

RISK ASSESSMENT FORM

Voltacompliance , Sandgate Rise, LS25 7PZ

7414288712 / paulm@voltacompliance.com

Project Name:

Generic Risk assessment August 2023 - August 2024

Description of Work:

This risk assessment is a generic risk assessment which covers most of our sites we work on. We must follow each site own rules/risk assessments in addition to this risk assessment. If you identify a risk on site/at work which is not covered in this document you must notify your supervisor who will update the risk assessment for approval before we can start any work.

Further assessments required:

- Fire
- COSHH / OSHA
- Manual Handling
- Display Handling
- Young Persons

Persons involved in or affected:

- Employees
- Visitors
- Contractors
- Members of public
- Others

Individual Assessment reqd for:

- Nursing and Expectant Mums
- Young persons
- Disabled
- Service Users

Work Start Date: 29/09/23

Est Completion Date: 29/09/24

Key People / Groups in area

- | | | |
|--------------------|-----------------|--------------------|
| 1. Alex Huntley | 2. Jack Gosney | 3. Mihaly Szilagyi |
| 4. Paul Messruther | 5. Richard Carr | 6. Lewis Carr |

Hazards Identified	Grid Ref	Controls in Place	Based on Existing Controls				Additional Control Measures Required	Residual Risk		
			Worst Case	Likelihood	Score	Rating		Likelihood	Score	Rating
Electrical burns/electrocution from working on or near live equipment.		Those undertaking the work must be adequately trained and experienced in the type of live working being undertaken. They should be able to recognise their own limitations and have the	Fatality	Remote	5	Low				

Is a follow up assessment required? NO

Worst Case

- Outcome
- 1 = No injury
- 2 = Minor injury
- 3 = Lost time injury
- 4 = Severe injury
- 5 = Fatality

Likelihood

- 1 = Remote
- 2 = Unlikely
- 3 = Likely
- 4 = Very likely
- 5 = Certain / Imminent

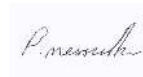
Score Guide

- 16 - 25 = High Risk
- 9 - 15 = Medium Risk
- 1 - 8 = Low Risk

Completed by: Paul Messruther

Position: Electrical Supervisor

Signature:



Date of Assessment: 03/08/22

Reviewed by: Paul Messruther

Signature:






Date of Review: 11/09/23

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		<p><i>ability to seek assistance with work which may be outside their area of competence. Access must be restricted to authorised personnel only</i></p> <p><i>Removing the possibility of touching un-insulated terminals by installing temporary insulation or protective barriers. This may mean putting temporary insulation over live parts and / or applying insulation to parts which are at earth potential.</i></p> <p><i>Disconnect and use Lock off & Tag Out equipment to isolate and secure power sources not required.</i></p> <p><i>When working live, it is most important to prevent non authorised personnel entering the area where live work is being undertaken. Warning notices should be fixed to the enclosures or barriers used.</i></p> <p><i>The only live working that is permitted is to carry out a earth fault loop impedance & also a prospective short circuit current</i></p>								
		<p><i>test in accordance with guidance note 3</i></p>	Fatality	Remote	5	Low				

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Electrical tools required to carry out work with risk of potentially fatal shocks.		<p>Ensure electrical tools, leads etc have been portable appliance tested & are in date.</p> <p>User to visually check the electrical tools/leads before use for any defects.</p> <p>If defects are found cut off the plug & attach a "Danger do not use label" & report this to your supervisor to arrange for a repair</p>	Severe Injury	Remote	4	Low				
Electrocution to engineer's and or others from carrying out an electrical installation condition report (EICR)		<p>Engineer(s) to be suitably trained and/or competent to carry out the inspection & to carry out all the work in accordance with guidance note 3</p> <p>Erect barrier's around the area where live work is being carried out & display warning notices</p> <p>Put up warning notices around the area where testing is being carried out</p> <p>Test equipment must conform to GS38, be in a good working condition & must be calibrated & in date.</p>	Severe Injury	Remote	4	Low				

