

**ELECTRICAL CONTRACTOR  
RISK ASSESSMENT AND KEY CONTROL MEASURES**



**CONTRACTOR NAME: AEC Automation Ltd.**  
**NAME OF CONTRACT:**

A: SIGNIFICANT RISKS

Initial Risk Rating H/M/L –

Slips, trips and falls.  
Manual handling.  
Fire.  
Contact with live power.

B: KEY CONTROL MEASURES

ACTION

<p><b>GENERAL:</b></p> <p>All operatives to 'sign in' on arrival on site, view the current traffic management plan, and on the first time attend the site induction.</p> <p>Weights of materials to be handled manually to be obtained. No one to lift more than they are comfortable with (normally 20kg maximum) without mechanical aids or help.</p> <p>PPE: Hard hat, safety boots, high visibility vest and where necessary, eye protection.</p>	<p>Operatives</p> <p>Operatives</p> <p>Operatives</p>
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<p><b>ELECTRICAL WORK:</b></p> <p>Only competent electricians, working to the IEE Wiring Regulations to be used.</p> <p>Except when testing circuits, no work will be carried out on live circuits.</p> <p>Where there is a risk of falls, scaffold or trestles under floors to be used. Particular care to be taken over stairwells where suitable fall protection measures must be in place.</p> <p>A visual check of scaffolds to be made before use. If any missing rails or boards, untied ladders or other problems observed, work to stop and the Site Manager to be informed.</p>	<p>Contractor</p> <p>Operatives</p> <p>Operatives</p> <p>Operatives</p>
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**SITE SPECIFIC KEY CONTROL MEASURES IF ANY:**

<p><b>ADDITIONAL RISK ASSESSMENT AND KEY CONTROL MEASURES:</b> (If applicable – the additional sheet(s) to be appended)</p>	<p>Applicable YES/NO</p>
<p>A01 Use of Disc Cutter/Abrasive Wheel</p>	

A02 Use of Cartridge or Pneumatic Fixing Tools	
A03 Use of Forklifts	
A04 Use of Mobile Cranes	
A05 Use of Portable Electrical Tools	
A06 Use of Ladders, Trestles and Tower Scaffolds	
A07 Traffic Management	

Residual Risk Rating H/M/L -

(if not acceptable – further measures or project specific safety method statements required.)

Name:

Signature:

Position:

Date:

It is the responsibility of all operatives to keep this risk assessment under review, reporting any problems to their supervisor.

### C: OPERATIVES TOOL BOX TALK RECORD

Attendees:	Signature:
Signed (supervisor):	Date:

**USE OF PORTABLE ELECTRICAL TOOLS  
RISK ASSESSMENT AND KEY CONTROL MEASURES**

**CONTRACTOR NAME: AEC Automation Ltd.**  
**NAME OF CONTRACT:**

A: SIGNIFICANT RISKS Initial Risk Rating H/M/L –

Electrocution.  
Fire.  
Damage to equipment.  
Tripping over electrical equipment.

**B: KEY CONTROL MEASURES ACTION**

All portable electrical equipment to be subjected to planned maintenance, including a three monthly test and inspection.	Contractor
Only trained and competent persons to use, test, repair and maintain portable electrical equipment. Reference to be made to the manufacturers/suppliers operating instructions.	Contractor/ Operatives
Visual inspection of equipment to be carried out before each use. All equipment found to be defective must be switched off and reported immediately.	Operatives
Only equipment operating at 110v or less to be permitted on site.	Contractor
All guards must be used and under no circumstances should they be interfered with or removed.	Operatives
Leads/extension cables must not trail across walkways and should be routed along skirting to prevent trips. All extension leads must be fully extended to prevent overheating and electrical fires. Where reasonably practicable, individual leads to be separately identified.	Operatives
PPE: Hard hat, safety boots, high visibility vest, eye protection, and if necessary ear protection and dust masks.	Operatives

**SITE SPECIFIC KEY CONTROL MEASURES IF ANY:**

Residual Risk Rating H/M/L -

(if not acceptable – further measures or project specific safety method statements required.)

Name: Signature:

Position: Date:

It is the responsibility of all operatives to keep this risk assessment under review, reporting any problems to their supervisor.

**C: OPERATIVES TOOL BOX TALK RECORD**

Attendees:	Signature:
Signed (supervisor):	Date:

**USE OF LADDERS, TRESTLES & TOWER SCAFFOLDS  
RISK ASSESSMENT AND KEY CONTROL MEASURES**

**CONTRACTOR NAME: AEC Automation Ltd.**  
**NAME OF CONTRACT:**

A: SIGNIFICANT RISKS Initial Risk Rating H/M/L –

Falls of persons, objects or materials.  
Overturning or collapse of stepladders, trestle or tower.

