

RISK ASSESMENT AND METHOD STATEMENT

<u>COMPANY</u>	<u>WORK LOCATION</u>
Any Company	Any Place
<u>ACTIVITY</u>	<u>PERSONS AT RISK</u>
Any Activity	Centra Engineer(s).
<p><u>POTENTIAL HAZARDS:</u> Electrical shock Trips, slips and falls over equipment, tools etc. Working at height on ladders. Items falling in riser. People falling down riser.</p>	
<p><u>POTENTIAL CONSEQUENCES:</u> Electrocution Significant personal injuries, e.g. sprains, bruises, lacerations.</p>	
<p><u>METHOD OF WORKING:</u> After a pre-arranged PtW (Permit To Work) has been issued the Centra engineer will attend site and contact the appropriate department or person and sign in. <i>Engineer to power down systems and remove two existing 7" LCD CCTV colour monitors and associated cabling currently located on the back wall by east door reception.</i> <i>Re-install both monitors to the new agreed location on the receptionist's desks at low level to be sited between both receptionists. Conceal all CCTV low voltage and signal cables neatly under desks.</i> <i>Power back up system (we believe that the power supplies are on the same floor in the office cupboard so access to the cupboard will be required).</i> If false ceilings tiles need removal this should be done by others such as in-house maintenance. Engineers may use on-site two way radios as they have the site frequency approvals. Security to assist to make this work continuous by having available keys or codes to locked doors. All working areas left in a clean and tidy condition. Test and commission system</p>	
<p><u>CONTROL MEASURES:</u></p> <ol style="list-style-type: none"> 1. All electrical circuits must be suitably isolated and proved dead before commencing work. 2. Suitable PPE to be worn. 3. Inform customer of ANY electrical hazards and No live working by Centra. 4. Inform customer to clear risers if needed & check that floor plates are in place. 5. Keep work area tidy and free of trips. 6..Guard base of steps and only experienced competent operatives will be working at height 7. Centra Engineers have ladders and ladder inspection cards 8..Disruptive / Noisy Work to be out of hours (weekends or evenings). 9..Centra Engineers to use only Battery operated power tools 	

CONSEQUENCE (SEVERITY)

5	Major	Causing death to one of more people
4	High	Causing permanent disability, e.g. loss of limb, hearing
3	Medium	Causing temporary disability, e.g. fractures
2	Low	Causing significant injuries, e.g. sprains, bruises, lacerations
1	Minor	Causing minor injuries, e.g. cuts, scratches

LIKELIHOOD

5	Almost Certain	There is an almost 100% certainty that an incident will occur
4	High	There is a reasonable probability given the right set of circumstances than an incident will occur
3	Medium	An incident may occur if additional factors precipitate it, but it is unlikely to occur without them
2	Low	The incident might occur but the likelihood is low and risk minimal
1	Improbable	No real risk of any real likelihood of an incident occurring
RISK RATING = CONSEQUENCE X LIKELIHOOD		

Category Classification: 1 x 2 Risk Rating On this Job = 3. LOW

- 1 - 9 Low Risk. No action required
- 10 - 15 Medium Risk. Take remedial action within a reasonable timescale
- 15 - 25 High Risk. Halt process and take immediate action

