

Designer Contracts Ltd

Reference: GENWIBP

Risk Assessment

Title	General – Working in Business Premises	Date Of Assessment	Wed 17 Dec 2025
Site	Designer Contracts Ltd	Location	All Sites
Risk Assessor	Laura Cross	Assisted By	Antony Maidens
Non-Employees Involved	-	People At Risk	Contractors, Employees, Members of the Public, Visitors
Task Description	General		
Review Date	Mon 04 Jan 2027	Reviewer	Laura Cross

Hazards

Hazard	General H&S
Risk Of Harm	General H&S
Existing Control Measures	1. Always sign in and report to the Property Manager on arrival for safety instructions. A Site Induction maybe required. 2. Use the welfare facilities provided by site e.g. toilet, handwashing if permission is granted. 3. Ensure you have your CSCS card, manual handling certificate and DBS certificate if applicable. You may be turned away from site if you do not have your CSCS card with you. 4. Ensure you have proof that all tools are PAT tested every 3 months 5. Any communication from the regional office will be by way of a meeting, email or phone call 6. A copy of this risk assessment is to be given to all staff/sub-contractors on site 7. Please refer to any separate other relevant risk assessments e.g. fitting carpets/laminate etc. 8. Appropriate PPE must be worn at all times. Safety boots, full length trousers, hard hat, knee pads, & Safety glasses/ goggles. 9. No Smoking on site

Hazard	Slips, Trips & Falls
Risk Of Harm	Serious Injury to self and others
Existing Control Measures	1. 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 2. Trailing cables – Cordless tools should be used where possible. If this is not possible, cables should be run at high levels. 3. Report any unsafe work areas immediately. Ensure the area worked in, is clean before work commences 4. If using stairs, ensure the area is clear of obstruction and always ask for assistance if required and is left clean and tidy after completion. 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. 5. Cut up removed flooring into smaller pieces and return to vehicle where possible. Ensure all rubbish is removed when leaving the property.

Hazard	Cuts
Risk Of Harm	Cuts to body parts
Existing Control Measures	1. Refer to the Using knives risk assessment 2. Ensure level 5 cut resistant safety gloves are worn (EN388) 3. Ensure full length trousers and knee pads are worn 4. Ensure any cuts or lacerations are treated to prevent infection.

Hazard	Electricity
Risk Of Harm	Serious injury to self and others
Existing Control Measures	1. Use of 110 volt or battery operated tools only. 2. Ensure portable appliances are PAT tested every 3 months and in date. 3. Request power supply to be switched off if cutting around electricity sources.

Hazard	Event of Fire
Risk Of Harm	Damage to self, others and other areas around you.
Existing Control Measures	1. Request power supply to be switched off if cutting around electricity sources. 2. It is good practice to confirm location of nearest Fire Extinguisher before works commencing. 3. Always ensure acceptable standard of housekeeping. 5.Be aware of nearest fire exit 6.Relevant department staff to show fitters the nearest muster point

Hazard	Manual handling
Risk Of Harm	Injury to self and others
Existing Control Measures	1. Follow appropriate manual handling techniques at all times. Ensure 2-man lift where necessary. 2. Take care when moving furniture and return to the original location when works are complete.

Hazard	Waste Materials
Risk Of Harm	Serious harm to self and others
Existing Control Measures	1. Ensure good personal housekeeping is maintained at all times. 2. Bring to the attention of site management any concerns regarding untidy housekeeping. 3. Remove excess materials from property and ensure that all blunt blades are also removed from the property and taken back to Designer Contracts warehouse for safe disposal