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Electrical Testing Surveyors Limited is Registered in England
No: 4342678 Registered Office: as above



SMS

390 PINHOE ROAD EXETER EX4 8EF

SAFETY MANAGEMENT SERVICES

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RISK ASSESSMENT / METHOD STATEMENT. WORKING IN OR ON CLIENTS' PREMISES.

CONTRACT:

SITE:

OPERATION: To work in Clients occupied and operational premises testing electrical circuits whilst some are live and others dead located at both ground level and height. For various reasons some areas of testing may be carried out with certain machinery operating, circuits isolated or the work being carried out outside normal working hours.

Hazards.

- ◆ Unknown – relevant to Clients premises
- ◆ Electrocution of test engineer
- ◆ Electrocution of unauthorised persons
- ◆ Unauthorised person in test areas
- ◆ Access to live boards etc
- ◆ Working on live electrical systems
- ◆ Falls from height

Risks

- ◆ Death or serious injury
- ◆ Exposure to high levels of noise
- ◆ Exposure of high levels of various chemical dust
- ◆ Risks in unknown environment
- ◆ Working in Clients risk areas
- ◆ Falls from height

Safe Method of Work

- 1 Report to Clients reception for signing in.
- 2 Comply with Clients reporting on and off site requirements.
- 3 Report to Site Contract Administrator for full site induction e.g. site specific controls, no go areas, high risk areas, requirements and type of personal protective equipment to be worn in which areas, welfare and first aid arrangements and any other on site controls.
- 4 Emergency contact points and who is to be contacted and how.
- 5 Provide Clients representative with copies of personal qualifications and certificates for test equipment, tools and other equipment appropriate.

Specialist Electrical Testers.

- 6 Work areas to be barriered off by high visibility tape or permanent plastic interlocking barriers and display relevant notices, i.e. "No Entry Electrical Testing" as assessed as a requirement.
- 7 Ensure that when current work area is left unattended, irrespective of period of time, it is secured so as to prevent **any** person from coming into contact with live electrical parts. Where panels, boards or rooms can be locked the keys will be supplied by the Contract Administrator for the period of work, hourly and daily, in that area. Keys to be signed in and out.
- 8 Working off steps and ladders. These will be visibly inspected at the commencement of each working day for defects and taken out of use if considered unsafe to use.
- 9 Steps must only be used in the fully open position on flat level ground. Under no circumstances are they to be used closed and in the same fashion as a ladder.
- 10 Ladders will be used erected at 75% and properly secured. If used at height above 2 metres they must be footed and then secured at the top. If not possible to secure the top then the base must be secured to prevent it slipping out of the 75% or be footed in the approved manner continually it is in use.
- 11 Work from other working platforms must be protected by a firm twin guard rails. The top guard rail must be no lower than 902mm.
- 12 Towers are only to be erected by trained competent and certificated persons. Towers are not to exceed manufacturers base to height ratios fitted with twin guard rails on the working platform and the wheels locked off prior to persons accessing them. They must always be accessed through the centre of the tower and never climbed on the outside or from a ladder leant against them.
- 13 All work areas are to be left clean and tidy and tools, ladders and towers removed at the end of each working day.
- 14 On leaving premises electricians will sign out in accordance with the clients system.

Attached

Risk Assessments:

Safe use of steps, Safe use of ladders, Safe use of mobile elevated platforms, Safe use of light alloy towers

SITE SUPERVISOR PRINTED NAME	SIGNATURE	DATE

OPERATIVES: TO SIGN TO SHOW THAT
THEY HAVE BEEN MADE AWARE OF THE CONTENTS OF ABOVE METHOD STATEMENT.

PRINT NAME	SIGNATURE	DATE

Clients copy / E.T.S. on site Supervisors copy.