

# Designer Contracts Ltd

## Risk Assessment

**Reference:** GENFITCARPET,TILES,UNDERLAY,  
ENT/MATTING

<b>Title</b>	Fitting Carpets, Tiles, Underlay & Entrance Matting - General Risk Assessment	<b>Date Of Assessment</b>	Tue 02 Jan 2024
<b>Site</b>	Designer Contracts Ltd Unit 8	<b>Location</b>	All Sites
<b>Risk Assessor</b>	Laura Cross	<b>Assisted By</b>	Antony Maidens
<b>Non-Employees Involved</b>	-	<b>People At Risk</b>	Employees, Contractors
<b>Task Description</b>	Fitting Carpets, Tiles, Underlay & Ent/Matting		
<b>Review Date</b>	Thu 02 Jan 2025	<b>Reviewer</b>	Laura Cross

### Hazards

<b>Hazard</b>	Slips, Trips & Falls
<b>Risk Of Harm</b>	Slips, Trips & Falls
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. If using stairs, ensure the area is clear of obstruction and always ask for assistance if the carpet is over 4 metres in length or too heavy to lift.</li> <li>2. Ensure the area is clear of obstructions – if someone is helping you ensure they are aware of any trip hazards e.g. carpet not yet fitted to the ground/exposed grippers</li> <li>3. Report any unsafe work areas immediately. Ensure the area worked in is left clean and tidy. Observe/Obey any site Health &amp; Safety posters/information/instruction, at all times. In the event of an accident please report to the first aider and report it to the Designer Contracts Office.</li> <li>4. Trailing cables – Cordless tools should be used where possible. If this is not possible, cables should be run at high levels.</li> <li>5. Wet or slippery surfaces – If a surface is slippery with mud it should be treated with stone, and if it is slippery with ice it should be treated with grit. Any areas that are slippery should be signposted. Ensure you stick to marked walkways when onsite to avoid trips and slips.</li> <li>6. Obstacles – Instances of slipping and tripping over obstacles can be dramatically reduced by everyone keeping their work and storage areas tidy and designating specific areas for waste collection</li> <li>7. Uneven surfaces – The risk of these can be reduced by providing walkways that are clearly designated as walkways, having good conditions underfoot, and being well lit.</li> </ol>

<b>Hazard</b>	Moving objects / vehicles
<b>Risk Of Harm</b>	Moving objects / vehicles
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Avoid working close to the moving object. Be vigilant of their surroundings, especially if the object does not have lights or beepers.</li> <li>2. Wear Personal Protective Equipment (PPE), such as a high visibility jacket, to ensure you are visible.</li> <li>3. Ensure you are aware of the traffic management rules/system on display in site office, and park in designated areas.</li> </ol>

<b>Hazard</b>	Bundling Gripper
<b>Risk Of Harm</b>	Bundling Gripper
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Ensure full correct PPE is worn at all times</li> <li>2. Ensure broken / old gripper rods are disposed of safely</li> <li>3. When bundling the gripper rods, ensure the nails are facing inwards.</li> </ol>

<b>Hazard</b>	Electrical
<b>Risk Of Harm</b>	Electric Shock
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Ask for electricity to be turned off before cutting around any electrical wires (if present).</li> <li>2. Ensure tools are PAT tested annually and in accordance with HSE guidelines (Sub-Contractors have a signed agreement with Designer Contracts).</li> <li>3. Use 110v or battery operated tools where possible.</li> <li>4. Ensure correct tools are used for the job at all times.</li> </ol>

<b>Hazard</b>	Electric Stapler
<b>Risk Of Harm</b>	Projectiles and Electric Shock
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Only to be used by trained operator. Use as per User Manual</li> <li>2. Keep personnel away whilst operating power tools and use of correct signage where applicable.</li> <li>3. When operating ensure stapler / nailer is in direct contact with the item to be stapled/nailed before commencing activity</li> <li>4. Do not over reach. Keep proper footing and balance at all times</li> <li>5. Regular inspection and cleaning should be carried out to ensure the tool is in good working order</li> <li>6. Disconnect the plug from the power source before making any adjustment, changing accessories or storing power tools. PAT testing to be carried out on appliance.</li> <li>7. Correct use of required PPE at all times</li> <li>8. Only 8mm &amp; 10mm staples to be used</li> </ol>

