

Designer Carpets Limited T/A Mr Carpet Raynes Park

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Tel: 020 8947 7522

Safe Systems of Work, Risk Assessment & Method Statement: Laying Floor Coverings

Prepared for:

HES ESTATE MANAGEMENT LIMITED

2 Chartland House, Old Station Approach, Leatherhead, Surrey KT22 7TE

Site Address

Rutland Lodge, Clifton Road, London, SW19 4QZ

Main Installation (Carpets, Underlay, Coir Matting & Gripperods)

BY

Designer Carpets Limited

Nigel Symonds & Colin Symonds (Directors) 020 8947 7522

Nigel Symonds (Director) 07454 318618

Kelvin Symonds (Contracts Manager) 07970 475654

Safe Systems of Work: Laying Floor Coverings

The following pages contain the Company's Safe System of Work for undertaking work activities in connection with the use of equipment for laying floorcoverings

The safe system of work should be complied with at all times:

However, should any operative feel that the information contained in the following pages is inappropriate, inadequate or requires changing as a result of changing site conditions they must contact the author/site supervisor for a revised method statement/risk assessment prior to those works being undertaken.

This method Statement & Risk Assessment is to be communicated to all operatives by a senior member of the Designer Carpets team prior to arrival on site.

Safe system of work for Laying Carpets

Activity	Breakdown	Significant Risks	Degree of Risk	Control Measures	Revised Risk
1. Arrive on site	Park vehicle in a safe manner, report to site and sign in.	Moving vehicles.	HIGH	Ensure all moving vehicles are observed by fitters. Observe site speed limits.	LOW
	Move vehicle to unloading area and unload tools and equipment.	Manual handling.	MED	Follow correct manual handling techniques as per training given. Use additional personnel for awkward/bulkier items.	LOW
	Park vehicle in parking area as instructed and unload materials.	Moving vehicles.	HIGH	Ensure all moving vehicles are observed by fitters. Observe site speed limits.	LOW
	Move floorcoverings to rooms as required.	Delivery of materials.	HIGH	Refer to safe system of work for deliveries to site.	LOW
2. Prepare floors	Latex where required.	COSHH	MED	Observe control measures identified in COSHH risk assessments for the latex used. Keep Areas well ventilated and wear gloves.	LOW
	Cut carpet grippers to length if required.	Cuts and Abrasions.	MED	Wear suitable gloves when handling sharp carpet grippers and cover strips.	LOW
	Nail/screw/glue carpet grippers into position if required.	Knee Injuries.	HIGH	Wear suitable knee protection when working on the floor.	LOW
	Cut cover strips and fix into position.	Cuts.	MED	Wear suitable gloves when handling sharp carpet grippers and cover strips.	LOW
3. Lay underlay	Roll out underlay onto adhesive.	COSHH	MED	Observe control measures identified in COSHH risk assessments for the adhesive used. Keep Areas well ventilated and wear gloves.	LOW LOW
	Trim to size with trimming knife.	Cuts.	MED	Use a suitable sharpened trimming knife to cut underlay.	
4. Lay carpet	Roll out carpet onto adhesive.	COSHH	MED	Observe control measures identified in COSHH risk assessments for the latex used. Keep Areas well ventilated and wear gloves.	LOW
	Trim carpet to size with a trimming knife. Knock down onto carpet grippers at edges.	Cuts.	HIGH	Use a suitable sharpened trimming knife to cut carpet.	LOW
	Stretch carpet with carpet stretchers. Finish edges with carpet tuck.	Knee injuries.	MED	Wear suitable knee protection when working on floor.	LOW
5. Clear site	Collect all redundant off-cuts etc and remove from site.	Manual handling	MED	Follow correct manual handling techniques as per training given. Use additional personnel for awkward/bulkier items.	LOW
	Load tools and equipment onto vehicle.	Cuts and abrasions.	HIGH	Wear suitable gloves when handling sharp carpet grippers and cover strips.	LOW
	Move vehicle to loading/unloading area	Moving vehicles	MED	Ensure all moving vehicles are accompanied by fitter.	LOW

ools, Plant & Machinery

rimming knife

ripper shears

olster

acksaw

arpet Stretcher

LL RISK ASSESMENT/METHOD STATEMENT APPERTAINING TO THIS INSTALLATION HIGHLIGHTED IN SAFE SYSTEM OF WORKS TABLE

mergency Procedure

nearest Casualty Department: **St Georges Hospital, Blackshaw Road, SW17 0QT, 0208 672 1255 (2.1 miles away)**

nearest First Aider: Julia Hodges Flat 5

nearest Fire Fighting Equipment & Evacuation Point: As per site instructions

Nigel Symonds have confirm that I have briefed the following operatives ... **(fitters to be added when installation arranged)**
n all details contained within this method statement.

