

**ELECTRATEST – GENERIC RISK ASSESSMENT - PART B  
OFFICE PREMISES**

1. VISITING CLIENTS PREMISES	
HAZARDS	PRECAUTIONS / PROCEDURES
<p>Clients:</p> <ul style="list-style-type: none"><li>➤ Work activities/processes</li><li>➤ Location</li></ul>	<p>Fill in the visitors book at reception</p> <p>Comply with the clients procedures /rules for contractors:</p> <ul style="list-style-type: none"><li>➤ Site induction</li><li>➤ Access and egress requirements</li><li>➤ Fire and evacuation</li><li>➤ Personal protective equipment</li><li>➤ Prohibited areas</li></ul>

2. PORTABLE APPLIANCE TESTING	
HAZARDS	PRECAUTIONS / PROCEDURES
<p>Contact with live cables/surfaces</p> <ul style="list-style-type: none"><li>➤ Electrocutation</li><li>➤ Electric shock</li><li>➤ Burns</li><li>➤ Fire</li><li>➤ Property damage</li><li>➤ Equipment damage</li></ul>	<p>All electrical work must be carried out by trained and competent person</p> <p>Follow written electrical test procedures</p> <p>Use correct testing equipment</p> <p>Isolate and disconnect from mains</p>

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4. LIGHTING	
HAZARD	PRECAUTIONS / PROCEDURES
<p>Low levels of lighting</p> <ul style="list-style-type: none"> <li>➤ Slips, trips and falls (resulting in serious injury)</li> </ul>	<p>No work is to be carried out without adequate lighting:</p> <ul style="list-style-type: none"> <li>➤ Ensure that the lighting levels are adequate to enable the inspection and test to be carried out safely</li> <li>➤ Where necessary obtain and use 110v portable task lighting</li> </ul>

6. HAZARDOUS SUBSTANCES /MATERIALS	
HAZARDS	PRECAUTIONS / PROCEDURES
<p>Exposure to toxic, harmful, irritant or corrosive substances causing acute and/or chronic ill health</p> <p>Fire and/explosion</p>	<p>Comply with the clients procedures /rules for contractors</p> <p>Adhere to information, mandatory and/or warning signs</p> <p>Keep out of all hazardous areas</p>

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9. CONFINED SPACE/AREA	
HAZARDS	PRECAUTIONS / PROCEDURES
<p>Excess and/or lack of oxygen Toxic gases /vapours Fire and/explosion Engulfment Slips trips and falls</p>	<p>Avoid entry wherever possible. Do not enter a confined space unless trained to do and then:</p> <ul style="list-style-type: none"> <li>➤ Comply with the clients procedures /rules for contractors</li> <li>➤ Devise a safe system of work</li> <li>➤ Comply with permit-to-work procedures where applicable</li> <li>➤ You intrinsically safe equipment when required and available</li> <li>➤ Adhere to information, mandatory and/or warning signs</li> </ul>

10. MANUAL HANDLING	
HAZARDS	PRECAUTIONS / PROCEDURES
<p>Muscular skeletal disorders Strains/pulled muscles and ligaments Back injuries Cuts and bruises</p>	<p>Avoid, assess, reduce</p> <ul style="list-style-type: none"> <li>➤ Avoid, use mechanical means if at all possible</li> <li>➤ Assess, the weight, reduce into smaller packages/loads</li> <li>➤ Decide if one or two persons are required for the lift</li> <li>➤ Use kinetic handling techniques</li> <li>➤ Where the correct personal protective equipment</li> </ul>