<b>Hazard</b>	Vacuum Cleaner
<b>Risk Of Harm</b>	Electrical & tripping
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Checks to be in place for overall condition of vacuum, cord and attachments</li> <li>2. Ensure PAT test is conforming to current standards.</li> <li>3. Keep the cord length (if applicable) is kept to a minimum to avoid further hazards</li> <li>4. Ensure the equipment is switched off before plugging in or unplugging from power source</li> </ol>

<b>Hazard</b>	Hazardous Substances
<b>Risk Of Harm</b>	Serious injury to self and others if not following the COSHH assessment correctly
<b>Existing Control Measures</b>	1. Ensure you have a copy of the relevant COSHH assessment for the product using alongside the carpet

<b>Hazard</b>	Manual handling
<b>Risk Of Harm</b>	Injury to self and others
<b>Existing Control Measures</b>	1. Follow appropriate manual handling techniques at all times – see separate manual handling risk assessment. Ensure 2-man lift where necessary. 2. Ensure safety boots are worn at all times

<b>Hazard</b>	Working Alone
<b>Risk Of Harm</b>	No one may be aware if you are injured
<b>Existing Control Measures</b>	1. If working alone please ensure you maintain hourly contact with Designer Contracts – if you need assistance please call the office immediately. 2. Inform the site manager that you are working alone so that they are aware to check on you 3. Please see separate lone working policy

<b>Hazard</b>	Carpet Stretcher
<b>Risk Of Harm</b>	Lower limb disorders due to repetitive movements
<b>Existing Control Measures</b>	1. Correct use of required PPE at all times 2. Always refer to supplier instruction details. 3. General state of tool to be in good condition. 4. Kicker pads to be replaced where necessary

<b>Hazard</b>	Staple gun
<b>Risk Of Harm</b>	Staple gun
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Use as per User Manual</li> <li>2. Keep clear of personnel away whilst operating power tools</li> <li>3. When operating ensure stapler / nailer is in direct contact with the item to be stapled/nailed before commencing activity</li> <li>4. Ensure PPE is worn – safety goggles / glasses, gloves and safety shoes</li> <li>5. Correct use of required PPE at all times</li> <li>5. Only 8mm &amp; 10mm staples to be used</li> </ol>

<b>Hazard</b>	Knife, Saw and Shears
<b>Risk Of Harm</b>	Cuts & Lacerations
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Ensure Level 5 Cut resistance safety gloves are worn(EN388)</li> <li>2. Ensure operatives hand and body parts are kept clear of moving blade during operation</li> <li>3. Ensure constant eye contact is made with saw and item being sawn as distractions can cause you to loose control of equipment</li> <li>4. Condition of blades and knives to be inspected prior to use</li> <li>5. Cut away from body and not across or on any body parts.</li> <li>6. Store in a protective holder or tool box when not in use.</li> </ol>

<b>Hazard</b>	Bolster
<b>Risk Of Harm</b>	Bolster
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Keep body parts clear of impact area.</li> <li>2. Check bolster is in good condition prior to use.</li> <li>3. Ensure the bolster is suitable for the task in hand and is only used for its intended purpose.</li> </ol>

<b>Hazard</b>	Hammer & Mallet
<b>Risk Of Harm</b>	Strike from hammer
<b>Existing Control Measures</b>	<ol style="list-style-type: none"><li>1. Check general state of hammer before use. Attention to be paid to handle condition and grip. Head of hammer is firmly attached to handle.</li><li>2. Keep work area well lit and free from debris.</li><li>3. Select a hammer that is comfortable to use and is the right size and weight for the task.</li><li>4. Be aware of your surroundings and other workers.</li><li>5. Use of correct PPE at all times</li></ol>