

Designer Contracts Ltd

Risk Assessment

Reference: GENFITCARPET,TILES,UNDERLAY,
ENT/MATTING

Title	Fitting Carpets,Tiles, Underlay & Entrance Matting – General Risk Assesment	Date Of Assessment	Wed 23 Oct 2024
Site	Designer Contracts Ltd	Location	All Sites
Risk Assessor	Laura Cross	Assisted By	Antony Maidens
Non-Employees Involved	-	People At Risk	Employees, Contractors
Task Description	Fitting Carpets, Tiles, Underlay & Ent/Matting		
Review Date	Wed 01 Oct 2025	Reviewer	Laura Cross

Hazards

Hazard	Slips, Trips & Falls
Risk Of Harm	Slips, Trips & Falls
Existing Control Measures	<ol style="list-style-type: none"> 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. 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 3. Report any unsafe work areas immediately. Ensure the area worked in is left clean and tidy. Observe/Obey any site Health & 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. 4. Trailing cables – Cordless tools should be used where possible. If this is not possible, cables should be run at high levels. 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. 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 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.

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

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

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

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

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

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

Hazard	Manual handling
Risk Of Harm	Injury to self and others
Existing Control Measures	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

Hazard	Working Alone
Risk Of Harm	No one may be aware if you are injured
Existing Control Measures	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

Hazard	Carpet Stretcher
Risk Of Harm	Lower limb disorders due to repetitive movements
Existing Control Measures	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

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

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

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

Hazard	Hammer & Mallet
Risk Of Harm	Strike from hammer
Existing Control Measures	<ol style="list-style-type: none"> 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. 2. Keep work area well lit and free from debris. 3. Select a hammer that is comfortable to use and is the right size and weight for the task. 4. Be aware of your surroundings and other workers. 5. Use of correct PPE at all times

Hazard	Electrical Saws, Door Cutters and Planer
Risk Of Harm	Electric Shock, Cuts & Lacerations
Existing Control Measures	<ol style="list-style-type: none"> 1. Do not expose tools to damp conditions, rain or water. 2. Ensure PAT testing has been carried out as required. 3. Regular cleaning and inspection to be carried out to ensure the tool is in good working order 4. Remove any clutter from work areas to ensure a full range of movement and clear of obstructions. 5. Stay alert. Do not use under the influence of medication, drugs or alcohol. 6. Ensure correct PPE is worn at all times to limit exposure to heated air and surfaces, as well as any airborne plastic or debris.