

XCEL ELECTRICAL LIMITED
SITE ACTIVITIES RISK ASSESSMENTS - INDEX



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 REF:
 CUSTOMER: GF Holding Contractors Ltd
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 PREPARED BY: JD

**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 DECOMMISSIONING AND REMOVAL OF ELECTRICAL INSTALLATION**

XEL001 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Contact with live electrical conductor	Operatives and other site users - electric shock	5	5	25	HIGH	<p>Where practical, electrician to be sole key holder to room of decommissioning. Work to be carried out within an exclusion zone.</p> <p>The work area is to be signed as live until decommissioned.</p> <p>To reduce the risk of accidental/unauthorised livening of the circuit, cables are to be removed</p> <p>Only trained Xcel Electrical Engineers are to work on the decommissioning of the installation.</p> <p>Work on access routes to be restricted to others and subject to permit to work / entry system.</p>	Xcel Mgt to monitor exclusion zone and permit to work / entry system is maintained throughout the work.
Accidental or unauthorised livening of the circuit	Operatives, other site users - electric shock	5	5	25	HIGH	<p>All circuit boards within the panel are to be isolated at the main distribution board isolators and locked off with a pin and padlock.</p> <p>Removal work is only to commence with everything dead.</p>	Xcel supervisor to monitor locking-off system.
Contact with services	Operatives and other site users - electric Shock	5	5	25	HIGH	<p>Building plans, scans are to be used to identify live services.</p> <p>Isolate the services to the decommissioning area prior to works commencing.</p> <p>Carefully locate any live services and identify at the earliest convenience (only if unable to isolate).</p>	Xcel Mgt to ensure suitable service drawings and scanning devices are available.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 INSTALLATION AND CABLE PULLING**

XEL002 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Cable pulling Through containment system	Operatives - cuts and grazes from sharp edges of cables Injury to back/other muscle groups from cable pulling (heavy SWA cables)	3	4	12	MED	Operatives are to ensure cable runs smoothly in cable containment system. Position to provide a straight pull. Mechanical means of lifting for heavy SWA cables to be utilised if possible. If mechanical means not appropriate, only suitably fit operatives instructed in manual handling techniques to carry out this task. Team pulling to be co-ordinated and controlled.	Xcel Supervisor to ensure suitable gloves are provided and worn. Supervisor to ensure only suitably trained personnel carry out this undertaking.
Contact with live electrical conductor	Operatives and others - electric shock	5	5	25	HIGH	Work to be carried out within an exclusion zone. Where practical, the electrician is to be the sole key holder to room of installation. Sign the work area as live once made live. Prior to making a board live, the zone must be checked to ensure there is no cable work being undertaken. Only trained Xcel electricians or competent sub-contractors Work on access routes to be restricted to others and be subject to permit to work / entry system.	Xcel Supervisor to ensure the route is blocked off to other site users for the duration of the works.
Accidental or unauthorised livening of the circuit	Operatives - electric shock	5	5	25	HIGH	All circuit boards within the panel are to be isolated at the main distribution board isolators and locked off with a pin and padlock, (prior to the Energy management panel being energised). Start with everything dead. Once the unit is energised, test each distribution board for	Xcel Supervisor to monitor locking off and testing procedure.

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						the zone with lamps to ensure that they are dead.	
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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 INSTALLATION OF CONDUIT AND TRUNKING**

XEL003 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Handling and working with conduit, trunking or containment system	Operatives - cuts and grazes from sharp edges	3	4	12	MED	Edges to be smooth at ground level prior to installation of conduit, trunking or containment system. Edges checked by operatives prior to pulling of cables	Xcel Supervisor to ensure suitable gloves are provided and worn
	Operatives and other Site users - PVC conduit / trunking system, exposure to solvent cement vapour & flammable risk.	4	4	16	MED	PVC cement to be used in a well ventilation environment in small amounts. Canister to have top fitted once used to reduce risk of spillage and contact with ignition source. Product to be kept away from heat, sparks, flames and all other sources of ignition.	Operatives to be trained and instructed in safe use of products.
	Operatives - working at height / confined spaces	5	4	20	HIGH	Prior to installation of a conduit / trunking system, proper consideration of the products to be installed and associated installation practices to be incorporated. Planning to be performed based upon this information.	Xcel Mgt / Supervisor to plan and monitor safe installation routes.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 INSTALLATION OF ENERGY MANAGEMENT PANEL**

XEL004 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Faults with installation	Operatives - Contact with exposed conductors or overheating	3	6	18	HIGH	<p>Turn off utility power at the distribution point where the EMP is to be connected. Be absolutely sure there is no power.</p> <p>All installations tested dead (for insulation and resistance) with a multi function tester prior to being made live.</p> <p>All temporary and new installations to conform to IEE Regulations.</p>	Xcel Supervisor and operatives to follow isolation and testing procedures.
Loss of power during connection	<p>Other site users - due to lack of possible lighting to work areas / whilst operating equipment or machinery.</p> <p>Operatives - loss of lighting / power to enable installation.</p>	4	5	20	HIGH	<p>Arrange with the Client / Principal Contractor times to isolate the supply, in order to connect initial / additional circuits to the EMP.</p> <p>Ensure the Client / PC has communicated to all other workers.</p> <p>Complete the connection outside normal site hours whenever possible.</p> <p>Adequate lighting is provided around the EMP installation area and suitable temporary power to enable safe installation of equipment.</p>	Xcel Supervisor to liaise with client / Principal Contractor regarding programming of connections.

