

	Risk Rating Matrix				
	Trivial	Minor Injury	7+ Day Injury	Major Injury	Incapacity/Death
Certain	5	10	15	20	25
Probable	4	8	12	16	20
Possible	3	6	9	12	15
Unlikely	2	4	6	8	10
Highly Unlikely	1	2	3	4	5

Risk Assessment Name:

Electrical Installation (DO NOT EDIT)

Assessment Date:

4 Mar 2024

Expiry / Review Date:

18 Mar 2024

Conducted Site:

Leeds

Persons Affected/Involved:

Employees

Visitors

Contractors

General Public

Description:

Electrical cabling installation – including inspection & Testing

Identified Hazard	Risk with no Controls	Controls in Place	Based on Controls in Place			Additional Control Measures	With Additional Controls	
			Worst Case	Likelihood	Rating		Likelihood	Rating
Asbestos Consequence Long term health affects	16	Asbestos survey to be carried out which identifies the location, condition and type of any asbestos containing materials within the building. .	4	2	8	An asbestos management plan should be put into place which details the management of any asbestos which may be present in the building.	1	4

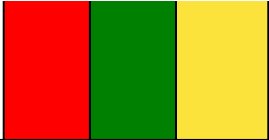
		<p>Employees have been trained (and receive regular refresher training) in the identification of asbestos and the procedure to follow if they suspect asbestos ie; to withdraw from site and immediately report any suspicious material to senior/site manager.</p> <p>Asbestos survey should be made readily available to all staff and contractors who undertake maintenance activities where there is a risk of disturbing any asbestos fibres. .</p> <p>Where there is a risk of accidentally disturbing asbestos fibres from routine work activities, then any asbestos containing materials should be clearly identified and staff made aware of the risk of disturbing asbestos fibres. .</p> <p>All staff should be made aware of the dangers from exposure to asbestos fibres. .</p> <p>Manager to brief all employee's on the location of known asbestos and the procedures of what actions to take when discovering or disturbing asbestos. .</p> <p>If you discover something that may potentially be asbestos:- stop work, and speak to your supervisor if you are suspect asbestos or if you think the work might need to be carried out by a licensed contractor.</p>						
Electricity Consequence Electric shock Electrocution Fire Flash burn Electrical arcing	20	<p>Must always follow company Safe Electrical Isolation Procedure.</p> <p>Operatives are to ensure there is secure isolation from power source, the isolator should be locked in position (for example by a padlock), and a sign should be used to indicate that maintenance work is in progress. .</p> <p>If more than one operative is involved in the work, each of them should lock off the power with their own padlock. .</p>	5	2	10	<p>Before entering commencing work the effectiveness of the isolation must be tested & verified by a competent person.</p>	2	10

Manual Handling General Consequence Injury to employees	9	<p>The Company ensures that relevant assessments of manual handling operations are carried out and recorded. .</p> <p>Wherever practicable mechanical means to lift and transport items are used including fork lift trucks, pallet trucks and sack barrows. .</p> <p>Where the use of mechanical means is impracticable, then sufficient persons are made available to lift relevant loads, taking into account the size, shape and weight of that load. .</p> <p>As part of the specific risk assessments for manual handling, all persons engaged in manual handling activities are trained in correct handling and lifting techniques including team lifting. .</p> <p>Arrangements are made to ensure that access areas are clean and clear and that lighting is adequate. .</p> <p>Arrangements are made for the issue of protective clothing and equipment i. e. gloves, safety footwear etc. .</p> <p>Sharp edges are protected. .</p> <p>Storage arrangements will be made to ensure that the heaviest loads are in the most convenient position i. e from knee to shoulder range. .</p> <p>If more than one person is involved, then that suitable person is nominated to control the job. .</p>	3	2	6	Any manual handling training includes the need to avoid twisting, stooping or reaching to lift or deposit the load.	1	3
Slips trips and falls	8	<p>Work Area to be kept tidy, ensure walkways to be kept clear of materials / work equipment .</p> <p>Trailing Cables will be tied and kept clear of walkways .</p> <p>Waste not to be cleared at regular intervals and not allowed to accumulate .</p>	2	2	4	Use Cordless Tools wherever possible	1	2
Use of Power Tools Consequence Incorrect use of tool. Electric shock or electrocution.	6	<p>Visually check condition of leads and plugs before use. .</p>	3	1	3	Power tools to be securely stored when not in use.	2	6

