

Risk Assessment and Method Statement

Sample, flooring supply and installation

This is a representative example of our standard risk assessment and method statement. A site specific version is produced for each project we carry out.

Contractor	Carpet Style (Interiors) Ltd
Activity	Supply and installation of floor coverings (carpet, LVT, safety and sheet vinyl)
Standards	BS 5325, BS 8203, BS 8201, BS 8425

Method statement

Typical sequence of work:

1. Report to site, sign in and complete the site induction. Confirm the area is ready and clear.
2. Offload and move materials using correct manual handling, team lifts or a trolley for heavy loads.
3. Inspect and prepare the subfloor. Check moisture and soundness. Grind, smooth, prime or apply a damp proof membrane where required (see COSHH assessments).
4. Set out, measure and cut the covering on a safe cutting surface.
5. Apply adhesive as specified and lay the covering. Roller and finish. Weld seams where required for safety flooring.
6. Fit trims, thresholds, gripper and any cap and cove detailing.
7. Clear waste to the agreed point, leave the area clean, self check the work and raise any snag.
8. Sign out.

Read alongside our health and safety policy, the COSHH assessments for products used, and the site rules.

Risk assessment

Hazard	Who is at risk and how	Control measures	Residual risk
Manual handling of rolls, boxes and equipment	Operatives. Strains, back injury, crush	Team lifting, trolleys, correct technique, break loads down, manual handling training.	Low
Sharp tools and trimming knives	Operatives. Cuts and lacerations	Sharp blades, cut away from the body, safe cutting surface, safe blade disposal.	Low
Dust from grinding and subfloor preparation	Operatives, others nearby. Respiratory irritation	On tool extraction or suppression, FFP3 mask, isolate the area, clean as you go.	Low
Adhesives, primers and damp proof membrane	Operatives. Skin and eye contact, sensitisation, burns	Follow the COSHH assessments, gloves and eye protection, ventilation, hygiene.	Low
Hot welding of safety flooring	Operatives, others nearby. Burns, fire	Trained operatives, gun on a stand when idle, keep clear of combustibles, extinguisher nearby.	Low
Electrical equipment and tools	Operatives. Electric shock	110v where provided, visual checks, PAT tested equipment, no damaged or trailing leads.	Low
Slips, trips and housekeeping	All on site. Falls	Keep walkways clear, manage leads and offcuts, clean spillages.	Low
Working alongside other trades or occupants	All on site. Various	Coordinate with the site, segregate and sign where needed, follow site rules and PPE.	Low

PPE

As a minimum: safety footwear, knee pads, gloves and eye protection for cutting and chemical use, hi vis and any PPE required by the site induction.