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**XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT
 DISPOSAL OF FLUORESCENT LAMPS**

XEL005 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Broken glass	Operatives - cuts and scratches from broken glass / inhalation of dust	3	3	9	LOW	<p>If lamps are to be broken on site, suitable assessment/s must be carried out beforehand.</p> <p>In the event of an accidental breakage of a lamp normal good housekeeping is required, care being necessary to prevent injury from broken glass.</p> <p>Suitable PPE to be distributed according to the results of the assessments.</p>	<p>Xcel Supervisor to monitor control measures ongoing.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-left: auto; margin-right: auto;">REF:</div>
Environmental pollution	Employees and others exposed to substances hazardous to health, for example: to solids, liquids or gases that may be toxic, harmful, corrosive or irritant	4	5	20	HIGH	<p>Disposal to be discussed with Client and Waste Authority. NOTE: Contact local Waste Authority for disposal instructions, if lamp fittings were installed before 1980 as they could contain PBS's as the dielectric capacitor.</p> <p>Recycling (preferred method) at suitably licensed and contained sites/for fluorescent and other mercury containing lamps, the sites must be registered for acceptance of hazardous waste. Lamps must be treated as hazardous waste and separated from other waste. If possible, keep whole.</p>	Supervisor and operatives to aware of disposal methods and procedures.
Absorption / inhalation hazardous substances	Operatives - inhalation of hazardous substances	4	3	12	MED	<p>For fluorescent lamps the generation and inhalation of airborne dust should be avoided when cleaning up; for low-pressure sodium lamps avoid skin and eye contamination with debris and prevent exposure to moisture.</p> <p>Suitable PPE to be distributed according to the results of the COSHH assessments.</p>	Xcel Mgt to distribute suitable and sufficient respiratory protection.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 INSTALLATION OF TEMPORARY ELECTRIC SUPPLIES**

XEL006 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Electricity	Operatives coming into contact with live conductor. Site users from contact with live service / equipment.	5	5	25	HIGH	<p>Sub-contractors competence to be ascertained prior to work commencing on site.</p> <p>Installation to be certified before brought into use.</p> <p>Temporary electric supplies to be designed and planned to allow for load requirements, environmental considerations, and compatibility of equipment and progress of work.</p> <p>Lockable supply cabinets to form part of the system with controlled keys.</p> <p>Adequate, suitable signage to warn of hazards to be displayed on units.</p> <p>Trip hazards to be avoided by suitable routing of cables.</p> <p>Permit to work system to be utilised if working on live systems. Lone working is not permitted on live systems.</p> <p>GENERATORS If a mains voltage supply is not available and an ac generating set is to be used during the construction process particular care is needed to ensure that it is installed safely:</p> <ol style="list-style-type: none"> (1) generators need to be earthed, by bonding the neutral to the frame and connecting to earth; (2) the impedance of the bonding needs to be low enough to ensure correct operation of protective devices (fuses, circuit breakers etc); (3) and sensitive earth fault protection may be necessary if earthing conditions are difficult. 	<p>Completion certification to be handed to client / principal contractor when brought in to use.</p> <p>Systems to be monitored for damage and will be checked and certified every 3 months.</p> <p>Suspect or faulty equipment is to be taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person.</p> <p>Observe 'Electrical safety on construction sites HSG141'</p>

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 INSTALLATION / REPLACING OF LIGHT FITTINGS**

XEL007 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Falling objects / materials Falls from height Exposure to contents of broken fluorescent lamps	Operatives may be injured from falling objects and from falling from height Operatives or others - danger from contact with contents of broken fluorescent lamps.	4	4	16	MED	Planning to take place prior to work commencing to provide suitable access equipment for the duration of the task. Operatives to be instructed in correct type of access equipment to be used for each task. Power supply to be isolated and locked off where possible. Lamps must be kept whole where possible to avoid the prevent escape of contents and the danger of broken glass. Any fluorescent lamps to be disposed as hazardous waste with the local authority contacted for advice on methods of disposal. Others not involved in the activity to be kept away from installation replacement area/s	Xcel Management to check to ensure compliance with control measures and suitable access equipment is available.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 CHASING OUT FOR CABLE RUNS**

XEL008 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Noise Vibration Dust	Operatives - injuries possible: hearing loss, VWF and inhalation of dust	3	4	12	MED	Power tools with integrated dust extraction to be used for long cable runs. Areas to be zoned off with barriers and signage to warn of hazards. PPE (ear, eye and respiratory) to be provided and worn.	Continuous monitoring of noise and dust levels, assessments arranged as necessary. Monitor use of PPE. Where noise and dust in excess of action levels, job rotation to be arranged.
Flying debris / particles	Site users - Injuries from flying debris	3	4	12	MED	Suitable PPE to worn during chasing out process. Others kept out of immediate area. Well maintained and suitable chasing-out equipment to be used for the duration of the task.	
Contact with other services	Operatives - contact with live services (water, gas, electric, etc.)	4	5	20	HIGH	Prior to work commencing, surface to be chased to be checked to ensure there are no buried services. Xcel to obtain any relevant services drawing from the client / Principal Contractor prior to works commencing.	REF:

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 ELECTRICAL TESTING AND COMMISSIONING**

XEL009 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Fire Contact with live conductors Short circuit flash	Operatives and others - injury by electric shock with resulting burns and possible fatalities	3	6	18	HIGH	<p>Without exception, all circuits to be worked on will be treated as live until verified dead.</p> <p>Permit to work system to be implemented where necessary.</p> <p>Ongoing liaison with other contractors and the client must take place ensure that all parties are aware of the work to be undertaken.</p> <p>Prior to any work commencing a check must be made to establish that all switchrooms / control rooms have been cleared of loose materials and that all temporary installations have been removed.</p> <p>Covers and doors of all equipment to be closed and guards refitted to machinery.</p> <p>The testing and commissioning of high voltage electrical equipment is a highly specialised activity and every installation to be tested by a qualified and trained engineer to current standards.</p>	<p>Xcel Mgt to check on all controls on an ongoing basis throughout the undertaking.</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 10px auto; text-align: center;">REF:</div>

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 ELECTRICAL WORK UP TO 400 VOLTS**