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<p><i>Entrapment: operator trapped between part of the basket and a fixed structure, eg when manoeuvring in confined overhead areas of steelwork. Operators may become trapped against the platform controls, and if this happens they may not be able to stop the machine running. Overturning: the machine may overturn throwing the operator from the basket. Falling: an operator may fall from the basket during work activities. Collision: the vehicle may collide with pedestrians, overhead cables or nearby vehicles.</i></p>		<p><i>Confined overhead working: Brief operators on the dangers, and the safe system of work to be followed. If there are overhead structures against which an operator could be trapped and then pushed onto the MEWP controls, consider selecting a MEWP that has been designed to prevent such accidental contact. MEWPs with shrouded or otherwise protected controls are available. Keeping the platform tidy will reduce the risk of the operator tripping or losing balance while in the basket.</i></p> <p><i>Ground conditions: The platform should be used on firm and level ground. Any temporary covers should be strong enough to withstand the applied pressure. Localised ground features, eg trenches, manholes and uncompacted backfill, can all lead to overturning.</i></p> <p><i>Outriggers: Outriggers must be extended and chocked before raising</i></p>	Severe Injury	Remote	4	Low				

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		<p><i>the platform. Spreader plates may be necessary – check the equipment manual.</i></p> <p><i>Guardrails: Make sure the work platform is fitted with effective guard rails and toe boards.</i></p> <p><i>Arresting falls: if there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier.</i></p> <p><i>Falling objects: barrier off the area around the platform so that falling tools or objects do not strike people below.</i></p> <p><i>Weather: high winds can tilt platforms and make them unstable. Set a maximum safe wind speed for operation. Storms and snowfalls can also damage platforms. Inspect the platform before use after severe weather.</i></p> <p><i>Handling</i></p>	Severe Injury	Remote	4	Low				

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		<p><i>materials: if used to install materials check the weight and dimensions of materials and consider any manual handling and load distribution issues. You may need additional lifting equipment to transport materials to the work position.</i></p> <p><i>Nearby hazards: do not operate a MEWP close to overhead cables or other dangerous machinery, or allow any part of the arm to protrude into a traffic route.</i></p> <p><i>MEWP operators should have attended a recognised operator training course and received a certificate, card or 'licence', listing the categories of MEWP the bearer is trained to operate. The expiry date of the training licence or card should be checked.</i></p> <p><i>In addition to formal training for the type of MEWP, operators should have familiarisation training on the controls and operation of the specific make and</i></p>	Severe Injury	Remote	4	Low				

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		<p><i>model of MEWP they are using.</i></p> <p><i>A programme of daily visual checks, regular inspections and servicing schedules should be established in accordance with the manufacturer's instructions and the risks associated with each MEWP.</i></p> <p><i>Operators should be encouraged to report defects or problems. Reported problems should be put right quickly and the MEWP taken out of service if the item is safety critical.</i></p> <p><i>The MEWP must be thoroughly examined at least every six months by a competent person or in accordance with an examination scheme drawn up by such a competent person.</i></p> <p><i>Overhead services (ie cranes) within the work area to be isolated & locked off by authorised personnel by the client</i></p> <p><i>For MEWPs type 3b a safety harness MUST be used & connected to the manufacturer's certified anchor points</i></p>	Severe Injury	Remote	4	Low				

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<i>Falling objects from work area above which could be fatal</i>		<p><i>Wear Safety Hard Hat</i></p> <p><i>No working in other trades drop zones, barrier off the area complete with signage to protect others from dropped objects</i></p> <p><i>Close down Working area above and inspect prior to work date</i></p> <p><i>Falling objects: Ensure items stored above ground level (eg on storage shelving) are stable and will not fall easily if disturbed. Store heavier items on or near the ground and lighter items higher up. Give careful consideration to methods of stacking, handling and movement of goods to prevent articles falling. Make sure tall self-standing objects (eg gas cylinders) or objects leaning against walls are either stable if knocked, or secured.</i></p>	<i>Severe Injury</i>	<i>Unlikely</i>	8	Low				