/e, (Fitters) confirm that we have also read and fully understand the information contained within this document and have retained
ne copy for our information.

o be signed on site on commencement of work...**to be signed when installation date/ operatives known**.....

ate:.....tbc...

Health and Safety at Work, etc. Act 1974

'Safety Policy Statement'

This is the Health and Safety Policy Statement of:

Designer Carpets Limited

We recognise and accept our responsibilities as a contractor for providing a safe and healthy workplace and working environment for all our operatives.

Our statement of general policy is as far as reasonably practicable to:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our operatives on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for operatives to ensure their health and safety;
- ensure all operatives are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions
- review and revise this policy as necessary at regular intervals.

The contents of this policy will be brought to the attention of every operative.

Signed . . . Nigel Symonds . Date 27th July 2023

Nigel Symonds - Owner

Review date **January 2024**

Organisation and Responsibilities

Overall and final responsibility for health and safety is that of

Nigel Symonds (owner)

Day-to-day responsibility for ensuring this policy is put into practice is delegated to

Nigel Symonds (Owner)

To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas:

Name	Responsibility
Kelvin Symonds	COSHH
Kelvin Symonds	Tool Box talks
Nigel Symonds	Health and safety Briefing

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person

Risk assessments: **Kelvin Symonds** is responsible for the following:

- Undertaking Risk Assessments;
- Approving action required to remove/control risks;
- Ensuring the action required is implemented;
- Checking that the implemented actions have removed or reduced the risks;
- Assessments considered HIGH risk will be reviewed every six months or when the work activity changes, whichever is soonest.
- All other risk assessments will be reviewed annually.

Plant/ Equipment:

- Any problems found with plant/equipment should be reported to **Kelvin Symonds**
- Check that new plant and equipment meets health and safety standards before it is purchased.

Control of Substances Hazardous to Health: **Kelvin Symonds** is responsible for the following:

- Identifying all substances which need a COSHH assessment;
- Undertaking COSHH assessments;
- Ensuring that all actions identified in the assessments are implemented;
- Ensuring that all relevant employees are informed about the COSHH assessments;
- Checking that new substances can be used safely before they are purchased;
- Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.

First Aid

- **Nigel Symonds** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Accidents, Incidents and Dangerous Occurrences:

Nigel Symonds is responsible for investigating accidents.

Nigel Symonds is responsible for acting on investigation findings to prevent a recurrence.

Arrangements for Safe Working

SAFE PLACE OF WORK

It is both the company's and the employee's responsibility to ensure that a safe place of work exists at all times and as such the following rules shall apply at all times:

1. All plant and tools must at all times be kept in a safe and tidy manner.

2. All waste and rubbish must be cleared away from all working areas, walkways and Fire Exits.

3. Waste and rubbish must be properly stored and contained.

4. Everything provided in the interests of health and safety must be properly used and maintained.

5. No person under eighteen years of age will operate any type of power driven plant, or machinery, unless for the purpose of training and is under the supervision of a suitably competent person.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment Regulations

Personal Protective Equipment at Work Regulations 1992 and its various amendments

As a result of a risk assessment personal protective equipment is identified as a control measure the Partnership undertakes to provide it.

All employees must ensure:

- that they use PPE as directed by the Partner responsible for safety;
- that PPE is used in the way that they have been trained to use it; and
- they should not misuse it (it is an offence to interfere with or misuse anything provided in the interests of safety)

○ RISK ASSESSMENTS

- All existing works operations will have suitable and sufficient assessments of the risks undertaken.
- New operations will have an assessment completed as soon as possible.
- Assessments will be carried out on hazardous substances in accordance with COSHH Regulations 1999
- Assessments will be regularly reviewed and amended if there is a change in circumstances or their validity is questionable.
- Written records will be kept for a minimum of five years.

○ METHOD STATEMENTS

- For all non-repetitive work activities method statements shall be produced prior to the work activity-taking place and issued formally to the persons employed in that work activity.
- Method statements will be produced with due regard to information provided by the persons undertaking the work activity.
- It is the employee's responsibility to work in accordance with the method statement once issued.