XEL010 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Short circuit flash Contact with live conductors Fire	Operatives - electric shock with injury from burns	4	5	20	HIGH	<p>Live work to be avoided where possible. If not possible, follow assessment procedure as stated in Fig. 1 HSG 85 - Electricity at work (Safe Working Practices) and a written, safe system of work to be devised.</p> <p>Sufficient PPE to be available.</p> <p>Access to live conductors to be controlled and appropriate signage in place. Written safe system of work will be required for work on complex systems (control, metering and parallel circuits. A clear access of 1m and insulated tools, gloves and matting are to be provided for live working. Electrical test equipment will be insulated and in date for calibration. Electricity supply authority seals will not be broken, and final connections will not be made without written authority.</p> <p>Circuits to be worked on will be treated as live until verified dead without exception.</p> <p>Live work is only to be carried out by authorised, competent electricians under direct supervision of nominated supervisors.</p> <p>Electricians will not be permitted to work unaccompanied on live connections above 50 volts A.C. or 120 D.C. (in accordance with HSG 85) unless specifically authorised, and good communications are in place. Adequate PPE, first aid and qualified first aiders are to be available at the workplace where live work is to be undertaken.</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">REF:</div>

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 WORK ON EQUIPMENT CONTAINING PCBs**

XEL011 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
<p>Polychlorinated biphenyls Inhalation of PCB's (if aerosol or material heated)</p> <p>Ingestion / absorption through contact with PCB's</p> <p>Environmental pollution</p>	<p>Operatives and others - injury to health through inhalation, ingestion and or absorption of PCB's</p> <p>Possible contraction of skin condition chloracne.</p>	3	4	1 2	MED	<p>PCB containers must be checked for leaks regularly and before any maintenance and when equipment is to be moved or transported.</p> <p>Where possible, PCBs should be drained by specialist contractors and replaced with a safer alternative. Equipment which has been drained is still liable to contain residual amounts and therefore disposal will be subject to Regulations.</p> <p>Drained fluid will be disposed of only by high temperature incineration in a licensed incinerator with local Waste Regulatory Authority contacted for details.</p> <p>PPE for operatives involved in draining or cleaning up spills will include impervious overalls, gauntlets (heavy duty not rubber or neoprene) and a respirator (consult manufacturer or supplier for advice on face mask and filter medium suitability). Any waste materials resulting from mopping up must be treated as hazardous waste with advice for disposal obtained from the local Waste Disposal Authority.</p> <p>Self contained breathing apparatus or airline breathing apparatus should be used in high temperatures environments or confined spaces. PPE must be to a high standard including eye protection to BS EN 166 chemical grade.</p> <p>Operatives to be warned about the hazards of working with</p>	<p>Xcel Mgt to check with Client if any knowledge of PCB in equipment to be worked upon or removed. Supervisor to monitor and</p> <p><i>PCB's were used as dielectrics in power factor correction capacitors and transformers from about 1959 to 1978, it is thought that up to 1,800 transformers and 450,000 capacitors containing PCB's still exist.</i></p>

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						PCBs, in particular the skin condition chloracne. The client should be asked to verify if equipment is suspected of containing PCBs.	
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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 INSTALLATION OF IONISATION SMOKE DETECTORS**

XEL012 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Exposure to radioactivity	Operatives	1	1	2	LOW	Manufacturers state that the detectors are exempt from radioactive substances act due to radioactive content being less than 40kBq. Not more than 500 detectors to be stored at any premises at any one time.	Xcel Management to ensure that only detectors, exempt from radioactive substances are purchased.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 MAINS INCOMERS**

XEL013 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Working with Mains Incomers	Operatives - Electric Shock (400V) and Electric Burns	3	6	18	HIGH	<p>All 400v supplies to be isolated where reasonably practicable, locked off and labelled.</p> <p>A permit to work may be considered in certain instances.</p> <p>All operatives working with 400V equipment will be suitably trained, competent, personnel in possession of correct tools and PPE for this activity.</p> <p>No trainees to work on live equipment.</p>	<p>Site Supervisor to monitor isolations in place prior to work commencing.</p> <p>Xcel Management to ensure only operatives with suitable training are engaged on this undertaking and that permit to work are utilised where appropriate.</p>

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 UNDERGROUND CABLE JOINTS / INSTALLATION**

XEL014 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Working underground	Operatives - may sustain injuries (eyes/skin) contact with resin or hardener.	3	2	6	MED	Suitable PPE to be worn during this task.	Supervisors to ensure that only trained, competent persons undertake the work. Ongoing monitoring of the use of PPE. Supervisors to monitor condition of trench with regular inspections.
	Trench may collapse	3	2	6	MED	<p>Severity only high in any trench where a danger of collapse exists (this may only be a shallow trench).</p> <p>Where a risk of collapse exists, the trench sides to be adequately supported.</p> <p>Only competent, trained personnel to carry out cable jointing / installation</p> <p>Suitable PPE (eye and hand protection) to be worn whilst carrying out the activity.</p> <p>All cables should be laid at a suitable depth in a bed of sand and covered with sand and sifted soil before backfilling is carried out. Directly above the cable route at a depth of approximately 225mm a yellow cable marker tape with the words "Caution electric cable below", should be installed.</p> <p>Cable marker tape should also be laid along the route of all buried electrical services ducts where it is considered that they are likely to be disturbed in the future.</p>	

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 INSTALLATION OF MINERAL INSULATED COPPER CABLES**

XEL015 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Installing copper cables	Operatives - exposure to magnesium oxide dust. Injuries to hand from sharp swarf.	1	1	1	LOW	<p>Only competent, trained operatives, wearing appropriate PPE, to terminate MIC Cables.</p> <p>Manufacturers state no risk is posed from the product when normal safe hygiene practices are employed.</p>	<p>Xcel Management to ensure only fully qualified, experienced operatives are engaged in this undertaking.</p> <p>Supervisor to monitor the use of PPE and safe hygiene practices are being followed throughout this task.</p>

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 ENERGISING FINAL SUB-CIRCUITS**