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<i>Falls from incorrectly built scaffolding and/or risk of premature collapse or electrocution from overhead services</i>		<p><i>Towers should be erected in accordance with the manufacturer's instructions by trained and competent people with a valid PASMA licence.</i></p> <p><i>Towers should be erected following a safe method of work, either using: Advance guard rail system – where temporary guard rail units are locked in place from the level below and moved up to the platform level. They are in place before the operator accesses the platform to fit the permanent guard rails OR 'Through-the-trap' (3T) – involves the operator taking up a working position in the trap door of the platform, from where they can add or remove the components which act as the guard rails on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform.</i></p> <p><i>Stability To maintain tower stability you</i></p>	<i>Lost Time Injury</i>	<i>Remote</i>	<i>3</i>	<i>Low</i>				

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		<p><i>must make sure: the tower is resting on firm, level ground with the locked castors or base plates properly supported. Never use bricks or building blocks to take the weight of any part of the tower; stabilisers or outriggers are installed when required by the instruction manual; and that a tower is never erected to a height above that recommended by the manufacturer.</i></p> <p><i>Precautions and inspection Tower scaffolds must comply with the standard of required for all types of scaffolds, eg double guardrails, toeboards, bracing and access ladder. When the tower is purchased or hired it should arrive with all the necessary components to prevent falls and ensure stability. Towers rely on all parts being in place to ensure adequate strength. They can collapse if sections are left out. All towers</i></p>	Lost Time Injury	Remote	3	Low				

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		<p><i>must be inspected following assembly and then at suitable regular intervals by a competent person. In addition, if the tower is used for construction work and a person could fall 2 metres or more from the working platform, then it must be inspected following assembly and then every 7 days. Stop work if the inspection shows it is not safe to continue, and put right any faults. The result of an inspection should be recorded and kept until the next inspection is recorded.</i></p> <p><i>Using Never use a tower: in strong winds; as a support for ladders, trestles or other access equipment; with broken or missing parts; or with incompatible components.</i></p> <p><i>Moving When moving a tower you should always: reduce the height to a maximum of 4m; check that there are no power lines or other obstructions</i></p>	Lost Time Injury	Remote	3	Low				
		<p><i>overhead; check that the ground is firm, level and free from potholes; and push or pull using manual effort from the base only. Never move a tower while people or materials are on the tower, or in windy conditions.</i></p>	Lost Time Injury	Remote	3	Low				

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<p>Falls from use of ladders and/or stepladders if not used in accordance with HSE INDG455 (http://www.hse.gov.uk/pubns/indg455.pdf)</p>		<p>Before starting a task, you should always carry out a 'pre-use' check to spot any obvious visual defects to make sure the ladder is safe to use. A pre-use check should be carried out: ■by the user; ■at the beginning of the working day; ■after something has changed, eg a ladder has been dropped or moved from a dirty area to a clean area (check the state or condition of the feet).</p> <p>Pre-checks: Check the stiles – make sure they are not bent or damaged, as the ladder could buckle or collapse. Check the feet– if they are missing, worn or damaged the ladder could slip. Also check ladder feet when moving from soft/dirty ground (eg dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (eg paving slabs), to make sure the foot material and not the dirt (eg soil, chippings</p>	Lost Time Injury	Unlikely	6	Low				

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		<p>or embedded stones) is making contact with the ground. Check the rungs – if they are bent, worn, missing or loose the ladder could fail. Check any locking mechanisms – if they are bent or the fixings are worn or damaged the ladder could collapse. Ensure any locking bars are engaged. Check the stepladder platform – if it is split or buckled the ladder could become unstable or collapse. Check the steps or treads on stepladders – if they are contaminated they could be slippery; if the fixings are loose on steps, they could collapse. If you spot any of the above defects, don't use the ladder, tag to inform not to use & inform your supervisor.</p> <p>Leaning ladders: When using a leaning ladder to carry out a task: ■only carry light materials and tools – read the manufacturers' labels on</p>	Lost Time Injury	Unlikely	6	Low				

