pressure on the kitchen	Lunch times to be staggered where possible (see Appendix D).

Encourage use of outside areas for breaks	<ol style="list-style-type: none"> 1. Inform all employees and provide information on outside areas at the back of the unit. 2. Employees will no longer be able to eat in the kitchen; they can however eat at their work station. 3. Employees must wear a face mask/cover when in the kitchen and use hand sanitiser on entry and exit. 4. If employees are taking their break outside or walking locally please they should use the back door to reduce congestion at the main entrance.
Use of own kitchen utensils	<ol style="list-style-type: none"> 1. All employees should bring their own utensils for lunch/breaks, including cups and plates, and take these home at the end of each day. 2. Tea and coffee will still be provided but all employees should ensure they wash their hands before and after making a drink. 3. Tea towels and cloths have been removed from the kitchen.
Use tape to show 2m distances in areas where congestions is likely	<ol style="list-style-type: none"> 1. Kitchen - around the sink, fridge and work surface (limit the kitchen to one person at a time wherever possible) 2. Lockers 3. Thread cabinets 4. Shutter 5. Machinery

Managing Risk: Accidents, Security and other Incidents

Objective: To prioritise safety during incidents

<i>Action to be taken</i>	<i>Steps to take action</i>
In an emergency people do not need to stay 2m apart if it would be unsafe	If there is an accident, fire, break-in or any other incident employees do not need to stay 2m apart if it would be unsafe to do so. Those who assist in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing their hands.

Managing Risk: Cleaning

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces

<i>Action to be taken</i>	<i>Steps to take action</i>
Frequent full cleans	Cleaners will attend twice a week for a full clean of all surfaces, major contact points (e.g. door knobs, phones, printers), toilets, kitchen and floors.

Clearing workspaces and removing waste and belongings from the work area at the end of a shift	<p>Cleaning sprays and disposable cloths or Anti-Bacterial wipes will be at each workstation and shared area, and should be used at the end of each shift and/or when employees have finished with that piece of equipment or leave an area. All areas of contact including work surfaces, computers, machine buttons, phones, tape guns, etc. should be cleaned. If the area is shared please let your colleagues know when you have finished in this area of with the equipment.</p> <p>All cleaning products are clearly labelled with the area they are for and should remain in this area (see Appendix E).</p> <p>If any product is running low please speak to Victoria Morgan immediately so stocks can be replenished.</p>
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Managing Risk: Hygiene - handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day

<i>Action to be taken</i>	<i>Steps to take action</i>
Using signs and posters to build awareness	<p>The following will be placed within the building:</p> <ol style="list-style-type: none"> 1. Handwashing technique - in toilets and kitchen 2. Reminder to wash your hands - throughout the unit 3. NHS provided safety advice - throughout the unit
Providing hand sanitiser in multiple locations	<ol style="list-style-type: none"> 1. In the main reception 2. At the bottom of the stairs 3. At the entrance of the kitchen 4. By the shutter 5. In embroidery at the back door 6. In despatch 7. At the top of the stairs 8. In the print office 9. In the office 10. In the shop <p>see Appendix F</p>
Use of toilets to ensure social distancing is achieved as much as possible	<p>Due to the layout of our toilets social distancing is hard to achieve; we therefore insist on the use of face coverings when going to the toilet, and using the hand sanitiser at the bottom of the stairs before entering the toilets and after leaving.</p> <p>Vacant/Occupied signs will be on the main door to the toilets for each of the 3 cubicles; when entering please change the sign to occupied for the cubicle you will be using and to vacant when leaving. This will help reduce congestion in the toilets. If the toilets are busy we would suggest you leave and return later.</p>
Providing hand-drying equipment	<ol style="list-style-type: none"> 1. Hand-dryer in the toilets. 2. Remove tea towels in the kitchen.

Managing Risk: Use of Face Coverings

<i>Action to be taken</i>	<i>Steps to take action</i>
Provision of face coverings <i>Note: face coverings are not the same as face masks and are for non-surgical use</i>	Wearing a face covering whilst at work is optional and is not yet required by law. We will provide all employees with between 2-5 face covers and advise in enclosed spaces or where social distancing isn't possible they should be worn. If employees wish to wear them at other times they can. We also encourage: <ol style="list-style-type: none"> 1. Washing your hands thoroughly or using hand sanitiser before putting them on and taking them off. 2. Avoid touching your face or the face cover when wearing it. 3. Change your face cover if it becomes damp. Bring one of your spare covers with you each day. 4. Continue to wash your hands regularly. 5. Face coverings should be taken home at the end of the day and washed. 6. Continue to always practice social distancing.

