

# Designer Contracts Ltd

## Risk Assessment

Reference: GENFITCURBLINDS

<b>Title</b>	Fitting Curtains & Blinds	<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 Curtains and Blinds		
<b>Review Date</b>	Thu 02 Jan 2025	<b>Reviewer</b>	Laura Cross

### Hazards

<b>Hazard</b>	General
<b>Risk Of Harm</b>	General
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Correct PPE to be worn and used at all times.</li> <li>2. If curtains are attached to a corded track, ensure that the cord is secured to a wall to avoid the cord hanging loosely.</li> <li>3. Ensure that the safety label remains fixed to all 'corded blinds' indicating the risk of possible strangulation.</li> <li>4. All cords must be kept as short as feasible, ideally at least 1.5m above ground so that children cannot reach them.</li> <li>5. Chain mechanisms must be fitted to all roller and roman blinds. Two chain connectors are to be fitted to each blind and are designed to break under a 3kg force.</li> <li>6. All blinds fitted with chains and cords are provided with a cord and chain cleat. These must be fitted in line with child safety requirements of BS EN13120 and secured safely out of children's reach.</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. Ensure correct tools are used for the job at all times.</li> <li>2. Use 110v or battery operated tools where possible.</li> <li>3. Ensure tools are PAT tested annually and in accordance with HSE guidelines (Sub-Contractors have a signed agreement with Designer Contracts).</li> <li>4. Ask for electricity to be turned off before cutting around any electrical wires (if present).</li> </ol>

<b>Hazard</b>	Electric Drill
<b>Risk Of Harm</b>	Danger of penetrating electricity, water or gas. Entanglement.
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Stay alert. Do not use when tired or under the influence of drugs, alcohol or medication</li> <li>2. Do not expose the drill to moisture or water</li> <li>3. Never use the cord for carrying, pulling or unplugging the tools. Keep the cord away from heat, lubricants, edges and moving parts</li> <li>4. Avoid unintentionally starting. Make sure that the switch is in the off position before plugging the tool into the mains, carrying or picking it up. Remove any adjusting key or wrench before turning the power tool on.</li> <li>5. Before drilling check that there is no hidden hazards such as electrical cables, water or gas pipes running below the surface. Use the metal/voltage detector</li> <li>6. Do not operate power tool in explosive atmospheres, such as in the presence of flammable liquids, gases or dust. Power tools create sparks which may ignite</li> <li>7. Do not wear loose clothing or jewellery. Keep clothing and hair away from moving parts</li> <li>8. Keep children and bystanders away whilst operating power tool. Distractions can cause you to lose control</li> <li>9. Check for damage before using. Do not use if damaged. Regular inspection and cleaning should be carried out to ensure the tool is in good working order.</li> <li>10. Keep work area clean and well lit</li> </ol>

<b>Hazard</b>	Manual handling
<b>Risk Of Harm</b>	Injury to self and others
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Follow appropriate manual handling techniques at all times – see separate manual handling risk assessment. Ensure 2–man lift where necessary.</li> <li>2. Ensure safety boots are worn at all times</li> </ol>

<b>Hazard</b>	Working Alone
<b>Risk Of Harm</b>	No one may be aware if you are injured
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. If working alone please ensure you maintain hourly contact with Designer Contracts – if you need assistance please call the office immediately.</li> <li>2. Inform the site manager that you are working alone so that they are aware to check on you</li> </ol>

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

<b>Hazard</b>	Slips, Trips & Fall
<b>Risk Of Harm</b>	Serious Injury to self and others
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. 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> <li>2. 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>3. 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>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. 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> </ol>

<b>Hazard</b>	Working at height with Stepladder
<b>Risk Of Harm</b>	Working at height with Stepladder
<b>Existing Control Measures</b>	<ol style="list-style-type: none"> <li>1. Further to document INDG455 by the HSE, you must ensure that all 4 feet of the stepladder are in contact with the ground (which must be firm, clean and dry) and the steps are level.</li> <li>2. Where 2 hands are needed for a brief period e.g to drill a hole, keep 2 feet on the same step and the body (knees or chest) supported by the stepladder to maintain 3 points of contact.</li> <li>3. Try to position the stepladder to face the work activity and not side on.</li> <li>4. Step ladders conforming to EN131 with a max safe working load weight of 150 kilos will be used. This must be maintained and in a good working condition.</li> <li>5. When using the step ladders ensure they are fully extended and secure.</li> <li>6. Always ensure you carry out pre-use checks before use. Any damage must be rectified before using the step ladders – this must either be repaired or replaced.</li> <li>7. Adhere to instruction as laid in relevant training.</li> </ol>