

Risk Assessment (RA) and Method Statement (MS)



Company Name: Concorde Blinds Direct Ltd.	Company Address: 4 Sunbeam Road, Woburn Road Ind. Est. Bedford, MK42 7BY
Contact Name: Liam Wills	
Description of Work Activity: Repair numerous blinds and replace faulty parts where needed.	Address of Works: Window Ware, Telford Way, Cross Park, Bedford, MK42 0PQ
Date RA and/or MS Produced: 13/03/2025	
Date Work Will Begin: TBC	Order Ref: 10904 / PORD045007

HAZARDS IDENTIFIED	INITIAL RISK	CONTROL MEASURE	REDUCED RISK
Operatives falling from height	3	Ensure all fitters have sufficient equipment. All fitters hold CSCS cards and understand risks of working at height. Minimise duration of time working on platforms by preparing all components prior to stepping up.	1
Materials falling from height	3	Ensure fitters are experienced with all components required. Minimise quantity of materials taken up to working height.	1
Safe delivery of materials and equipment to the place of work	2	Make sure all pathways are clear before bringing equipment to working area. Ensure all packaging is secure. Reduce the amount carried by performing numerous trips to get all required materials to workspace safely.	1
Manual handling	2	Fitters are aware of correct manual handling practice. Weight of equipment reduced by limiting the number of products packaged together.	1
Noise and/or Vibration Control	2	Ensure noise kept to a minimum. Inform others within working area when noise or vibration is about to occur.	1
Protection of members of the public	2	Ensure pathways are clear when unloading van. Tools only to be used when on site.	1
Waste removal and disposal	2	All waste / packaging to be removed from site once work is finished. Clear each workspace as soon as each blind is installed so no packaging is left behind.	1
Appropriate Personal Protective Equipment	2	PPE to be worn on site if required. Adhere to site specific regulations.	1

Risk based on scale of 1 (Low) – 5 (High)

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WORK ACTIVITIES:

Installation of new vertical blind headrail, also re-stitch numerous vertical blind slats, provide new vertical blind slats where needed.

General Tools: Equipment required to complete installation – None

Battery Tools: To be inspected by qualified personnel before use. Not Applicable in this instance.

Access: Stable platforms will be used to access where necessary, provided by Concorde Blinds.

WORKING HOURS

The work will be carried out during the day (date and time to be arranged with Site contact). The general working hours will be 8.30am to 5pm.

NOISE CONTROL

Concorde Blinds Direct Limited will carry out the work with the minimum of noise and inconvenience.

DELIVERIES

Programmed during normal working hours, goods to be taken to site by employees of Concorde Blinds Direct Limited.

Satisfactory arrangements for the safe installation of goods to be agreed with site.

WASTE

Upon completion of the installation, Concorde Blinds Direct Limited will remove their rubbish from site.

CHILD SAFETY

Blinds installed will adhere to all child safety regulations. Not required in commercial environments.

ACCESS

It is assumed that access to all necessary areas will be allowed and that special restrictions do not apply.

FOOD & DRINK

Food and drink will not be consumed on site, if so, it will be in the site designated area.

PARKING

To be discussed and arranged with site.

INCIDENTS \ ACCIDENTS

Any accident or incident of any kind will be reported to the Site contact and recorded in the relevant books. First aid provided by site.

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DECLARATION

I confirm that I have read and understand the Risk Assessment and Method Statement for this project. Any queries I have I will raise immediately and postpone performing the job until I am happy that all risk has been assessed and reduced where possible. If I notice any further risk, I will report this straight away.

Signature:

Name:

Date:

Signature:

Name:

Date:

Signature:

Name:

Date: