

Designer Contracts Ltd

Risk Assessment

Reference: GENFC&B

Title	Fitting Curtains & Blinds – General Risk Assessment	Date Of Assessment	Thu 13 Aug 2026
Site	Designer Contracts Ltd	Location	All Sites
Risk Assessor	Laura Cross	Assisted By	Antony Maidens
Non-Employees Involved	–	People At Risk	Employees
Task Description	General Risk Assessment		
Review Date	Sun 01 Aug 2027	Reviewer	Laura Cross

Hazards

Hazard	General
Risk Of Harm	General
Existing Control Measures	1. Correct PPE to be worn and used at all times. 2. If curtains are attached to a corded track, ensure that the cord is secured to a wall to avoid the cord hanging loosley. 3. Ensure that the safety label remains fixed to all 'corded blinds' indicating the risk of possible strangulation. 4. All cords must be kept as short as feasible, ideally at least 1.5m above ground so that children cannot reach them. 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. 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.

Hazard	Electrical
Risk Of Harm	Electric Shock
Existing Control Measures	1. Ensure correct tools are used for the job at all times. 2. Use 110 volt tools and a transformer or battery powered tools or a circuit breaker for any 240 volt tools 3. Ensure tools are PAT tested annually and in accordance with HSE guidelines (Sub-Contractors have a signed agreement with Designer Contracts). 4. Ask for electricity to be turned off before cutting around any electrical wires (if present).

Hazard	Electric Drill
Risk Of Harm	Danger of penetrating electricity, water or gas. Entanglement.
Existing Control Measures	1. Stay alert. Do not use when tired or under the influence of drugs, alcohol or medication 2. Do not expose the drill to moisture or water 3. Never use the cord for carrying, pulling or unplugging the tools. Keep the cord away from heat, lubricants, edges and moving parts 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. 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 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 7. Do not wear loose clothing or jewellery. Keep clothing and hair away from moving parts 8. Keep children and bystanders away whilst operating power tool. Distractions can cause you to lose control 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. 10. Keep work area clean and well lit

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. 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

Hazard	Knife & Saw
Risk Of Harm	Cuts & Lacerations
Existing Control Measures	1. Level 5 Cut resistance safety gloves and sleeves must be worn when cutting. 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. Sharps boxes to be used for all used blades.

Hazard	Slips, Trips & Fall
Risk Of Harm	Serious Injury to self and others
Existing Control Measures	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. 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 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. 4. Trailing cables – Cordless tools should be used where possible. If this is not possible, cables should be run at high levels. 5. 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.

Hazard	Working at height with Stepladder
Risk Of Harm	Working at height with Stepladder
Existing Control Measures	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. 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. 3. Try to position the stepladder to face the work activity and not side on. 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. 5. When using the step ladders ensure they are fully extended and secure. 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. 7. Adhere to instruction as laid in relevant training.

Hazard	Working using a step up platform
Risk Of Harm	serious injury to self and others
Existing Control Measures	1. The step up must be checked to ensure that, when fully open for use, the leg locks are latched in securely. Check all feet rubbers are in place and in good condition. 2. Never jump or overreach from the platform 3. Adhere to the platform's specified weight limit 4. Conduct a pre-use inspection to check for defects and ensure the platform is suitable for use. 5. Ensure the hop-up is located on a level surface and does not rock in any direction 6. Keep all surfaces clear of tools and substances, to prevent slipping 7. Do not attempt to gain more height by adding additional bits and pieces. 8. Do not leave tools or materials lying about on the hop-up deck or steps. 9. The step up must not be more than 600mm high.

Hazard	Airborne fibres and materials and dust
Risk Of Harm	Serious harm to yourself or others.
Existing Control Measures	1. Make sure there is proper ventilation. 2. M-Class hoovers are to be used rather than sweeping, and also to attach to tools that generate dust if they have an attachment for this. If you cannot attach the M-Class hoover to the tool, powered respirator hoods (with facial Hair) and FFP3 masks (clean shaven) must be worn, (Face fit) certificates to be provided to site for the FFP3 wearers. 3. If there are any dangerous fumes, workers should not be allowed to enter any confined space under such circumstances. 4. Separate Using M Class Dust Extraction Risk Assessment to be issued and read by users.

Hazard	Transformer
Risk Of Harm	Electric Shock and injury to self
Existing Control Measures	1. Pre-Use Checks: Inspect the plug, cable, sockets, and casing for cracks or exposed wires before powering on. Quarantine damaged units immediately. 2. Load Management: Verify that total tool wattage remains below the transformer rating. 3. Placement & Environment: Position the transformer on a clear, dry, and stable surface away from wet locations and vulnerable floor coverings that might suffer heat damage. 4. Ensure the unit undergoes regular Portable Appliance Testing (PAT) per workplace safety policies.