XEL016 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Energising final sub-circuits	Operatives - electrocution. Live cables damaged.	3	6	18	HIGH	<p>Notify site operatives and other site users prior to circuits being energised.</p> <p>"Circuits Live" notices to be positioned on site.</p> <p>Qualifications and competence of all persons carrying out electrical work must be verified by inspection of current qualifications.</p>	Xcel Mgt to check on all controls on an ongoing basis throughout the undertaking.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 USE OF HARD, WHITE TALLOW AS THREAD CUTTING LUBRICANT**

XEL017 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Working with hard, white tallow	Operatives - burns from liquefied substance when hot. Ingestion of substance	3	4	1 2	MED	Under normal use, heat produced will be insufficient to raise temperature to dangerous levels. Ingestion of solids in small quantities will not produce adverse effects.	Operatives instructed into safe use of substances.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 STORAGE AND MANOEUVRING OF MATERIALS AND EQUIPMENT**

XEL018 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Unloading / Loading of materials or equipment	Operatives manual handling goods or being hit via other site traffic. Persons falling from delivery vehicles	3	4	1 2	MED	Reduce human involvement by using mechanical handling methods - e.g. fork lift truck, pallet or pump truck. Minimise the number of persons on loading areas. Site operatives should wear high visibility jackets (when in the vicinity of delivery vehicles or plant), Gloves, hard hats and safety boots in addition to other PPE specified	Plan deliveries with mechanical hoist / plant whenever possible. Xcel Supervisor to ensure PPE requirement are observed. Operatives instructed not to climb on the back delivery vehicles.
Transporting and handling materials / equipment to work areas around site	Operatives and other site users - <ul style="list-style-type: none"> • contact with load • slips, trip and falls • contact with substances • overloading work area 	4	4	1 6	MED	Check the existing environment and route prior to materials being transported / moved / handled. Ensure adequate lighting, safe surfaces, adequate width & height, temporary site services, etc. Co-ordinate planned activities with the Client / Principal Contractor. Restrict others not involved in the process from the immediate route / area. Transport materials along the safest route by mechanical means when possible: Handle and store products in accordance with the COSHH assessment and safety data product sheet/s. Agree and arrange storage area/s with the Site Supervisor to allow safe access for other site users. Take care not to overload working platforms, consider maximum loading capacity of - tower scaffolds, independent scaffolding, birdcage scaffold, dead load / live load of floors etc.	Xcel Supervisor to monitor safe route and procedure is maintained as work proceeds and liaise with Client or PC regarding storage zones.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 WORKING AT HEIGHT - LADDERS / STEPLADDERS**

XEL019 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Falls from a ladder	Operative - falling from ladder due to unsafe working practices may lead to serious or fatal injuries	4	5	20	HIGH	Ladders to be used only for short duration work when no other means of access is feasible. Ladders to be checked before use. No over-reaching when working from the ladder - get down and reposition it. Three points of contact to be maintained when working from a ladder	Xcel Mgt to ensure correct equipment is provided for tasks being undertaken.
Working from an unstable ladder or a ladder erected at the wrong angle	Operative - may lead to falls	4	5	20	HIGH	Ladders to be checked before use. Ladders to be erected on a firm base and secured at the top. Ladder angle to be one unit out at the foot to four units in height.	Operatives to be instructed in correct use of ladders.
Falls from stepladders due to incorrect choice of stepladder or incorrect working technique may lead to falls	Operative falling from height	4	5	20	HIGH	Consideration to be given to the use of podium type stepladders. Three points of contact to be maintained when working from a stepladder. Stepladders to be checked before use. A handhold must be available. No over-reaching or exerting sideways pressure.	Xcel Mgt to ensure correct equipment is provided for tasks being undertaken and operatives are instructed in correct use of ladders.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 WORKING AT HEIGHT - LOW LEVEL MOBILE TOWER SCAFFOLD**

XEL020 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Use of low level mobile tower scaffold	<p>Worker falling from height due to handrails missing, whilst accessing the working platform, whilst erecting the tower</p> <p>Materials falling from the working platform onto persons or the ground below</p>	3	5	15	MED	<p>Ensure the tower is erected by competent, trained, certificated persons. Certification to be produced prior to erection.</p> <p>Tower to be checked prior to use.</p> <p>Tower to be tagged to identify as 'safe for use', tower to be inspected by a competent person on a weekly basis.</p> <p>Top rail and intermediate rail in place.</p> <p>Internal ladder used to access through the working platform.</p> <p>Operatives to align the tower when moving / hatch closed on platform.</p> <p>Exclusion zone to be erected and signed to prevent access to the work area.</p> <p>Ensure toe boards are fitted (and correctly secured to the working platform) if the platform is above waist height.</p> <p>Work platform checked prior to use and kept tidy to prevent any build up of materials.</p> <p>Remove all materials from the platform prior to moving.</p>	<p>Xcel Supervisor to check that the mobile tower is hired from a reputable hire company and only competent and trained persons erect and dismantle the tower.</p>

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 WORKING AT HEIGHT - ROOFS / FRAGILE SURFACES**

XEL021 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Working on roofs or fragile surfaces -	Operative/s working at height on roofs / fragile surfaces - Failure to take additional precautions when working on roofs or fragile surfaces may lead to operatives falling with possibly fatal consequences	4	5	20	HIGH	<p>Suitable means of access to the work area to be provided. Work on roofs to be assessed for the safest, most suitable means of access to the work area, e.g. consider using MEWPS etc.</p> <p>If using roof ladders or planks etc., they must be adequately supported and accompanied by suitable guardrails and edge protection.</p> <p>Operatives should NOT access fragile roofs without a safe system of access.</p>	Xcel Mgt to ensure correct equipment is provided for tasks being undertaken and operatives are instructed in correct use of work equipment.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 WORKING AT HEIGHT - PODIUM STEPS**