Managing Risk: Communications and Training

Objective: To make sure all workers understand COVID-19 related safety procedures

<i>Action to be taken</i>	<i>Steps to take action</i>
Provide clear, consistent and regular communication to improve understanding and consistency of ways of working	<ol style="list-style-type: none"> 1. Provide all employees with copies of all risk assessments and new processes. 2. Speak with each employee separately on their return to run through the new procedures in place and answer questions. 3. Remind all employees they can raise concerns or ask questions at any time with their employee representative or Victoria Morgan. 4. Hold regular catchups between the employee representative and Victoria Morgan. 5. Email or speak with all employees when updates are made.
Increase awareness and focus on the importance of mental health at times of uncertainty	<ol style="list-style-type: none"> 1. Communicate and share the Government guidelines on mental health and COVID-19. https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 2. Display information in the workplace. 3. Appoint a mental health first aider to support colleagues.
Increasing awareness of COVID-19 symptoms, self-isolation and the use of test and track	<ol style="list-style-type: none"> 1. Communicate and share the Government guidelines. 2. Display information in the workplace. 3. Update as changes are made.

Managing Risk: Handling goods, merchandise and other materials

Objective: To reduce transmission through contact with objects that come into the workplace

<i>Action to be taken</i>	<i>Steps to take action</i>
Install cleaning procedures for shared equipment	<p>Cleaning sprays and disposable cloths or Anti-Bacterial wipes will be at each workstation and shared area, and should be used at the end of each shift and/or when employees have finished with that piece of equipment or leave an area. All areas of contact including work surfaces, computers, machine buttons, phones, tape guns, etc. should be cleaned.</p> <p>All cleaning products are clearly labelled with the area they are for and should remain in this area (see Appendix E)</p> <p>If any product is running low please speak to Victoria Morgan immediately so stocks can be replenished.</p>
Encourage increased handwashing and providing facilities	<ol style="list-style-type: none"> 1. Use of posters throughout the building. 2. Install hand sanitiser units throughout the building.
Identify areas where people have to directly pass things to each other and create drop off zones if necessary	<ol style="list-style-type: none"> 1. Jobs - boxes are moved throughout the building; these should always be placed on the floor or work top and not handed directly to your colleague. 2. Paperwork - work orders, invoices, post, etc. are used throughout the building. Creating drop off areas would not be possible for each interaction; instead inform your colleague you have paperwork for them and ask them to step away. You can then leave the paperwork on a work surface and leave. 3. Work orders & proofs for despatch - office staff should continue to print these off but the tray for Tim will be moved from its current location to a unit by the office door. 4. Messages - wherever possible email or call a colleague with a message; do not use post-it notes or pieces of paper. <p>Always practice social distancing when carrying out any of the above.</p>
Restricting non-business deliveries, for example, personal deliveries to workers	Ensure all employees are aware that no personal deliveries should be sent to the business.

Managing Risk: Inbound and Outbound Goods

Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site

<i>Action to be taken</i>	<i>Steps to take action</i>
Revising pick-up and drop-off collection points, procedures, signage and markings	<p>1. Drop off/Deliveries will be at the shutter. The procedure will be as follows: Driver/customer to ring the bell and informed to step back from the shutter (as marked on the floor), we will raise the shutter, step back and inform the driver they can off-load the boxes outside of the unit, once the driver has left we can bring the boxes into the unit.</p> <p>2. Collections will be at the shutter. The procedure will be as follows: Driver/customer to ring bell and informed to step back from the shutter (as marked on the floor), they will give us information about the collection, we will bring the box(es) and place outside of the shutter and walk away, customer/driver will then load the boxes into their vehicle.</p> <p>Where possible we should encourage customers to take deliveries rather than collections.</p>
Consider methods to reduce frequency of deliveries by ordering larger quantities less frequently	Because most of our suppliers use DPD daily placing numerous orders on one day will not have a huge impact as the delivery will arrive with the same driver.
Where possible and safe have single workers load and unload deliveries	This is already in place; if there is a particularly large delivery due specific discussions will need to take place at that time.

Managing Risk: If someone develops Covid-19 symptoms in the workplace

Objective: To ensure employees inform the business immediately and keep them up to date

