


HAZARD / WORK ACTIVITY ASSESSED	Use of Portable Electrical Equipment
------------------------------------	--------------------------------------

Hazard (something with the potential to cause harm)	Risk rating prior to control			Who may be harmed					Control Measures	Risk rating after control		
	Severity	Probability	Risk	Operator	Employee	Visitor	Public	Sub-cont		Severity	Probability	Risk
All portable electrical equipment – electrocution	3	2	6	x					All equipment is to be visually checked prior to works commencing every day and subject to regular test and inspection by trained personnel. Any equipment found to be damaged should be reported immediately. Do not use equipment on which the latest test date has expired. Rubber soled safety boots and rubber gloves to be worn at all times.	3	1	3
All equipment – fire	3	2	6	x	x				The correct voltage should be observed with regard to the equipment in use with 110 volts being used whenever possible.	3	1	3
All equipment - damage to	2	3	6	x					Damage to any equipment should be reported immediately and not used again until it has been checked by a competent person.	2	1	2
Electrical cables – tripping	2	3	6	x	x	x	x	x	Electrical cables should not cross footpaths or roads where it is avoidable and where necessary cables should be enclosed in cable carriers with the appropriate signs on show.	2	2	4

SAFETY METHOD STATEMENT

1. All portable electrical equipment will be identified individually and is subject to planned maintenance which includes a 12 monthly test and inspection.
2. Equipment provided to be fit for use with regard to voltage, power and environmental conditions.
3. All equipment found to be defective to be switched off and reported immediately.
4. Visual inspection of equipment to be carried out before use to identify:- damage to cables, plugs, tool casings, loose connections and any indications of over-heating eg scorch marks etc.
5. Leads and extension cables are to be routed, and only moulded socket holders will be used on sites.
6. Only equipment operating at 110 volts or less to be permitted on site.
7. All hand tools should be either earthed or double cabled.
8. All chock keys should be kept in a clip attached to the cable to avoid any temptation to improvise.
9. When on the spot adjustments or attachment changes are made, the tool must be disconnected from the main supply.
10. All attachments must be firmly fixed.
11. All guards must be firmly fixed and under no circumstances should they be interfered with or removed.
12. Leads/extension cables must not trail across walkways and should be routed along skirting to prevent trips.
13. All extension leads must be fully extended to prevent overheating and electrical fires.
14. All electrical equipment should be checked for an electrical sticker prior to use. If the equipment is over the inspection date it should not be used and reported immediately.
15. Subcontractors to be made aware of the above policy concerning use of electrical equipment.
16. Trained first -aider (s) will be available on site at all times when electrical equipment is in use.
17. The use of electrical equipment will be monitored to ensure safe use.
18. Only trained and competent persons should test, repair and maintain portable equipment.
19. ONLY AUGER ISSUE EQUIPMENT IS PERMITTED. USE OF NON-AUGER ISSUE EQUIPMENT IS A SERIOUS BREACH OF OUR HEALTH AND SAFETY POLICY.

 Health & Safety	Date of first issue:	February 2005	Authorised & published by:	Sharon Kaye
	Content collaborators:	Senior engineering team & MD		
	Last review date	2017-06-14		
	Revision period (months)	12		

Severity	Probability	Risk Rating		
1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
2 Minor Injury	2 Unlikely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
3 +3 Day Absence	3 Likely			
4 Major Injury	4 Very Likely	Severity X Probability = 15 to 25	High	N – Unacceptable risk Do not start work
5 Death	5 Virtually Certain			