

USSL Risk Assessment

Risk Assessment No		74	Activity		Portable Electrical Equipment		Locations		Office / Site / Yard / Garage / Workshop	
Assessment Undertaken by		M. Watson	Assessment Date		Jun-17		Review Date		1/6/18	
Risk Ratings										
Persons at risk (PAR)		Severity / Harm Rating (S)				Likelihood (L)				
E	Employees / Contractors	1	Negligible injury or no injury			1	Extremely unlikely to occur at any time			
P	Members of Public	2	Minor injury requiring First Aid			2	A rare combination of factors would be required for an incident to occur			
V	Visitors	3	Lost time injury			3	Could happen, but considered unlikely under normal circumstances			
C	Clients	4	Single serious injury or single death			4	Not certain, but an additional factor may result in an incident			
		5	Multiple deaths and or serious injuries			5	Almost inevitable that an incident will result - Highly likely to occur			
Tolerance rating										
15 - 25		DANGER - Task/activity should not proceed. Further control measures are to be put in place to reduce risk. When in place the level of risk should be re-assessed for adequacy before the work recommences.								
7 - 14		SIGNIFICANT RISK is attached to this task/activity. Look critically at ways of reducing the level of risk to a more tolerable level by improving existing control measures or by introducing new controls.								
1 - 6		TOLERABLE RISK - Consider if risk is "as low as reasonably practicable", If not try to reduce risk further by improving control measures. Keep under review and continue with task/activity, but with caution								
NB. Full PPE will be utilised as a matter of course during any works undertaken										
Initial Assessment No controls						Risk Mitigation Measures				
Item No	Hazard Identification	PAR	S	L	Score	Control Measures	S	L	Revised Score	Risk Acceptable
1	Use of electrical equipment Electrical shock Burns Fire	E	5	4	20	Pre-use check conducted by users Electrical equipment subject to regular safety inspection and test (PAT testing) All tested appliances to be labelled showing date tested / next test date Inventory of all portable electrical equipment kept and maintained by the school. Fixed Installation testing (every 5 years min) and any remedial work actioned. Records retained of these checks. Recognised competent contractors used for repairs / maintenance. All electrical equipment brought on to the school by contractors must have been electrically tested. Mains isolating switches must be clearly labelled and accessible. Mains powered portable equipment to be protected by RCD in higher risk situations, e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.	5	1	5	Yes
2	Use of extension leads Trip hazard Overloading External use Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries)	E	4	5	20	Careful location Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary. Leads of suitable length (preferably no longer than 2 metres) and rated high enough for the job. Use of cable covers where cables are a trip hazard Use 1 adaptor per socket only, adaptors should not be plugged into adaptors. Block adaptors should not be used. RCD (Residual Current Device) used whenever equipment is used externally. Test RCD regularly to check that its mechanism is free and functioning.	4	1	4	Yes
3	Defective Equipment	E	4	5	20	Any unsafe electrical items removed from use to secure location until properly repaired / disposed of Visual inspections of electrical equipment prior to use. No one must be permitted to bring their electrical equipment on to the premises unless that equipment has been electrically tested	4	1	4	Yes