

Flooring Mart Ltd	RISK ASSESSMENT	No: 6606	Ref:
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	High	Med	Low	Control Measures:	High	Med	Low			
Access onto site	X			Who?	Employees	Subcontractors	Third Party			
				How?	Fatal	Major	Minor			
				<ul style="list-style-type: none"> • All personnel to avoid queuing or gathering in any places. Minimum of 2-metre distance should be kept between personnel at all time. • When signing into site, ensure to keep a 2-metre distance from all personnel and ensure to wash hands after use. Wipe the touch screen with Anti- bacterial wipes. • Visitors to site and offices are to be restricted to essentials persons only. Any Non-essential persons well be refused entry. 						
Use of communal spaces on site	X			<ul style="list-style-type: none"> • Adhere to maximum number of people rules in every facility at any given time (follow the information displayed on notice posters). • Keep 2-metre distance rule. • Use allocated welfare times to avoid overcrowding. • If possible, employ a pedestrian 'one way' system – e.g.: lift / hoist for vertical access and stairs down • Each table in the canteen can only be used by one person at any given time. 						
Travelling to and from work	X			<ul style="list-style-type: none"> • Avoid public transportation if possible. • Only travel on public transportation if you are well nor any of your household are self-isolating. • Return home if you feel unwell; avoid contact with other people. Ensure to report to the site paramedic 						

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				<ul style="list-style-type: none"> • Preferably, only 1 person per vehicle unless they live in the same household. If this is not possible, • Only 2 operatives maximum per vehicle, one in the front, one in the rear wherever possible. 			X X
Use of smoking / vaping areas	X			<ul style="list-style-type: none"> • 1 Person in smoking area at any one time. Wash your hands before and after smoking / vaping and only use dedicated smoking / vaping areas 			X
Morning briefings	X			<ul style="list-style-type: none"> • Each gang should be briefed while members of the team are spread apart keeping at least a 2-metre distance. • Briefing sheets are to be completed by the supervisor ONLY. • The Supervisor MUST add in each person's name, and company as normal, but the operatives are not required to sign. 			X X X
Using the site stores	X			<ul style="list-style-type: none"> • When queuing for materials and tools located in the office/store, 2-metre distance must be kept between people. Floor markings may have been added to ensure the 2-metre distancing and this MUST be reinforced during the daily task briefings every day. • When collecting and returning tools, full PPE MUST be worn by the storeman and the operative. 			X X X

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Using site walkways and access stairs	X			<ul style="list-style-type: none"> • Do not overcrowd access routes. Allow other people, who are already on the route, to pass by before entering on the walkway or stairs. Keep 2-metre distance wherever possible. • Where space and site conditions allow, set up a one-way pedestrian route to welfare areas. • Vertical access via hoists and lifts is to be operate in on a one-way basis where possible, if this not possible the maximum limit will be determined by the size of the hoist / lift to ensure all operative and operators can maintain the 2m distancing rule. 			X X X
Working on site	X			<ul style="list-style-type: none"> • Operatives should keep at least 2-metre distance wherever practicable. • Where this is not possible, below 2m YOU should be using a respiratory equipment (FFP3 Type as a minimum) • Full PPE to be worn at all times. • Use of hand tools requires the user to wear their safety gloves prior to collecting the tool from the store, during use and when returning to the store. If the tool is touched without the wearing of gloves it MUST be cleaned with anti-bacterial before returning / issuing. • Site briefings and tool-box talks will be undertaken by the supervisor's in line with the new procedure using the supplied forms. Supervisors MUST enforce the 2m rule. • During the COVID 19 pandemic, all sites will have to nominate specific, Abrasive Wheel Trained operatives to undertake all cutting/grinding activities on a daily basis. Each nominated operative will be issued a pair of impact goggles which are for their use 			X X X X X

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Site Deliveries	X			<ul style="list-style-type: none"> • If you become unwell and start to show any of the below symptoms, you are to follow the government guidelines and self-isolate for 7 days. If a member of your household is showing any of the below symptoms, then you and those within you household must isolate for 14 days; <p style="text-align: center;"><u>Primary symptoms of Corona Virus (COVID-19)</u></p> <ul style="list-style-type: none"> - Fever - Dry Cough - Shortness of breath - Fatigue - Body aches <p>Note: Any sense of unwellness should be treated with caution and if in doubt, contact your GP or use the NHS 111 online service for further advice</p> <ul style="list-style-type: none"> • Delivery drivers are always to maintain the 2m distancing rule. The driver will exit the cab of their vehicle to unstrap the load and return to their cab or move away from the vehicle ensuring they stay a minimum of 2m away from all other site operatives. 			X
Working in the site office	X			<ul style="list-style-type: none"> • Site office & staff will be rearranged / relocated to ensure they are not working within at least 2 metre distance from each other. Visitors in the office will be limited. • Site meetings will only take place if absolutely necessary and only when the 2m rule can be fully implemented, within a well-ventilated office with open windows. 			X X

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First aid emergency	X			<ul style="list-style-type: none"> • First aiders to project themselves with adequate PPE prior to treating the injured party. • 2 FFP3 face masks, as a minimum, are to be added to the first aid kits. • For cardiac arrests / heart attacks, the first aider is to use Hands Only CPR. • Chest compressions at a rate of 100 to 120 per minute are to be delivered until the emergency services arrive or you become too tired to continue. • Enlist the help of others to deliver Hands Only CPR where required, ensuring any additional helpers are wearing the correct PPE prior to assisting. 			X X X X X
Welfare	X			<ul style="list-style-type: none"> • Wherever possible, additional welfare will be added to ensure the 2m social distancing rule is met, where this is not practicable: • Alternate toilets, urinals and sinks are to be blocked / closed to maintain the 2m social distancing rule. • Canteen seating will be relocated where possible or closed / reduced to maintain the 2m social distancing rule. • Drying / Changing rooms will have a limit on the maximum number of persons entering at any one time to maintain the 2m social distancing rule. • Additional signage may be erected to make the site operatives aware of the social distancing within the welfare and wherever possible, the welfare will be policed by a welfare attendant who will ensure the 2m social distancing rule is being adhered to. • Start and finish times are to be relaxed to encourage site operatives to arrive and leave site at different times, <p>• Restrict the use of equipment wherever possible.</p>			X X X X X X

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Shared office equipment: Printer, scanner, copiers, kettles, fridges, microwaves etc.	X			<ul style="list-style-type: none"> • Encourage staff and operatives to bring pre-made, cold food and drinks. • Encourage staff and operatives to bring their own cups / bottles. Do not use cups or bottles from the canteen areas unless you have thoroughly cleaned with anti-bacterial wash / soap. • Use disposable cups where possible. • Enhanced cleaning of all equipment used by multi-persons by a dedicated cleaner / cleaning team. Where it is not practicable to have a dedicated cleaning team, • Hand sanitiser to be used prior to and after the use of Copiers, scanner, Printer etc, avoid using damp clothes or wipes to prevent damaging the equipment. • Prior to and after the use Kettles, fridges, microwaves etc., the handles, buttons and switches should be cleaned with anti-bacterial wipes or use hand sanitiser before and after using this type of equipment. 			X
				X			
				X			
				X			
				X			
				X			

COMPLETED BY: Terry Wickham	DATE: 25/04/2020
SIGNATURE: Terry Wickham	REVIEW DATE: As required

All persons undertaking activities indicated on this risk assessment form must be made fully aware of its contents.