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		<p><i>the ladder and assess the risks; ■don't overreach – make sure your belt buckle (navel) stays within the stiles; ■make sure it is long enough or high enough for the task; don't overload it – consider workers' weight and the equipment or materials they are carrying before working at height. Check the pictogram or label on the ladder for information; ■make sure the ladder angle is at 75° – you should use the 1 in 4 rule (ie 1 unit out for every 4 units up) – see Figure 1; ■always grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles; ■don't try to move or extend ladders while standing on the rungs; ■don't work off the top three rungs, and try to make sure the ladder extends at least 1 m (three rungs) above</i></p>	Lost Time Injury	Unlikely	6	Low				

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		<p>where you are working; ■don't stand ladders on movable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans, or mobile elevating work platforms; ■avoid holding items when climbing (consider using a tool belt); ■don't work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (eg fibreglass or timber) for any electrical work; ■maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position – see Figures 2 and 3; ■where you cannot maintain a handhold, other than for a brief period (eg to hold a nail while starting to knock it in, starting a screw etc), you will need to take other measures</p>	Lost Time Injury	Unlikely	6	Low				

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		<p>to prevent a fall or reduce the consequences if one happened; ■for a leaning ladder, you should secure it (eg by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point, ie do not rest a ladder against weak upper surfaces (eg glazing or plastic gutters); you could also use an effective stability device.</p> <p>Stepadders: When using a stepladder to carry out a task: ■check all four stepladder feet are in contact with the ground and the steps are level; ■only carry light materials and tools; ■don't overreach; ■don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold; ■ensure any locking devices are engaged; ■try to position the stepladder</p>	Lost Time Injury	Unlikely	6	Low				

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		<p>to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, eg in a retail stock room when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on; ■try to avoid work that imposes a side loading, such as side-on drilling through solid materials (eg bricks or concrete); ■where side-on loadings cannot be avoided, you should prevent the steps from tipping over, eg by tying the steps. Otherwise, use a more suitable type of access equipment; ■maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder</p>	Lost Time Injury	Unlikely	6	Low				

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		<p><i>As a guide, only use a ladder: ■on firm ground; ■on level ground – refer to the manufacturer's pictograms on the side of the ladder. Use proprietary levelling devices, not ad-hoc packing such as bricks, blocks, timbers etc; ■on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination; ■where they will not be struck by vehicles (protect the area using suitable barriers or cones); where they will not be pushed over by other hazards such as doors or windows, ie secure the doors (not fire exits) and windows where possible; ■where the general public are prevented from using it, walking</i></p>	Lost Time Injury	Unlikely	6	Low				
		<p><i>undemeath it or being at risk because they are too near (use barriers, cones or, as a last resort, a person standing guard at the base); ■where it has been secured.</i></p>	Lost Time Injury	Unlikely	6	Low				

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<i>False fire alarm activation from testing the fire alarm system</i>		<p><i>Confirm with the client/site contact if they have a monitored alarm system to the fire alarm station & if they do inform them to put the system offline for the duration of the work.</i></p> <p><i>Inform the client/site contact about the false alarm activation(s) so they can inform other people if required (staff, public, contractors, etc) & if safe to do so carry out the test(s)</i></p>	No Injury	Unlikely	2	Low				
<i>Incorrect manual handling - Materials will need to be carried to the work area which if not done correctly can cause immediate or long term injury</i>		<p><i>Ensure everybody involved has received Manual Handling training</i></p> <p><i>Use Trolley / Sack Truck to move loads to the required location.</i></p> <p><i>Break Down Heavy Loads into smaller manageable pieces</i></p> <p><i>Assess the load to make sure this can be safely carried</i></p> <p><i>Plan your route and make sure it is clear of any obstacles and/or trip hazards.</i></p>	Lost Time Injury	Unlikely	6	Low				