XEL022 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Use of Podium Steps- falling	Operatives - falling from the platform and sustaining major injuries, possible fatal	3	3	9	MED	<p>Prior to use establish that podium steps are a suitable means of access to the work area.</p> <p>Ensure platform can be raised to sufficient height to access the work area.</p> <p>Podium steps are not suitable where excessive pushing or pulling is needed from the equipment.</p> <p>Users need to be able to reach the work area without leaning out of the base of the steps.</p> <p>Podium steps must only be used on solid, level and flat surfaces. Tower must be inspected prior to use.</p> <p>Wheels must be locked when equipment is in use.</p> <p>Equipment is not to be pulled along whilst occupied.</p>	Xcel Mgt to ensure correct equipment is provided for tasks being undertaken and operatives are instructed in correct use of work equipment.
Use of Podium Steps - slips	Operatives - slipping whilst accessing the platform, sustaining fractures, sprains and strains	3	3	9	MED	<p>Steps and footwear must be clean prior to accessing the tower.</p> <p>Steps must be positioned correctly to allow for safe access (between 230mm and 300mm rise in the steps)</p>	As above
Use of Podium Steps - falling materials	Operatives - being hit by falling materials/objects during installation	3	3	9	MED	<p>Exclusion zone to be erected around the work area to prevent unauthorised access.</p> <p>Do not exceed the safe working load of the platform.</p>	Exclusion zone to be maintained throughout the task.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 WORKING AT HEIGHT - PODIUM STEPS CONTINUED**

XEL022 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Use of podium steps – missing edge protection	Operatives - falling from height due to missing handrails or to gate used incorrectly sustaining fractures and potential fatality	3	4	12	MED	Ensure top handrail is a minimum of 950mm above the platform level. Ensure access gate is securely locked during use.	Xcel Mgt to ensure correct equipment is provided for tasks being undertaken and operatives are instructed in correct use of work equipment.
Use of podium steps – incorrect erection	Operatives - sustaining fractures and potential fatality	3	3	9	MED	Erect steps as per manufacturer’s instructions. Before use, inspect steps, platform condition and hooks, step condition and hooks, gate and locking mechanism, wheels and locking mechanism. Check frame and welds for any damage and cracks - do not use if present.	As above

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 WORKING AT HEIGHT - ALUMINIUM HOP UPS**

XEL023 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Use of Aluminium Hops Ups - slips	Operatives - slipping when accessing or descending, sustaining bruising, fractures, sprains and strains	3	3	9	MED	Use hop ups for low level access only. Ensure hop up is clean prior to and during use. Ensure footwear is clean prior to access.	Xcel Mgt to ensure correct equipment is provided for tasks being undertaken and operatives are instructed in correct use of work equipment.
Use of Aluminium Hops Ups - falling	Operatives - falling from unstable hop up, sustaining bruising, fractures, sprains and strains	3	3	9	MED	Ensure the intended floor area for installation of hop up is clean and free from obstructions, and that ground area is firm. Do not use on poor ground, fragile surfaces or near to voids All feet on the hop up must be on a firm, flat surface.	As above
Use of Aluminium Hops Ups - structural integrity	Operatives - may be injured by collapse or from movement caused by worn components or failure of steps, sustaining bruising, fractures, sprains and strains	3	4	12	MED	Pre-use checks must be completed prior to use, check platform, catches, legs and bungs. Damaged steps to be removed from site. Ensure rubber bungs are in position on the stiles. Ensure restraints are in position and legs are locked securely in position. Only Class 1 or EN 131 hops ups to be used. Safe working load not to be exceeded.	As above
Use of Aluminium	Operatives - may be injured (falls,	3	4	12	MED	Hops ups must be fully opened and locked into position prior to use.	As above

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Hops Ups – incorrect use	sprains, bruising, fractures) due to hop ups not being set up properly					Manufacturer’s instructions to be followed for the correct set up.	
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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 WORKING AT HEIGHT - ALUMINIUM HOP UPS CONTINUED**

XEL023 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Use of Aluminium Hops Ups – incorrect use	Operatives – may over-reach, over-balance or attempt to work too high and sustain bruising, fractures, sprains and strains from falling	3	4	12	MED	<p>All obstructions must be removed in order to access the work area safely.</p> <p>The hop up must not take the operative above any existing hand rails (950mm between feet and handrail).</p> <p>Do not conduct work that will exert lateral forces on to the hop up.</p> <p>Hops ups must not be used to gain additional height off existing work equipment.</p> <p>Checks should be made to ensure that protruding objects are not in the work area which could result in the operative being impaled following a fall.</p>	Xcel Mgt to ensure correct equipment is provided for tasks being undertaken and operatives are instructed in correct use of work equipment.

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 WORKING AT HEIGHT - MEWPs**

XEL024 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Mobile Elevated Working Platforms (MEWPs) Falls of persons or materials from MEWP Striking against fixed structure Collision with other plant Striking electrical power lines Overturning platform	<p>Persons over-reaching may fall out resulting in major injury or death</p> <p>People being hit by materials can also sustain severe injuries.</p> <p>Entrapment between MEWP and fixed object resulting in crushing or asphyxiation.</p> <p>Electrocution from overhead power lines</p>	3	6	18	HIGH	<p>Control traffic and pedestrians, segregate the work area.</p> <p>Ensure MEWP Safe Working load is adequate for the work.</p> <p>Obtain proof of maintenance, inspection and testing (LOLER).</p> <p>Ensure a safe and suitable environment.</p> <p>Stabilisers in use where necessary.</p> <p>Not to be manoeuvred at height unless designed to do so.</p> <p>Beware of use of trailing leads for power tools — entanglement or tripping.</p> <p>Ensure MEWP cannot encroach into the area of electrical power lines.</p> <p>Only trained personnel to operate MEWPs.</p> <p>Ensure MEWP cannot encroach on or near unauthorised areas.</p>	<p>Xcel Supervisor to monitor for:</p> <p>Proof of competence from operatives.</p> <p>LOLER register is completed</p> <p>MEWP is operated in a safe manner and environment.</p>