		<p>All portable electrical hand tools will be regularly inspected and PAT tested by a competent person. .</p> <p>Use 110v or battery tools or RCD where practicable. .</p> <p>Loose clothing, jewellery and long hair to be kept clear of moving parts. .</p> <p>Minimise the time individuals use heavy equipment (e. g. job rotation). .</p> <p>Wear appropriate PPE (eg safety footwear & eye protection, masks etc) .</p> <p>Ensure work area is free (as is practicable) from trailing cables, tools, materials, debris and spills. .</p> <p>Only use tools that are appropriate for the job and used in accordance with manufacturer's instructions. .</p>							
<p>COVID-19</p> <p>Consequence</p> <p>Potential exposure to Covid 19 whilst on site</p> <p>Potential to expose others to Covid 19 whilst on site</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p>	<p>Car sharing to be avoided wherever reasonably practicable. If car sharing must take place this will be limited to 2 persons in the vehicle, with driver and passenger both wearing a face mask for the duration of the journey. Windows will be kept open to aid maximum ventilation and seating of the passenger will be such that they will be furthest away from the driver (where seating arrangements allow). .</p> <p>Gloves and masks are provided. Government guidelines recommend face coverings should be worn in any public spaces. .</p> <p>Company employee to use anti-bacterial spray and wipes provided on all controls/keypads, tools etc at start and finish of work.</p> <p>Company employee should dispose of used wipes in bag provided then double bag and stored for 72 hours and then dispose of in the bin. .</p> <p>Company employee should not accept offers of refreshments whilst on a client's site.</p>	4	2	8				

	n/a	Company employee can use client's toilets, but hands must be cleaned before and after use with soap and water and hand gel. .			
	n/a	Company employee should wash hands regularly with soap and use hand gel before and after each visit. .			
	n/a	Company employee should avoid touching their faces and read the government guidelines provided on the best practice for applying and removing face masks. Company employee to wipe down own vehicle touch points e. g. door handles, steering wheels, gear stick etc. before and after use. .			
	n/a	If any employee is experiencing any symptoms of Covid 19 they must self-isolate in accordance with current government guidance. .			
	n/a	Main symptoms are: • High temperature • Dry, persistent cough • anosmia – loss of taste and smell • Difficulty breathing • Sore throat • Headache and body aches • Feeling weak • Chills • Blocked nose • Diarrhoea.			
Emergency Procedures - General	n/a	Operative to be informed of client's emergency arrangements at induction prior to start of work.	2	1	2
	n/a	At least one operative to be first aid trained and First aid boxes are available in work vehicles .			
	n/a	In the event of an Emergency Situation the site should be evacuated immediately, and all personnel removed to the muster point as soon as all persons are at a safe location the emergency services should be contacted. .			
Hand Tools	n/a	All hand tools to be routinely inspected pre use to ensure it remains safe to use.	4	2	8
Consequence Failure of hand tools	n/a	Tools must not be modified for a particular job, instead obtain the correct tool. .			
	n/a	Tools must not be abused e. g. screwdrivers used as chisels. .			

	n/a	Specialist tools to be made available where appropriate. .				
	n/a	Worn out tools to be replaced e. g. chisel head with a mushroomed top must not be used. .				
Working at Height - MEWP						
Consequence Fall from MEWP Objects falling off MEWP Mechanical failure of MEWP Movement of MEWP around site Contact with Overhead cables Electric shock/electrocution	n/a	The site is checked to ensure that the mobile elevating work platform can be used safely, in accordance with the manufacturer's recommendations. .	4	2	8	
	n/a	The maximum safe working load limits are established before the platform is put into use. .				
	n/a	Only trained and authorised persons operate and work from this equipment. .				
	n/a	Prior to use the equipment is checked, e. g. tyres, brakes, lights, fuel/power, leaks, general defects etc. , in accordance with the manufacturers guidance. .				
	n/a	Arrangements are made to ensure that there are no obstructions, especially overhead cables etc. , in areas where the platform is to be taken or used. .				
	n/a	Arrangements are made to clear working areas around the equipment by use of warning signs, barriers, cones etc. This is especially important if work takes place where public have access. . Arrangements are made to ensure the stability of equipment, if it is not possible to make full use of outriggers etc. that may be fitted. .				
	n/a	Good visibility and lighting during work operations is essential. .				
	n/a	Electrical supply is routed safely and connected to the mains in an approved manner. .				
	n/a	Access to the platform is only made at ground level. The platform is fully guarded during. Work is done only from within the platform area, without having to lean out. .				

	n/a	Emergency stop and isolation switches etc. , are clearly marked and operatives using the equipment are aware of the emergency procedures. .			
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