**B: KEY CONTROL MEASURES ACTION**

<p><b>GENERAL:</b></p> <p>All equipment to be checked to ensure it is in good order and suitable for the task before use (eg. correct height). Damaged equipment to be removed from use immediately.</p> <p>Weights of materials to be handled manually to be obtained. No one to lift more than they are comfortable with (normally 20kg maximum) without mechanical aids or help. When climbing ladders both hands to be available for holding the ladder.</p>	<p>Contractor</p>   <p>Operatives</p>
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<p><b>LADDERS AND STEPLADDERS</b></p> <p>Ladders to be heavy duty (Class 1), secured and extend sufficiently above the step-off point unless another handhold provided. The angle of rest to be 75° (or a base to height ratio of 1:4) and located to avoid overstretching.</p> <p>Only work of a short duration and light nature (one handed) to be carried out from a ladder.</p> <p>Work from stepladders to be restricted to that which can be carried out where the stepladder is stable. The top step of stepladder must not be used unless designed for that purpose. The stepladder to be in good order and used fully extended.</p> <p>The ground base for the ladder or stepladder must be firm and level. Access to the base will be kept clear of mud and trip hazards.</p>	<p>Contractor</p>   <p>Contractor</p>   <p>Contractor/ Operatives</p>   <p>Contractor/ Site Manager</p>
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<p><b>TRESTLES</b></p> <p>All trestles must not exceed 1.5m in height and must be erected on a concrete base or other supportive stable base that is approved by the site manager. They are not to be used on scaffold working platforms.</p> <p>Only designated pins to be used on trestles.</p> <p>Staging/platform width to be at least 600cm wide. Boards not to over-sail supports by more than 100mm and be supported at the specified distances.</p>	<p>Contractor/ Site Manager</p>   <p>Contractor</p>   <p>Contractor</p>
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TOWER SCAFFOLDS	
Only trained competent operatives to erect, modify or dismantle scaffolding towers in accordance with relevant standards and manufacturers instructions.	Contractor
Towers only to be erected on a sound footing (tarmac or concrete) and wheels, if any, clamped before use. Maximum height to base ratio not to exceed 3.5:1 inside or 3:1 external use without ties.	Operatives
All tower platforms to be fully boarded and fitted with toe boards and guardrails. Ladder access to be internal, with an access hatch in the platform, and fixed to the narrower side.	Operatives
Personnel and materials to be removed before the tower is moved.	Operatives
All towers to be inspected on erection and on handover to or from contractors. Those over 2m in height to inspected every 7 days if they remain in place, and the results recorded in Site – Working Platform & Report or equivalent.	Contractor

**SITE SPECIFIC KEY CONTROL MEASURES IF ANY:**

Residual Risk Rating H/M/L -

(if not acceptable – further measures or project specific safety method statements required.)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

It is the responsibility of all operatives to keep this risk assessment under review, reporting any problems to their supervisor.

**C: OPERATIVES TOOL BOX TALK RECORD**

Attendees:	Signature:
Signed (supervisor):	Date:

## HEALTH & SAFETY METHOD STATEMENT

### ELECTRICAL INSTALLATION AND MAINTENANCE

**SITE ADDRESS:**

**The following method statement as part of the site specific risk assessment booklet will be followed by all persons in the execution of works for AEC Automation Ltd. and should be read in conjunction with the health and safety policy (copy attached).**

HARD HAT, SAFETY BOOTS AND HIGH VISIBILITY JACKET MUST BE WORN AT ALL TIMES.

- Report to Site Manager on first visit to site and familiarise yourself with the site safety rules, traffic management plan and accident procedure.
- Site induction will be provided by the principle contractor, ensure that this is carried out and a suitable record made.
- First aid and welfare facilities will be provided by the principle contractor, ensure that these are in place on your first visit to site.
- Find out the site layout and any security requirements.
- The Site Manager will instruct AEC Automation Ltd. as to site program and sequence of works. AEC Automation Ltd. will then instruct each operative directly.
- After receiving instruction on works to be carried out, operatives will proceed to the relevant work area, whilst observing all site safety rules communicated at site induction.
- Refer to the site specific risk assessment and check that all current control measures are in place/used for the particular works to be carried out including any pre work assessments before carrying out any works.
- Continually ensure that control measures are in place for the duration of the work task.
- The site specific risk assessment, of which this method statement is a part, must be referred to and followed at all times.
- The current control measures in place will be reviewed at strategic points throughout the development. These will be identified by way of a site health and safety assessment with additional controls communicated and recorded to operatives by way of on site toolbox talks.
- Areas of work are to be kept clean and free from debris at all times both during works and on completion of work tasks.
- On completion of work tasks all tools and unused materials are to be returned to the appropriate stores. Any waste materials or debris are to be placed into appropriate skips provided by the principle contractor.
- On completion of your work tasks you are to directly leave site whilst observing all site safety rules communicated at site induction.