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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 MANUAL HANDLING**

XEL025 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Moving loads Incorrect manual handling techniques (lifting, pushing, pulling etc.)	Operatives - may suffer musculoskeletal injuries from incorrect lifting techniques	4	4	16	MED	Operatives to receive training in manual handling techniques and to be adequately supervised. Refresher training to be given where needed or when the job changes.	Site Mgt to ensure all operatives are trained and instructed in manual handling techniques.
Weight and size of load is excessive leading to back, arm injuries etc.	Operatives - may suffer musculoskeletal injuries from incorrect lifting techniques	3	4	12	MED	Reduce weight of load where possible by breaking it down. Use of suitable mechanical aids to assist with lifting and moving. The use of more than one person to move the load to be considered.	Mgt / Supervisor to pre-plan lifting operations and monitor compliance.
Environmental factors (poor lighting, uneven floors etc.)	Operatives - may suffer slips, trips or falls from inadequate lighting etc	3	4	12	MED	Lighting must be adequate. Checks that floors are free from debris and that all obstacles are removed.	Site Mgt to survey area and provide suitable equipment prior to works commencing.

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Falling loads	Operatives - may suffer bodily injuries from falling loads	3	4	1 2	MED	Loads should be stable and secured where necessary to mechanical aids. Suitable personal protective equipment to be worn, e.g. safety boots/shoes, gloves, etc.	Mgt / Supervisor to pre-plan lifting operations and monitor compliance.

**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 MANUAL HANDLING CONTINUED**

XEL025 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Moving loads Moving loads repetitively leading to muscular injuries	Operatives - may suffer musculoskeletal injuries from incorrect moving techniques	3	3	9	MED	Working practices to be reviewed to reduce repetitive handling of loads. Allowance made for adequate rest breaks or changes in tasks. Mechanisation of the task to be considered.	Mgt / Supervisor to pre-plan lifting operations and monitor compliance.
Some operatives may have health conditions that affect their capacity to move or lift loads, leading to injuries, ill-	Operatives - may suffer further l injuries because of pre-existing medical conditions	3	4	1 2	MED	Working practices for operatives who may have physical weaknesses or disabilities to be reviewed. Sufficient information to be provided on the tasks that such operatives are given.	Company to monitor health and fitness of operatives for tasks given.

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health etc.							
Mechanical aids in poor condition	Operatives - may lead to failing and causing injuries	4	5	20	HIGH	All mechanical aids to be checked and maintained on a regular basis. Stipulated safe working loads to be adhered to. Operatives to be trained in their use and know how to report faults.	Inspection and maintenance regime to be observed for all company equipment.

**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 SAFE USE OF GRINDERS / CUTTERS**

XEL026 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Failure to keep grinders / cutters well maintained	Operatives - may lead to safety features not working	3	4	12	MED	All angle grinders and cutters to be checked before use. Any equipment with damaged guards, flexes etc. not to be used, should be taken out of service and labelled for repair. All electrically operated tools to have a test label fitted and to be regularly tested. A register to be maintained of all grinders/cutters including their maintenance schedule.	Inspection and maintenance regime to be observed for all company equipment.
Failure to use grinders and cutters with the correct type of disc	Operatives - may lead to discs shattering and causing cuts etc.	4	5	20	HIGH	Operatives to be trained in the characteristics of each type of disc and their purpose. All work to be assessed and the correct type of cutting or grinding disc to be used. Grinding discs not to be used for cutting procedures.	Operatives to be trained and instructed in correct use of equipment.
Failure to	Operatives - may	4	5	2	HIGH	All users to be trained to be aware of the importance of	

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keep guards in place when using grinder/cutter	lead to injuries if the disc shatters			0		ensuring all guards are in place. All users to wear eye protection to prevent damage to eyes from broken discs.	Supervisor to monitor safe use of equipment and correct use of PPE
Worn equipment	Operatives - may lead to excessive vibration which may cause injuries	3	4	12	MED	Only equipment with a low level of vibration to be purchased / hired. All equipment to be regularly assessed and maintained to reduce vibration levels.	Inspection and maintenance regime to be observed for all company equipment.

**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 SAFE USE OF GRINDERS / CUTTERS CONTINUED**

XEL026 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Failure to wear the correct personal protective equipment (PPE)	Operatives - may lead to eye, hand and body injuries	4	5	20	HIGH	All users to be issued with the correct type of PPE. PPE to be worn when using equipment. PPE to be regularly maintained and changed when no longer fit for purpose.	Supervisor to monitor the issue and correct use of PPE.
Cutting through power cables	Operatives - may lead to electric shock causing burns or loss of life	4	6	24	HIGH	All grinders/cutters to operate at 110 volts to reduce danger from electric shock. Users to ensure that leads and flexes are kept away from the grinding/cutting area.	Operatives to be trained and instructed in correct use of equipment.

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Failure to secure work piece	Operatives - may lead to it breaking loose and causing an accident	3	4	1 2	MED	Users to ensure that work pieces are held securely. Vices, clamps etc. to be provided for this purpose. No work to commence until the user is satisfied that the work piece is secure.	Operatives to be trained and instructed in correct use of equipment.
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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 SAFE USE OF POWER TOOLS & EQUIPMENT**

XEL027 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Failure to keep power tools / equipment maintained	Operatives - may lead to safety features not working	3	4	1 2	MED	All power tools and equipment to be checked before use. Any equipment with damaged parts, flexes etc. not to be used, should be taken out of service and labelled for repair. All electrically operated tools to have a test label fitted and to be regularly tested.	Inspection and maintenance regime to be observed for all company equipment.
Failure to wear the correct personal protective equipment	Operatives - may lead to eye, hand and body injuries	4	5	2 0	HIGH	All users to be issued with the correct type of PPE. PPE to be worn when using equipment. PPE to be regularly maintained and changed when no longer fit for purpose.	Supervisor to monitor the issue and correct use of PPE.