Worst Case Outcome	Likelihood	Score Guide
1 = No injury	1 = Remote	 16 - 25 = High Risk
2 = Minor injury	2 = Unlikely	 9 - 15 = Medium Risk
3 = Lost time injury	3 = Likely	 1 - 8 = Low Risk
4 = Severe injury	4 = Very likely	
5 = Fatality	5 = Certain / Imminent	

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RISK ASSESSMENT FORM




Hazards Identified	Grid Ref	Controls in Place	Based on Existing Controls				Additional Control Measures Required	Residual Risk		
			Worst Case	Likelihood	Score	Rating		Likelihood	Score	Rating
Lone Working with risk of injury or ill health while working alone		<p>Ensure the client informs the engineer what to do in the event of a site evacuation, alarm activation etc & if required gets issued with keys/fob etc.</p> <p>Make sure engineer have method of contact including any emergency contact numbers for out of hours work</p> <p>No working at height is permitted whilst lone working</p> <p>Inform client we are on site working alone and that we have a system in place for lone working.</p>	Minor Injury	Unlikely	4	Low				
Noise from closeby equipment or other Tradesmen which can cause discomfort and potential damage		<p>Shut down cause of noise</p> <p>Wear Ear Defenders and use / maintain properly</p>	Lost Time Injury	Unlikely	6	Low				

Worst Case Outcome	Likelihood	Score Guide
1 = No injury	1 = Remote	 16 - 25 = High Risk
2 = Minor injury	2 = Unlikely	 9 - 15 = Medium Risk
3 = Lost time injury	3 = Likely	 1 - 8 = Low Risk
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Hazards Identified	Grid Ref	Controls in Place	Based on Existing Controls				Additional Control Measures Required	Residual Risk		
			Worst Case	Likelihood	Score	Rating		Likelihood	Score	Rating
<p><i>Possibility of materials that contain asbestos are disturbed or damaged, fibres are released into the air. When these fibres are inhaled they can cause serious diseases.</i></p>		<p><i>Do not start work on a project until customer has surveyed building</i></p> <p><i>Ask the client/site contact to see their asbestos register before any work is carried out.</i></p> <p><i>If any materials that contains asbestos are or have been disturbed or damaged inform the client asap to remedy the action.</i></p> <p><i>At least one engineer on site MUST be asbestos awareness trained by a "IAPT" or "RoSPA" approved course.</i></p> <p><i>If you have any doubt if any material contains asbestos do not start work until confirmation has been obtained.</i></p>	<p><i>Lost Time Injury</i></p>	<p><i>Remote</i></p>	<p>3</p>	<p>Low</p>				
<p><i>Possible risk of reduced/poor lighting while carrying out the emergency lighting test if the client asks</i></p>		<p><i>Inform the client/site contact about the emergency lighting test so they can inform other people if required (staff, public, contractors, etc) about the risk of reduced/failed lighting while the test is being carried out & if safe to do so carry out the test</i></p> <p><i>Set up temporary lighting</i></p>	<p><i>Minor Injury</i></p>	<p><i>Unlikely</i></p>	<p>4</p>	<p>Low</p>				

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			Worst Case	Likelihood	Score	Rating		Likelihood	Score	Rating
Risk of being hit by other vehicles/fork lift truck or other moving objects on site.		<p>Keep to designated walk ways where provided. Observe banks mans directions, ensure drivers and operators acknowledge your presence before passing.</p> <p>Give way to other vehicles/fork lift trucks & other movable objects which include pedestrian operated pallet truck</p> <p>Never work near any vehicle/fork lift truck or other movable objects which include pedestrian operated pallet truck</p> <p>Wear correct PPE (Hi-Vis) & make sure you can be seen</p> <p>Always follow site rules in regards to vehicle movement</p>	Severe Injury	Unlikely	8	Low				