Centra General Working Risks Activity & Control Measures Table

Activity/Task	Significant Risks	Risk of Injury	Control Measures
1. Running and tying cables in riser cupboards and into communications rooms.	<ul style="list-style-type: none"> x Manual handling cable drums x Pulling cables in risers x Pulling cables through trunking into comm's rooms x Fixing cables in risers 	<p>Muscle/back strain. Collisions, hand-foot crushing. Splinters from cable drums. Trips and falls over equipment, tools etc. Items falling/collision with other people. Items falling in risers. People falling down risers. Electric shock (ELP boards). Infestation (rodents, insects). Trips on rubbish in risers. Dirt dropping into eyes. Cuts on cable ties.</p> <p>Asbestos inhalation from fire stopping and cladding</p>	<p>Kinetic lifting techniques. Mech. Aids, lifts/trolleys/2 man lift etc. Use cable jacks and roller Keep work area tidy and free of trip hazards. Warning signs / guards / police area. PPE head / eye protection / hand. Inform customer to clear risers. Check that floor plates are in place. Check ELP boards doors secured. Inform customer for clearance of rodent and rubbish hazard. Use cable tie cutting tool. Provide temp lighting if none exists. Ensure riser cupboards are locked before and after use. Check asbestos register, do not fix to boarding or disturb cladding. Information / instruction / training / supervision</p>
2. Running cables in skirting and low level wall mounted trunking	<ul style="list-style-type: none"> x Removing trunking access plates x Using draw tapes and wires and rods x Pulling in cables x Manual handling cable drums x Moving furniture 	<p>Muscle/back strains. Electric shock. Collision into objects. Collision into people. Trips and falls over equipment, tools etc. Items falling. Splinters from cable drums. Cuts from draw tapes. Eye injury from draw tapes, wires and rods.</p>	<p>Kinetic lifting techniques. Use cable jacks. Mech. Aids, lifts, trolleys. Request customer to move furniture. Keep work area tidy and free of trip hazards. Warning signs / guards / police area. PPE hand and foot eye protection. Inform customer of electrical hazards. Customer to provide power linked trunking, back boxes, no live working. Information / training / instruction / supervision.</p>
3. Running cables above and below ceiling tiles in trunking, baskets and tray based systems and down wall based voids to access sockets	<ul style="list-style-type: none"> x Remove ceiling tiles x Working with step ladders x Using draw tapes and wires and rods x Pulling in cables x Manual handling cable drums x Moving furniture 	<p>Muscle/back strains. Splinters from cable drums. Electric shock. Collision into objects. Collision into people. Trips and falls over equipment, tools etc. Eye damage from rods flexing. Cuts from draw tapes. Items falling (tools, tiles, trunking etc.) Slips, trips and falls over scrap, tools and cable. Falls from step ladders. Collision into ladders / hanging tiles, furniture. Asbestos inhalation.</p>	<p>Kinetic lifting techniques. Use cable jacks. Mech. Aids, lifts, trolleys. Request customer to move furniture. Stow tools, tiles, trunking safely. Warning signs / guards / police area. Guard base of steps. Keep work area tidy and free of trip hazards. PPE hand and foot protection. PPE eye protection required when rodding. Inform customer of electrical hazards. Customer to provide power linked trunking, back boxes, no live working. Check asbestos register. Information / instruction / training / supervision.</p>

Activity/Task	Significant Risks	Risk of Injury	Control Measures
4. Running cables externally via cable tray, cable basket and tying to existing cable support structures	<ul style="list-style-type: none"> x Working on high level access platforms x Working with step ladders x Using draw tapes and wires and rods x Pulling in cables x Manual handling cable drums 	Risk of falling operatives and objects. Muscle/back strains. Splinters from cable drums. Electric shock. Collision into objects. Collision into people. Trips and falls over equipment, tools etc. Eye damage from rods flexing. Cuts from draw tapes. Items falling (tools, tiles, trunking etc.) Slips, trips and falls over scrap, tools and cable. Falls from step ladders. Collision into ladders / hanging tiles, furniture. Asbestos inhalation.	Qualified personnel to operate high level access platforms. Kinetic lifting techniques. Use cable jacks. Mech. Aids, lifts, trolleys. Stow tools, tiles, trunking safely. Warning signs / guards / police area. Guard base of steps. Keep work area tidy and free of trip hazards. PPE hand and foot protection. PPE eye protection required when rodding. Inform customer of electrical hazards. Customer to provide power linked trunking, back boxes, no live working. Check asbestos register. Information / instruction / training / supervision.
5. Making fibre connections	<ul style="list-style-type: none"> x Cutting and stripping fibres x Cleaning connections with white spirit x Fixing connectors using oven 	Puncture of skin and eyes from fibre. Laser hazard to eyes. Burns on connector oven. White spirit hazard. Electric shock.	Use correct tools. Discard all scrap fibre in sin bin. Keep sin bin lid on when not in use. Sin bin disposal as hazardous waste. No live laser working. Use correct tools and procedures to handle hot connectors. See attached COSHH assessment for white spirit. Visual inspection by operator. Training / instruction / supervision

SPECIFIC/KEY SITE WORKING RISKS

We will be working in the both *** & *** areas important cabinet/switches etc to avoid should be pointed out to Centra Engineers prior to work.

INDIVIDUAL PROTECTION FOR OPERATIVES

When working safety footwear must be worn at all times. Safety goggles and gloves to be used when appropriate.

GENERAL SAFTEY

It is the responsibility of the engineer(s) to ensure how to evacuate the building or room where work is being carried and how to raise the emergency alarm and in the event of an emergency whom to contact. A practice evacuation may be necessary and a record kept.

SITE PREPERATION

Make sure that there is an adequate level of lighting for general access and for specific tasks. Make sure that there is emergency lighting available that will come on automatically in case of power failure or if this cannot be achieved provide every person who will work in the work area have access to a torch.