

Redecoration good practice

During day to day maintenance, redecoration and refurbishment of your premises you, your employees, contractors, customers and members of the public can be put at risk. These risks require identification and control.

Safety point	Why?	How do you do this?
<p>Before you start work you need to be certain what your health and safety responsibilities are.</p>	<p>Careful planning can avoid accidents and liabilities later.</p> <p>For example, where asbestos is concerned this could be over 30 years in the future.</p> <p>You must also register certain construction works with the HSE or you could be prosecuted.</p>	<p>Identify what the work will involve and how you want to get it done.</p> <p>Estimate how long will take and how many people will be employed in doing it:</p> <ul style="list-style-type: none"> • Is it over 30 days duration Yes <input type="checkbox"/> No <input type="checkbox"/> • Is it over 500 person days Yes <input type="checkbox"/> No <input type="checkbox"/> <p>If you answer 'yes' to either you must tell the HSE using an F10 form - see the sheet called Property Maintenance)</p> <p>Are you going to use a contractor? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes - see the safe method sheet called Property Maintenance.</p>
<p>Plan the work that you want done</p>	<p>Many accidents are caused by a lack of planning e.g. falls from height caused by using the wrong equipment</p>	<p>What do you want and how do you want it to be done what equipment will be required, who you are going to get to quote for the work. Discuss this with any contractors that may quote for the work and record any plans agreed.</p>
<p>Check whether any asbestos is involved.</p>	<p>Asbestos is a known health risk that is still present in many buildings and is dangerous if disturbed by refurbishment works.</p>	<p>Are there any identified asbestos containing materials? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/></p> <p>If yes or you don't know - check the section on managing Asbestos. Tell any contractors and ensure the right investigations and precautions are taken depending on the situation – get advice from a licensed asbestos contractor if necessary.</p>
<p>Identify any other hazards and put in arrangements for managing the risks involved</p>	<p>Even the simplest tasks can change the risks or introduce new hazards in your workplace that could injure people for which you may be held responsible.</p>	<p>Identify what could go wrong and put in place the precautions that you need to take to prevent harm. You may wish to use the blank risk assessment sheets for this.</p> <p>Ensure that any contractors you employ do the same and give you a written summary of the risks and precautions.</p> <p>Decide what information, instruction and training each group who is at risk (employees, customers, contractors) needs to know and tell them.</p>

Tick which of the following priority action areas apply that require a risk assessment:

	Risk to employees	Risk to the public
Falls from height (any ladder use?)		
Heavy lifting (manual handling)		
Exposure to harmful substances e.g. chemical fumes, dusts, skin sensitisers (COSHH)		
Electric shocks/fires		
Use of dangerous equipment e.g. powered hand tools		
Risk to pedestrians from vehicles?		
Objects falling from a height onto persons below?		
Possibility of slips or trips?		

- ✓ For each one you tick carry out a risk assessment looking at this particular aspect.
- ✓ Ensure that you provide the right equipment and personal protective equipment for the task e.g. scaffold towers or scissor lifts instead of using ladders, 110v powered hand tools instead of 240v outside, water based paints instead of oil based, vinyl instead of latex gloves.

Safety point	Why?	How do you do this?
Prepare for any accidents	No matter how well planned the work may be something could still go wrong	Do you have a fully stocked first aid kit available? Yes <input type="checkbox"/> No <input type="checkbox"/> If no – get advice and buy one from a chemist. Check the accident reporting safe method sheet of the pack.
Supervise the work being done	You are responsible for your premises, so it makes sense that you keep an eye on what's going on and ensure things are being done safely.	Hopefully by doing the above you will have a clear understanding of how the work is to be done safely - look out for any shortcuts that could become accidents and record any problems on the incident sheet.
If in doubt get advice	In order to know whether something is right or wrong you need to know what's right in the first place.	Accept the extent of your knowledge – get advice if you need it from someone who knows about the subject e.g. a CDM coordinator, through the HSE Infoline or your local Environmental Health Officer.