MANUAL HANDLING

by Regulations

the MANUAL HANDLING regulations 1992/99

Due to the company's work activities the company has identified manual handling as a key constituent to providing a safe working environment. To this end the company will undertake manual handling risk assessments and provide the results to their operatives. Where required training shall be provided. The operatives will ensure that they work in accordance with the control measures identified in the risk assessments and the training provided.

PUBLIC SAFETY

Due to the company's work activities it is inevitable that some activities will impinge on members of the public. The company shall ensure that all risk assessments undertaken in relation to their work activities will clearly identify those risks associated with members of the general public, and identify the control measures required to reduce those risks to a minimum. The operatives will ensure that they work in accordance with the control measures identified in the risk assessments.

ELECTRICITY

by Regulations

Electricity at Work Regulations 1989

Electrical Equipment (Safety) Regulations 1994

The Partnership has identified Electricity as a high-risk area.

Where work is to be undertaken on or by equipment using electricity then an assessment of any dangers will be performed.

Each undertaking must comply with the requirements of The Electricity at Work Regulations 1989 and any relevant codes of practice or guidance given.

Safe systems of work/permit to work procedures are in place to reduce the risk of electrocution to a minimum.

All portable appliances shall be maintained and tested in accordance with these requirements.

WORKING AT HEIGHT

The Partnership has identified that working at height is a high-risk work activity.

The Partnership shall ensure that risk assessments are undertaken in relation to all activities which relate to working at height, and identify the control measures required to reduce those risks to a minimum.

The employees will ensure that they work in accordance with the control measures identified in the risk assessments.

PROCEDURE FOR THE SAFE CONTROL AND REPORTING OF ASBESTOS FOUND AT WORK.

All operatives shall remain vigilant at all times to ensure that no substance identified as potentially containing any form of asbestos is disturbed.

Where an employee identifies a material with the potential to contain asbestos he/she will adopt the following procedure:

Cease work immediately

Identify the material found to other employees/contractors working in the area

Contact the Partner responsible for safety/a Partner of the Partnership/project engineer for the contract and advise them accordingly

Under no circumstances attempt to remove the material.

FIRST AID AND WELFARE FACILITIES

Key Regulations

Health & Safety (First Aid) Regulations 1981

The Workplace (Health, Safety and Welfare) Regulations 1992

The Partnership has undertaken a risk assessment to identify the type and quantity of First Aid Equipment that is required as a result of the work activity and undertakes to provide:

- First aid facilities sufficient to cater for the number of employees and the work activity in accordance with guidance given in the Approved Code of Practice;
- Sufficient welfare facilities including adequate lighting, temperature, ventilation, changing and washing provisions;
- And ensure that all employees will be made aware of any such arrangements.

ACCIDENTS, INCIDENTS OR DANGEROUS OCCURRENCES

Key Regulations

Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995.

It is the responsibility of the company to report certain Accidents, Incidents or Dangerous Occurrences to the Health & Safety Executive.

All accidents, whether there is injury or not, are to be reported as soon as possible and entered in the accident book.

Any noticeable accident or dangerous occurrence is to be reported to the Health & Safety Executive on the prescribed form within ten days.

CONSTRUCTION (Design and Management) REGULATIONS 1999

The principal trading activities of the Partnership fall within the duties identified in the above regulations. It is implicit in this policy that the Partnership will comply in all respects to the regulations by ensuring that it will where required:

- Co-operate with the principal contractor to assist them in their duties under the act;
- Co-operate with the planning supervisor to provide such information as is required in the provision of the safety file.

CONTROL AND SUPERVISION OF CONTRACTORS / SUB-CONTRACTORS

Before any work or services being sub-contracted to another organisation (partnership, business or individual) they will be required to provide such information as is required to confirm that they are competent to complete the works or services in accordance with the company's Health & Safety Policy. When work or services are sub-contracted, the sub contractor will be informed of any hazards that exist and of the precautions to be taken during the work process.

RECORDS

All statutory records concerning accidents, machinery testing, examination and inspection and any other records concerning matters of Health and Safety will be kept securely, and updated in a systematic way.

ENVIRONMENTAL CONTROL

Any operation that may affect the environment will have these effects reduced to the lowest possible limits.

Any emissions that may arise from our undertaking will be suitably controlled.

Authorised waste disposal companies will suitably dispose of any waste produced from our undertaking.

Waste belonging to others shall not be carried in any Partnership vehicle under any circumstances but should be disposed of by an authorised waste disposal company.