

Instructions for the Use of the Excel Spreadsheet

There are Three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

H&S Plan Tab

The Plan Tab is the front cover pages of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Risk Assessment Tab

Work down the list of hazards and score each row against the given criteria

Type a brief description of the particular hazard

If the risk total changes from the colour green you must consider control measures

Type in the control measures you intent to implement; and action by and date to be implemented

Repeat the scoring to ensure that your control measure has reduced the level of risk

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the hazard is not applicable leave that row blank

Method Statement Tab

A generic method statement is included

The description of works will copy from the H&S Plan

The items highlighted in blue are where you can insert details of Materials, Equipment and Method

This sheet is completely unprotected so that you can edit it for your own particular project

Once complete simply print off both the H&S Plan, Risk Assessment & Method statement pages

Note you may need to change your printer settings

You have now completed your Health & Safety Plan & Risk Assessment

Risk Assessment Scoring Guidelines

<p>Frequency of the process - This is looking at how often this process or operation is done</p>	<p>Score 0 if the operation is only rarely undertaken</p>	<p>Score 2 for regularly undertaken - several times per week</p>	<p>Score 3 if the process is done every day</p>		
<p>Severity - This looks at the consequences if an accident were to happen</p>	<p>Score 1 if the outcome would be little or no injury or damage</p>	<p>Score 2 if the injury would be minor - a cut or bruise</p>	<p>Score 4 if the injury would be serious and the casualty is likely to be absent from work for a number of days</p>	<p>Score 8 if the injury is likely to be serious with a prolonged absence from work</p>	<p>Score 12 if the injury is likely to be very serious or even potentially fatal</p>
<p>Probability - This looks at the likelihood of an accident occurring</p>	<p>Score 1 if there is only a very remote chance of occurrence</p>	<p>Score 2 if it may occur in time</p>	<p>Score 4 Likely if it probably will occur in time</p>	<p>Score 8 Very likely if it is likely to occur imminently or shortly</p>	<p>Score 12 Certain if it is inevitable, likely to occur immediately</p>
<p>Number Persons at Risk - This considers the numbers of people affected</p>	<p>Score 0 If only individuals could be affected</p>	<p>Score 1 If a number of people could be affected</p>	<p>Score 2 If everyone could be affected</p>		
<p>Type of people affected - This considers the type of people, age gender etc.</p>	<p>Score 0 for Employees</p>	<p>Score 1 if any Visitors could be affected</p>	<p>Score 2 If members of the Public could be affected</p>	<p>Score 3 if a Young person (<18) could potentially be affected</p>	<p>Score 4 If New or Expectant mothers could be affected</p>

Electrical Health & Safety Plan and Risk Assessment

Part 1 - Project Details	
Project co-ordinator	
Site	
Dept	
Work Site Address	
Phone number	
Description of works:	
Programme of works:	Start date: <input style="width: 100%;" type="text"/>
Planning Supervisor	
Designer(s)	
Principal Contractor	
Contractor(s)	

Part 2 - Existing Environment	
Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A	
2.1	What happens / what activity occurs at the worksite? E.g. manufacturing, office, building site, etc.
details:	
2.2	Underground hazards - are there any utility services in vicinity such as electricity, gas, water, BT, CTV, etc.
details:	
2.3	Overhead hazards - is there any working overhead, overhead moving plant, overhead lines, limited headroom, etc.
details:	
2.4	Access/egress restrictions - are there any procedural (security) or physical access problems during the works?
details:	
2.5	Existing structure - will work be affected by fragile roof, asbestos, demolition work, stability of structures, etc?
details:	
2.6	Existing ground conditions - will work be affected by land contamination, water table, ground stability, etc.
details:	
2.7	Environmental Management - are there any noise sensitive areas, is spillage or waste management needed, etc.
details:	
2.8	Planning Restrictions - will work need planning permission, building controls, special design criteria, etc?
details:	

Part 3 - Site wide elements	
Are any of the following applicable to the works - if yes enter brief detail in space provided or N/A	
3.1	Is any special clothing or specialist PPE needed to carry out the works?
Details:	
3.2	Are any special skills training or site safety induction training needed prior to working?
Details:	

3.3	Are there any special traffic or pedestrian routes or, any 'no-go' or restricted areas at site?
Details:	
3.4	Are there any site specific arrangements for unloading and storage of materials and equipment?
Details:	
3.5	Arrangements for welfare facilities at the work site e.g. toilet, washing, shelter, eat/drink, etc?
Details:	
3.6	Are there any special site rules : e.g. permit to work system, site reporting procedures, etc.?
Details:	
3.7	Work off the ground : detail working height & safe work method - scaffold, MEWP, harness, steps
Details:	
3.8	Who will be supplying the plant , equipment, access equipment & scaffold as required to work?
Details:	
3.9	Arrangements for Emergencies e.g. A&E hospital, first aiders, fire, major incident management, etc.
Details:	