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(PPE)							
Cutting through power cables	Operatives - may lead to electric shock causing burns or loss of life	4	6	24	HIGH	All power tools and equipment to operate at 110 volts to reduce danger from electric shock. Users to ensure that leads and flexes are kept away from the operating contact work area.	Operatives to be trained and instructed in correct use of equipment.

XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
SAFE USE OF POWER TOOLS & EQUIPMENT CONTINUED

XEL027 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Worn equipment may lead to excessive vibration	Operatives - may cause injuries / lead to hand arm vibration	3	4	12	MED	Only equipment with a low level of vibration to be purchased / hired. All equipment to be regularly assessed and maintained to reduce vibration levels.	Operatives to be trained and instructed in correct use of equipment.
Failure to use the correct type of equipment for the task	Operatives - may cause injuries / lead to hand arm vibration	4	5	20	HIGH	Xcel Site Management to ensure that the correct equipment is used for task/s being undertaken. Operatives to be instructed in the equipments safe use and the correct PPE to be used.	Operatives to be trained and instructed in correct use of equipment.

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Use of portable 110v hand tools	All operatives, danger of rotating parts, electricity, ejected objects.	2	6	1 2	MED	<p>Ensure where possible access to rotating parts is restricted.</p> <p>Ensure all portable appliances are tested. Operative to complete pre use inspections on tools and cables.</p> <p>Centre tapped transformers to be used. Use battery powered tools where possible. Impact resistant eye protection to be worn if cutting hard / brittle materials that are likely to eject particles.</p>	<p>Operatives to inform management of damaged tools and take out of use until repaired.</p> <p>Company management team to record test dates of equipment and re-test as required.</p>

**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 VIBRATION / CUTTING CONSTRUCTION COMPONENTS**

XEL028 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Vibration From use of equipment	Exposure to vibration can lead to the development of 'vibration white finger' [VWF].	2	4	8	MED	<p>Alternative processes to avoid/reduce use of vibrating equipment.</p> <p>Design and plan to avoid unnecessary drilling.</p> <p>Information on likely vibration emission in use (e.g. from manufacturer, hire company, databases)</p> <p>Restrict exposure time ("finger-on-trigger" time)</p>	Supervisor to monitor evidence that tools are being used correctly, as recommended by the manufacturer.
Hazard to eyes cutting construction components,	Operatives could suffer eye injury through cutting masonry / steel	4	4	1 6	MED	<p>Safety goggles (EN 166 B standard) worn as required.</p> <p>Operatives briefed in use of eye protection for appropriate tasks.</p>	Use of goggles to be monitored by Xcel Supervisor.

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etc	components, etc						
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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 SLIPS, TRIPS / HAZARDOUS SUBSTANCES**

XEL029 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Slips and trips	Workers / visitors may suffer sprains or fractures if they trip over waste / debris. Slips at height could result in a serious fall.	4	4	16	MED	Good housekeeping maintained at all times. Waste / debris disposed of in skip. Safety footwear provided to all workers. Safe route to workplace based on construction phase health and safety plan.	Temporary storage locations to be agreed with site manager. Supervisor to ensure that workers wear safety footwear whenever on site.
Hazardous Substances	Direct skin contact with the various substances could cause contact dermatitis.	3	3	9	MED	Risk of dermatitis and precautions explained to all workers. Direct skin contact to be avoided, CE marked PVC gloves used when handling certain products and substances.	Training on how to treat exposure to be given to all operatives. Supervisor to keep an eye out for anyone with early signs of

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	Risk of respiratory problems from insulation and plaster products.					<p>Good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms.</p> <p>First aid includes emergency eyewash.</p> <p>Operatives to wear correct half face mask for product - refer to COSHH</p>	<p>dermatitis.</p> <p>Xcel Supervisor to ensure operatives wear suitable PPE / RPE</p>
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**XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
 NOISE / OPERATING PLANT EQUIPMENT**

XEL030 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Noise From use of equipment	Workers using noisy plant / equipment or working near others doing so, may suffer hearing loss.	3	3	9	MED	<p>Select plant /equipment with low noise level output. Use a less noisy process if possible.</p> <p>Wear appropriate ear defenders as task / work equipment warrants.</p> <p>Construction phase plan show other trades using noisy work equipment etc should not be working close enough to cause problems.</p>	Supervisor to monitor and talk to site manager if noisy work does start close by.
Operating Plant /	Workers could be injured if they get	3	5	15	MED	Operatives to be suitably trained / instructed in the safe use plant / equipment and hold appropriate competency	Xcel Supervisor to check plant / equipment daily for obvious

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Equipment	<p>caught in moving parts.</p> <p>Damage to electrics could result in a shock</p>					<p>certification as required.</p> <p>Plant / Equipment to include all current inspection records and reports.</p> <p>Site equipment is to be 110volt and PAT tested every 3 months.</p>	<p>damage and competency of operatives.</p>
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XCEL ELECTRICAL LTD - SITE ACTIVITIES RISK ASSESSMENT
SAFE USE OF HAND TOOLS

XEL031 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Sawing metal, etc	Operative - Using saws with damaged blades such as missing or broken teeth can lead to the saw jumping out of the work piece and causing cuts to hands/wrists	3	3	9	LOW	The condition of saw blades to be checked before use. Saws with damaged blades should not be used. Periodic hand tool checks to be introduced and faulty or damaged items to be replaced.	Managers / Supervisors to monitor evidence that tools are being used correctly, as recommended by the manufacturer.
Using electric saws	Operative - Missing guards or damaged blades, cables etc. on electrical saws can lead to injuries to hands, eyes etc.	4	4	12	MED	Guards to always be fitted and in position. Blades to be checked for type and damage before use. The condition of electrical cables to be checked and taken out of service if damaged. Eye protection to be worn.	As Above
Using a hammer	Operative - Use of hammers with loose heads can lead to impact injuries	3	3	9	MED	Hammer shafts to be in good condition and hammer head is securely fixed. If damaged do not use. Replace.	As above