<i>Action to be taken</i>	<i>Steps to take action</i>
If someone develops symptoms on site	<p>If anyone becomes unwell with a new, continuous cough, a high temperature or a loss of taste or smell whilst on site they should immediately inform a manager or the employee representative and be sent home. If they are seriously ill a colleague should call 999 immediately.</p> <p>They should be advised to call 111 or use the 111 online service as soon as they are home. 111 will advise if they are safe to return to work or if they should have a test. Test results are usually returned in 48-72 hours; during this time the staff member should stay off work. We advise the use of test and trace for anyone with symptoms.</p> <p>If a member of staff has helped someone who was taken unwell they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>It is not necessary to close the business or send staff home, unless government policy changes. The cleaners should be called to come in for an extra clean that day.</p>
If someone develops symptoms off site	<p>If anyone becomes unwell with a new, continuous cough, a high temperature or a loss of taste or smell whilst off site, either outside of working hours or on a non-working day they should inform a manager or the employee representative when they are able to and ideally as soon as possible. If they have been in work recently it is important for us to know so colleagues in close contact with them can be informed if required and a thorough clean can take place. We advise the use of test and trace for anyone with symptoms.</p>
If someone is asked to self-isolate through test and trace	<p>If anyone is asked to self-isolate through the Governments test and trace system they should do so and inform a manager or the employee representative as soon as possible. If they have been in work recently it is important for us to know so colleagues in close contact with them can be informed if required and a thorough clean can take place.</p>

To discuss any questions, concerns or suggestions please speak to either Tim Hines your employee representative or Victoria Morgan.

Please note the risk assessment will be reviewed as and when any changes in Government policy or business operations occur.

Staggered Start and Finish Times - for those working onsite

Note : The times below are set to 5 mins before you start your shift and 5 mins after you finish your shift; please ensure you arrive and leave at those time so you can adhere to social distancing and be present for your full shift.

Arrival Time	Monday	Tuesday	Wednesday	Thursday	Friday
7am					
7.10am					
7.20am					
7.30am					
7.40am					
7.50am					
8am					
8.10am					
8.20am					
8.30am					
8.40am					
8.50am					
9am					
9.10am					
9.20am					
9.30am					

Leaving Time	Monday	Tuesday	Wednesday	Thursday	Friday
4.30pm					
4.40pm					
4.50pm					
5pm					
5.10pm					
5.20pm					
5.30pm					
5.40pm					
5.50pm					
6pm					
6.10pm					
6.20pm					
6.30pm					

Fob Setup & Issued for Clocking in & out Machine

Staff Member	Date Issued
Anna Hall	
Elizabeth Hardy	
Emma Schild	
Kathy Graves	
Katie Sturgeon	
Patrick Heminway	
Robert Hewitt	
Robert Maryson	
Rosamund Vickerage	
Rowan Chuck	
Sabrina Kerry	
Sally King	
Scott Waite	
Shaun Anderson	
Siobhan Robb	
Sue Mason	
Tim Hines	
Tracey Dobbs	
Victoria Morgan	

Machine & Equipment Allocation

Note : All employees should use the machines they have been allocated; if there are any issues please speak to Rowan immediately.

Machine	Monday	Tuesday	Wednesday	Thursday	Friday
Embroidery Machine 1					
Embroidery Machine 2					
Embroidery Machine 3					
Embroidery Machine 4					
Digital Printers (all)					
Heat Presses					
Automatic Screen Print					
Manual Screen Print					
Light Box					
Despatch PC					
Office PC's			Ensure you use your own PC only		
Office Printers			Where possible use the one at your desk; there will be wipes by the shared colour printer		
Shop Till					

Staggered Lunch Times - for those working onsite

Note : You may have your lunch at the same time as other colleagues; please ensure you adhere to social distancing in the kitchen. We advise taking your break at your work station or outside at the back of the unit.

Staff Member	Lunch Break				
	Monday	Tuesday	Wednesday	Thursday	Friday
Anna Hall					
Elizabeth Hardy					
Emma Schild					
Kathy Graves					
Katie Sturgeon					
Patrick Heminway					
Robert Hewitt					
Robert Maryson					
Ros Vickerage					
Rowan Chuck					
Sabrina Kerry					
Sally King					
Scott Waite					
Shaun Anderson					
Siobhan Robb					
Sue Mason					
Tim Hines					
Tracey Dobbs					
Victoria Morgan					

Locations for Cleaning Products (sprays and cloths or antibacterial wipes)

	Present
Reception	Y
Toilet (above sink)	Y
Kitchen	Y
Embroidery threads	Y
Embroidery machine 1	Y
Embroidery machine 2	Y
Embroidery machine 3	Y
Embroidery machine 4	Y
Embroidery machine 5	Y
Despatch PC	Y
Schoolwear packing table	Y
Shutter	Y
School stock room	Y
Shop	Y
Screen print x 2	Y
Digital print pressing area	Y
Print office	Y
Meeting room	Y
Office - occupied desks	Y
Office - colour printer	Y

Locations for Hand Sanitiser units

	Present
Main reception	Y
Bottom of the stairs	Y
Entrance of the kitchen	Y
By the shutter	Y
Embroidery back door	Y
Picking/Packing area	Y
Top of the stairs into print	Y
Print office	Y
Main office	Y
Shop	Y