

Intructions for Use of the Excel Spreadsheets

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the 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

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Contractor Assessment

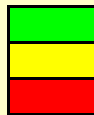
Health & Safety Electrical Risk Assessment

Date	
------	--

Company Name	
--------------	--

Assessor	
----------	--

Performance Acceptable - no action required
Performance marginal - ongoing action required
Performance not acceptable - urgent action required



Testing and Inspection
Switch Gear and Fixed Circuits
Portable Equipment
Instruction and Training
Maintenance
Extension Leads
Hazardous Environments

Electrical installation Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Testing and Inspection				
Has the installation been tested in accordance with the current Institute of Electrical Engineers Regulations?	3		0	
Has the recommended testing period been entered onto the Initial Test Certificate?	3			
Are subsequent inspections completed within the recommended time period	3			
Are all portable and fixed appliances regularly tested?	3			
Are all appliance test records available?	3			
	15	0	0	
Switch Gear and Fixed Circuits				
Are the doors of electrical switch rooms fitted with 'DANGER 240/415 volts' notices, (or EU Danger-Electricity Symbol)?	3		0	
Is there a notice regarding electrical shock displayed by the switchgear?	3			
Has all main switchgear been provided with suitable rubber floor mats (front and rear)?	3			
Is the switchgear labelled?	3			
Is the switchgear fitted with phase identification buttons (or equivalent)?	3			
Is the switchgear adequately earthed?	3			
Are all trunking lids and conduit box lids in place and secure?	3			
Are all distribution boards marked up correctly?	3			
Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?	3			
Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?	3			
Are all disconnecting switches and circuit breakers labelled to indicate their use or equipment served?	3			

Electrical installation Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	Comments
Are disconnecting means always opened before fuses are replaced?	3			
Do all interior wiring systems include provisions for grounding metal parts of electrical cable trays, equipment and enclosures?	3			
Are all electrical cable trays and enclosures securely fastened in place?	3			
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?	3			
Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?	3			
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?	3			
Are electrical enclosures such as switches, receptacles, and junction boxes, provided with tight fitting covers or plates?	3			
Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?	3			
Is all earth bonding adequate?	3			
	60	0	0	

Electrical installation Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Portable Equipment				
Are correctly rated fuse links fitted in all plug tops?	3		0	
Are the flexible cords used on all appliances in good condition?	3			
Are portable electrical tools and equipment earthed or of the double insulated type?	3			
Are electrical appliances such as vacuum cleaners, polishers, and vending machines earthed?	3			
	12	0	0	

Electrical installation Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Instruction and Training				
Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?	3		0	
Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?	3			
Is a reporting procedure in place to report any obvious defects to electrical equipment or cables	3			
	9	0	0	

Electrical installation Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Maintenance				
When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?	3		0	
Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?	3			
Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls) determined before digging, drilling or similar work is begun?	3			
Is electrical work carried out by a competent electrician	3			
	12	0	0	

Electrical installation Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Extension Leads				
Do extension cords being used have an earth conductor?	3	0	0	
Are multiple plug adaptors prohibited?	3			
Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?	3			
Are flexible cords and cables free of splices or joins?	3			
Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?	3			
Are all cord and cable connections intact and secure?	3			
	18	0	0	
Hazardous Environments				
Do you have electrical installations in hazardous dust or vapour areas? If so, do they meet the National Standards for hazardous locations?	3	0	0	