Part 4 - Project liaison & communication.	
If yes to any point - indicate brief details in space below or N/A	
4.1	Project review meeting - where are they held? how often are they held?, who should attend?, etc.
Details:	
4.2	Arrangements to review and vet method statements and risk assessments for work tasks
Details:	
4.3	Arrangements to allow work of other specialist contractors to be safely integrated on the project
Details:	
4.4	Arrangements to ensure correct information is put into the project Health & Safety File
Details:	
4.5	Arrangements for monitoring S.H.E. management at site - inspections, audits, tool box talks, etc.
Details:	
4.6	Arrangements for getting information & co-operation to and from others . E.g. QA systems etc.
Details:	
4.7	Arrangements for supervision at site during works, i.e. how often and by whom. If none, state why?
Details:	

Method Statement

Introduction

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Any working operation, which an employee or contractor carry out will meet all the legal requirements.

Work area may on agreement be fenced, roped or taped and have no admittance notices displayed.

Adequate supervision of the workforce will be provided at all times.

All staff will be suitably and sufficiently trained for the task they are to perform. Whilst the depth of knowledge is dependent on the task the worker is to undertake, the areas of knowledge are the same:

1. Adequate knowledge of electricity to appreciate the dangers at the level that the worker will be exposed
2. Adequate knowledge of the electrical work they are to undertake - most often just safe usage of equipment
3. Adequate understanding of the electrical systems with - or on - which they will be working, including where necessary, practical experience
4. An appreciation of the hazards that may arise in the normal function of their task and what precautions are put in place to control the risk - including appreciating their limitations and when they should report a problem
5. Sufficient information to enable them to recognise if the equipment or system they are, or are about to, work with or on is safe enough to permit the work to continue

A permit to work must be obtained from a suitable authority for:

Any demolition or excavation work

Hot work

Work on live electrics

Working at heights

Confined space

Working on the roof

And any other work deemed hazardous.

Materials Used

Enter a list of materials being used in the project

Equipment

Enter a list of Equipment to be used on the project

Method

Enter a brief description of the actual method to be used and the order it will be done

Access to Site

An inspection of site will be made with the project Manager, prior to commencement of work. At this time any problems with site conditions will be identified and discussed.

Security

Prior to starting on site all employees will obtain permission to access the site.

A list of staff working on site will be notified each day.

Normal working hours would be 08:00 to 18:00 hours

Delivery

Delivery of product, material or services will be direct to site in vehicles appropriate to the access available.

Deliveries will be as per time slot allocated.

Unloading

All personnel will ensure they adhere to the procedures set out in the Health & safety plan for Manual Handling and be wearing the required PPE before commencing work.

The product or materials will be moved using skates, trolleys or other appropriate devices. It may be necessary to carry if no other means are available.

Tools and Equipment

All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.

An employee can not use any other tools but their own including machinery or equipment, unless authorised

Employees are prohibited from using contractor tools, machinery or equipment.

All lifting equipment will carry a current certification, which will be available for inspection

All portable electrical equipment will comply with Company standards and conform to the 1989 Electricity at Work Regulations.

All ladders used will be of type 1 or 2 and not domestic ladders. Ladders will be in a safe condition and are used in accordance with company standards.

Protective Equipment

The Company will provide their employees with safety equipment and protective clothing.

Employees will wear hearing protection in noise hazard areas and will be instructed on how to wear the hearing protection.

Employees will wear the safety glasses when instructed to do so.

The Company will provide safety footwear for their employees before entering the designated areas

Fire

All Company staff have been advised of the fire evacuation procedure, and of the assembly points they are report to in the event of a fire.

"No Smoking" policy will be in force at all times by Company Pine staff.

Staff will be made aware of the location of fire extinguishers.

COSHH

The Company will not introduce any hazardous substance without the prior approval of the Health and Safety Department onto premises.

Noise

The Company will control noise levels of any activities carried out on site and must not expose anyone, to noise levels above 85dB(A).

Accidents

All accidents will be reported to managing site authority. An accident means any injury to personnel, damage to property, or event, which may have led to such an occurrence.

The company may wish to investigate all accidents that occur and expect the co-operation of the managing site authority and his employees in ascertaining the true cause in an effort to prevent a similar accident.

Accidents and dangerous occurrences must be reported in accordance with Report of Injury, Disease or Dangerous Occurrences Regulations 1995.

First Aid

In the event of an accident First Aid is available.