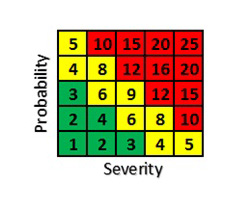
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| --- | --- | --- | --- |
| Risk Assessment Name: | Installing, Removing & Servicing Floor Mats | Assessment Type: General | **Elite logo** |
| Assessment Date: | 1/5/24 | Review Period: | Annually |
| Approved by: | Gareth Lewis | Review Date: | 1/5/25 |
| Approved date: | 1/5/24 | Reference: | ELI002 |

| **Hazard** | **Who might be harmed and how?** | **Existing controls?** | **What further controls/actions are required?** | **Timescales for further actions to be completed**  **(within …)** | **Risk Rating**  **(LxS)** |
| --- | --- | --- | --- | --- | --- |
| Slips and Trips | All Elite Service Engineers  Customers Staff  The public  Likely injuries include cuts, bruises, sprains/strains, fractures, head injuries, internal injuries. | Safe systems of work for installing, servicing and removal of equipment.  Must close off all toilet areas to replenish/service items.  Engineers are provided with and required to use when necessary appropriate personal protective equipment.  Personal Protective equipment includes safety footwear, high visibility clothing, head protection, eye, ear hand protection and respiratory protective equipment.  Engineers to be trained and familiar with the working conditions at the type of premises that they visit. | Engineers are instructed that if conditions at the site or the access to the service equipment on which they are to work are not acceptable they should not start work until remedial action has been taken. | Ongoing | 1x3= 3  Low |
| COVID 19 | All Elite Service Engineers  Customers Staff  The public  Contraction Covid 19 Coronovirus. | Engineers are instructed to use all appropriate and relevant PPE equipment as advised on a regular basis when working on site and to keep washing their hands on a regular basis.  Engineers will adhere to the ‘two metre’ rule to distance themselves at all times whilst working out in the field.  Must close off all toilet areas to replenish/service items.  Engineers will not request customers to provide an electronic signature or to complete a customer survey on their mobile devices during this time and whilst the virus remains a threat.  Temperature check every time they come back to depot to unload and load.  **COVID 19 PPE:**   * KN95 safety masks * Disposable safety gloves * Extra uniform that must be changed and washed daily * High Visibility vest with 2m social distance Logo’d on reverse. * Vehicle mounted hand Sanitizer stations. |  |  | 1x3=3  Low |
| Lone Working | All Service Engineers  Likely injuries are slips, trips, falls, strains, sprains, bruising, fractures, and sudden illnesses. Aggressive behaviour from other people at sites or on the road. | Safe systems of work.  Induction Training.  Trained in emergency procedures.  Worker to be provide with a company mobile phone in case of emergencies. To be used also to check in and let managers know they have left work safely.  Health questionnaire issued to find out if the worker has any medical issues we should be made aware of.  First aid equipment on all vehicles  Conflict resolution training |  |  | 1x3= 3  Low |
| Manual Handling  Loading and Unloading of vehicles | All Service engineers.  Heavy lifting of items. – Reaching and Bending. Likely injuries include back problems, strains, sprains, neck injuries. | Safe System of work.  Vehicles to be reversed up to Warehouse Door, shorter distance to travel.  Trolleys to be provided for vehicles which cannot park near the building due to no space to park.  Mats rolled up to easily transport off the back of the vehicle.  Manual handling training  Workers to assist each other getting heavy items out of the vehicles – 1 worker inside the vehicle passing items to another worker at ground level. |  |  | 1x3= 3  Low |

**1= Highly Unlikely 3= Likely 5= Highly Likely**

### 1= Minor Injury/Harm 3= Major Injury/Harm 5= Fatality What do the risk ratings mean?

Risk is categorised as LOW: Look to reduce risk if practicable

Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately

Risk has been categorised as HIGH: Immediate action required to reduce the risk

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| --- | --- | --- |
| Signed:  G Lewis | Date: 16/6/23 | Review Date: 1/5/24 |