

Portable Appliance Testing (PAT) Risk Assessment & Method Statement

HAZARD IDENTIFICATION & RISK ASSESSMENT			
Company Name:	PAT4Less LTD		
Conducted By:	Mr. A Esmaeel	Date	23-Apr-22
Checked By:			
Main Activity	Potable Appliance Testing		

Risk Analysis				LIKELIHOOD(L) X SEVERITY(S) = RISK(R)			RISK ASSESSMENT RESULT RANKING			
LIKELIHOOD	VALUE	SEVERITY	VALUE	Severity			Risk Score	Ranking	What to do?	
				LIKELIHOOD	3	2				1
Unlikely	1	Minor	1	3	9	6	3	6-9	High(H)	Immediate attention and action required. Shall consider whether to eliminate or modify the activity. (Stop the work.)
Likely	2	Moderate	2	2	6	4	2	3-4	Medium (M)	Specific monitoring procedures required, management responsibility must be specified. Shall consider what can be done to eliminate the risk to prevent any negative outcomes
Frequent	3	Catastrophic	3	1	3	2	1	1-2	Low(L)	Manage through routine procedures. Can proceed with the activity as planned

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Hazard	Who may be harmed	Possible Harm	Likelihood	Severity	Risk Factor	Control Measures	Residual Risk Factor
Capacitive Discharge	Test Technician	Minor Shock Minor Burns	2	2	4	<ul style="list-style-type: none"> Care is taken with equipment such as VDUs which can hold capacitance when power is removed. Such equipment is first turned off and its control and then isolated at the socket outlet. The test technician will wait a short time before unplugging Test technician competency and safety assessment made on knowledge, aptitude, training and experience. In addition, technician is qualified to C&G 2377 Compliance is required with the test sequence series and procedures advised in IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment Equipment supplied and tested is specifically designed to minimise the risk of electric shock by the removal of fault paths to earth. 	2
Poor Condition of Electrical Equipment	Test Technician All other persons	Electrocution, Shock, Burns & Fractures	1	3	3	<ul style="list-style-type: none"> Technician approaches testing and inspection aware that unexpected hazards are present and to take appropriate precautions. All items receive a thorough visual 	2

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					6	inspection before testing. If defective items are not tested and are removed from service.	3
Working in Confined Spaces	Test Technician	<ul style="list-style-type: none"> • Slips Trips & Falls at same level • Hitting fixed & stationary objects • Fatigue 	2	3	6	<ul style="list-style-type: none"> • A certain amount of work beneath desks is expected. • Knee protection is used where a lot of work is completed on the floor. • Care is taken post-testing to ensure all cables and items tested and replaced tidily. • Regular short breaks taken to allow rest. 	3
Electrical equipment becoming live	Test Technician / All other Persons	Electrocution	2	3	6	<ul style="list-style-type: none"> • Where power tools are used off the mains supply the source of supply must be fitted with an RCD (Residual Current Device) • Tools and other portable equipment are only plugged into a circuit protected by an RCD • The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds) 	2
Electrical equipment subject to		Electrocution	1	3	3	Portable electrical equipment, which is exposed to conditions causing deterioration liable to result in danger,	2

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heavy wear and tear						and supplied at a voltage exceeding 125 volts, is tested periodically by a competent person and records of the test kept	
Defective portable electrical equipment		Electrocution	1	3	3	Defective electrical equipment is clearly identified, labelled as 'out of use' and stored separately to prevent accidental use	2
Exposed wiring/live parts		Fire/Burns from hot surfaces	2	3	6	Visual checks are carried out as follows: Tools/appliance <ul style="list-style-type: none"> • On/off switch is working correctly • No signs of damage to casing • No loose parts or missing screws • Live parts are properly guarded so as not to be inadvertently accessible 	2

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On site, the testing engineer will make himself known to the person who has responsibility for Health and Safety. A risk assessment of the work site and any potential dangers are conducted at all work sites before work commences. Each manual handling operation/electrical risk is assessed on an individual basis by the engineer. High visual warning cones can be used to warn off any obstructions, as necessary.

1. Visual Inspection

Before any testing is carried out the following visual inspections will take place:

- a. Flexes will be checked for cuts, fraying, stress or any other damage.
- b. Plug tops will be inspected for BS conformity and signs of overheating, and to ensure the cable is properly terminated and secured.
- c. Each appliance will be checked for good working order and the casing or the cabinet will be inspected for damage or missing parts.

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2. Appliance Testing Sequence

This will be carried out in accordance with the IEE's code of practice for in service inspection and testing.

- a. Inspection
- b. Testing
- c. Recording test data
- d. Labelling and documentation.

3. Failures

Any failures will be labelled accordingly and reported to a responsible member of staff or management. All failures are disposed of within approved and recommended guidelines for the safety of the environment with permission and the full knowledge of management. Detailed documentation on any failures will be forwarded with the test results.

4. Staff Compliance

All staff are instructed to comply with any company inductions regarding the Workplace Health and Safety and Welfare Regulations. All staff are instructed on first aid and fire procedures. All staff will adhere to the following guidelines at all times:

- a. Uniforms will be worn bearing the name of our organization and staff will carry ID badges.
- b. Protective clothing and heavy-duty work shoes will be worn if need.
- c. High visual jackets will be worn on work locations if required.
- d. High visual hard helmets will be worn, as necessary.
- e. Mobile phones will not be used in any commercial or industrial areas unless approved by the client.
- f. Alcohol, and drugs are strictly forbidden.
- g. All staff will carry a copy of our company liability insurance policy.

Our company is concerned with all health and safety policies regarding industrial, commercial and residential site safety, and can be adjusted depending on the site environment. All testing equipment, tools and ladders used by our staff are controlled, maintained, and/or serviced at regular intervals and calibrated by approved organizations. Certification is available on request. Work equipment will be secured if required. Our staff are instructed to report

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any injury or dangerous occurrence whilst in the work setting to senior management. All waste products will be disposed of in the correct manner. Our company is concerned with the ecological effects of altering the environment and the effects of environmental pollution.