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			Worst Case	Likelihood	Score	Rating		Likelihood	Score	Rating
Risk of cuts to employee's from handling materials, using hacksaws, craft knives etc.		<p>Wear "General use" safety gloves which conforms to BS EN 388</p> <p>Where "Level 3 cut rating" safety gloves which conforms to BS EN 388</p> <p>Where "Level 5 cut rating" safety gloves which conforms to BS EN 388</p> <p>For all low risk work (ie - terminating electrical wires, reading drawings, maunals) it has been deemed safe to not wear any gloves for this type of work</p> <p>For all low risk work (ie - terminating electrical wires, reading drawings, maunals) you must wear "general use" 3 tip finger-less gloves which conforms to BS EN 388 as a minimum.</p> <p>When handling materials make sure there are no sharp edges which could result in cuts.</p>	Lost Time Injury	Unlikely	6	Low				

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			Worst Case	Likelihood	Score	Rating		Likelihood	Score	Rating
Safe isolation of electrical supply/circuits and the like to ensure that equipment is safe to work on.		<p>Use an approved voltage tester and carry out safe isolation in accordance with guidance note 3.</p> <p>Lock off & tag the electrical supply and display a warning notice.</p> <p>If more than one person is working on the supply use a multi type lock off device each with there own unique lock.</p>	Fatality	Remote	5	Low				

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RISK ASSESSMENT FORM

Voltacompliance , Sandgate Rise, LS25 7PZ

7414288712 / paulm@voltacompliance.com

Hazards Identified	Grid Ref	Controls in Place	Based on Existing Controls				Additional Control Measures Required	Residual Risk		
			Worst Case	Likelihood	Score	Rating		Likelihood	Score	Rating
<p><i>Slips, Trips and Falls which can cause sprains, fractures etc if people fall over debris / offcuts / tools / leads or slip on spillages</i></p>		<p><i>Protective non-slip steel toe cap footwear to be worn</i></p> <p><i>Area to be tidied, cleaned and dry prior to work date</i></p> <p><i>Ensure walkways cleared of stock</i></p> <p><i>Take extra bins to tidy as we work at site to avoid further obstructions</i></p> <p><i>Display Appropriate Signage to make people aware of obstacles/trip hazards.</i></p> <p><i>Use Cordless Tools wherever possible, if leads are required keep these to one side of the walkway/room to prevent slips & trips</i></p>	<p><i>Lost Time Injury</i></p>	<p><i>Unlikely</i></p>	<p>6</p>	<p>Low</p>				

Worst Case Outcome	Likelihood	Score Guide
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RISK ASSESSMENT FORM SIGN-OFF

Voltacompliance , Sandgate Rise, LS25 7PZ

7414288712 / paulm@voltacompliance.com

Project Name:

Generic Risk assessment August 2023 - August 2024

Description of Work:

This risk assessment is a generic risk assessment which covers most of our sites we work on. We must follow each site own rules/risk assessments in addition to this risk assessment. If you identify a risk on site/at work which is not covered in this document you must notify your supervisor who will update the risk assessment for approval before we can start any work.

Further assessments required:

- Fire
- COSHH / OSHA
- Manual Handling
- Display Handling
- Young Persons

Persons involved in or affected:

- Employees
- Visitors
- Contractors
- Members of public
- Others

Individual Assessment reqd for:

- Nursing and Expectant Mums
- Young persons
- Disabled
- Service Users

Work Start Date: 29/09/23

Est Completion Date: 29/09/24

Key People / Groups in area

- | | | |
|--------------------|-----------------|-------------------|
| 1. Alex Huntley | 2. Jack Gosney | 3. Mihaly Szilagy |
| 4. Paul Messruther | 5. Richard Carr | 6. Lewis Carr |

I can confirm I have read and understood the report

Signature:



Print name: Paul Messruther

Date: 11/09/23

Signature:



Print name: Charlie Bedford

Date: 16/10/23

Signature:



Print name: Jack Gosney

Date: 12/09/23

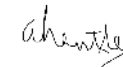
Signature:



Print name: Mihaly Szilagy

Date: 17/10/23

Signature:



Print name: Alex Huntley

Date: 10/10/23

Signature:



Print name: Alex Oliver

Date: 17/10/23