

RISK ASSESSMENT

With reference to Visual Blinds carrying out installations of window blinds, it is necessary with the majority of window blind installations to use step ladders and on occasions double extension ladders.

On any one installation it is Visual Blinds company policy to ensure that there will always be 2 fitters to minimize risk, i.e. should a member of the installation team become unwell or have an accident the second staff member will be on hand to raise the alarm and contact the necessary emergency service.

When using step ladders they will always be held and footed by the second staff member. If it is necessary to use double extension ladders it is Visual Blinds company policy to use anti-slip mats and wherever possible the ladders will be tied off to a secure point.

When drilling is necessary on installations we will endeavour to make sure all existing windows are securely locked and that there is no other personnel within a secure working distance.

Any nearby equipment will be covered by clean dustsheets. When the installation is complete the area immediate to the installation is left in a clean and safe condition.

If for any reason whatsoever any property or decoration have been damaged in any way Visual Blinds fitters will immediately contact the site Health and Safety personnel and secondly contact Mr. Stephen Jarvis of Visual Blinds who is in charge of Health and Safety at Visual Blinds. Mr. Stephen Jarvis has over 25 years of experience in the installation and manufacture of all types of window blinds and security grilles.

Stephen Jarvis on behalf of Visual Blinds



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METHOD STATEMENT

Upon arrival at installation sites, Visual Blinds staff will report to the relevant authority either Reception or Security to sign in and gain a permit to work. When installing any type of window blind Visual Blinds will adhere to the relevant site legislation i.e. if a hard hat site, these will be worn at all times. Visual Blinds staff always wear the relevant safety footwear, safety glasses and ear protection.

Installation types:- Visual Blinds only use 2 methods of installation

Method 1 - To face fix

This is by securing an L- shaped bracket to the window frame from which the blind will be hung. Visual Blinds will always consult the relevant personnel to ensure the fitting of brackets to the window frame is in no breach of any warranty that may exist from the supplier or installer of the window.

Method 2 - To Top fix using steel clip spring bracket

This is secured to the soffit by drilling a 10mm hole then using a plas plug and the relevant screw depending on the depth of the plaster, brick or metal work. The bracket secures the track from which the the blind hangs.

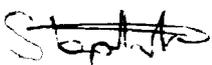
On either type of installation all drilling is carried out using a 24v cordless drill. All Visual Blinds fitters have been trained by myself in the safe use of cordless drills as described by the manufacturers handbook.

All hand tools ie screwdrivers are secured to the fitters hand belt . After use they are clipped safely back in place to minimize risk to Visual Blinds personnel or site personnel

After each installation the senior fitter will carry out a safety check on any blind that has been installed and will endeavour to make sure the site is left in a safe and clean manner.

On all Visual Blinds installations the fitters will only take in the necessary equipment required to carry out the installation and these are secured to the fitters toolbelt. This removes the necessity of taking in a toolbox which could prove to be a risk if any one should trip over them. For further details on Visual Blinds H & S requirements please contact the person named at the bottom of this document.

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[Method Statement document](#)>riskass.pm5/S.Jarvis

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