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**XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT
 SAFE USE OF HAND TOOLS CONTINUED**

XEL031 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Using files	Operative - Using files with damaged handles can lead to cuts to hand	3	3	9	LOW	Always ensure that file handles are secure to the tang. Files with damaged handles to be replaced.	Managers / Supervisors to monitor evidence that tools are being used correctly, as recommended by the manufacturer.
Using chisels	Operative - Incorrect use and storage of chisels or using damaged chisels can lead to personal injuries.	4	4	16	MED	Always use the correct chisel for the job in hand. Chisels to be well maintained. Don't strike wood chisels with a hammer (other than types designed for this activity, e.g. mortise chisels). Keep chisel ends protected when not in use. Eye protection to be worn where necessary.	As above
Using spanners	Operative - Using the wrong sized spanner can lead to it slipping causing hand/arm injuries	3	3	9	MED	The correct size and type of spanner to be used; ring spanners will give a better grip than open-ended ones. Make sure any nuts or bolts have good faces that will allow the spanner to grip. Don't use excessive pressure and use a releasing agent if nut or bolt is rusted.	As above
Using knives	Operative - Incorrect use of knife can lead to cuts to hands/arms	4	4	16	MED	Consider using a safer, alternative tool to carry out the task, e.g. a cable stripper, scissors etc. Cut away from the body and the hand should be kept behind the blade. Kevlar type gloves to be worn to prevent cuts.	As above

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**XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT
 WORKING IN CONFINED SPACES**

XEL032 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Flammable atmosphere	Operatives - danger from explosive atmosphere	4	5	20	HIGH	<p>Prior to any work commencing, assessment to be carried out to determine the need for entry to confined space. If possible, eliminate the need for entry by the selection of alternative work methods.</p> <p>If entry essential, atmosphere to be tested by detection equipment prior to entry and on an ongoing basis throughout the task.</p> <p>Local exhaust ventilation system to be implemented where necessary. BA or airlines provided if LEV not possible. Where no BA is required, emergency BA and rescue harnesses to be provided. Rescue equipment to include: lifting equipment, resuscitation facilities, safety lines and harnesses. Communication system to be established between surface rescue party and those working in the confined space.</p> <p>Permit to work system to be implemented.</p> <p>Only fully trained operatives and supervisors are allowed to enter and manage confined spaces. Surface rescue party to be trained in first aid and operation of testing equipment.</p>	<p>Xcel Mgt to ensure that PPE is provided and worn and that hygiene procedures are followed.</p> <p>Training records to be monitored to ensure up-to-date</p>
Flooding	Operatives - danger of drowning and contracting Legionnaires	4	5	20	HIGH	<p>Isolation to be made prior to any work commencing. Utility suppliers to be consulted for advice if appropriate.</p>	<p>Flood potential and all isolations to be checked on an ongoing basis by Supervisors throughout the task.</p>

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	Disease						
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**XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT
 WORKING IN CONFINED SPACES CONTINUED**

XEL032 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Excessive Heat	Operatives - possibility of being overcome by heat exhaustion	3	4	12	MED	Temperature reading to be taken prior to work commencing and on an ongoing basis throughout the task.	Xcel Supervisor to monitor temperature readings on an ongoing basis throughout the task.
Toxic Gases / Asphyxiation	Operatives - inhalation of toxic gases and ensuing asphyxiation	4	5	20	HIGH	Air to be sampled prior to commencing work and on an ongoing basis throughout the task.	Xcel Supervisor to monitor air sampling on an ongoing basis throughout the task.

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**XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT
 ASBESTOS**

XEL033 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Asbestos	Operatives and others - in contact with hazardous substance	4	6	24	HIGH	<p>Prior to any work commencing, a written enquiry should be made to the client to ascertain if there is a possible presence of asbestos. Where the presence of asbestos is suspected, samples must be taken for analysis by a trained and competent person. Only where the exposure to operatives is "sporadic and of low intensity" and where it is clear that exposure will not exceed the control limit (0.1 fibres/cm³ in air averaged over a 4 hour period) will work be permitted.</p> <p>Work involving asbestos will be covered by a written method statement prepared in advance of the work.</p> <p>Asbestos will be dampened or sealed to prevent fibre emission during removal. A specific assessment of the work will determine the appropriate PPE which must be worn. The Minimum standard of PPE will be disposable overalls with hood, disposable particulate respirator (type FFP3) and non-laced boots or disposable overshoes.</p> <p>Only fully trained operatives and Supervisors will be allowed to work with asbestos.</p> <p>Access to work area to be strictly controlled. Asbestos products to be removed will be double-bagged or placed in sealed containers for disposal at a licensed tip.</p>	<p>Management to ensure a detailed method statement prior to work commencing and will monitor the work on an ongoing basis to ensure the procedures are followed.</p> <p>Management to ensure that all operatives training records are up to date and will require any asbestos contractors to produce a copy of their licences.</p>

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**XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT
 DRIVING COMPANY VEHICLES**

XEL034 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Road traffic accidents	Operatives - injuries following a collision with a vehicle	3	5	15	MED	All vehicles to be subject to maintenance/servicing schedule according to manufacturers' instructions. Authorised drivers to be given instructions and training for any vehicle with which they are not familiar.	Management to ensure that only authorised drivers are driving company vehicles Spot checks of driving licences to take place at regular intervals to ensure authorised drivers are still legally entitled to drive company vehicles.
Damage to company property	As above	3	5	15	MED	All accidents/incidents to be reported to Management as soon as practicable.	Xcel Mgt to monitor reporting of traffic related accident / incidents.
Loose objects	Drivers - being struck by loose objects	3	4	12	MED	Where necessary, vehicles to be fitted with suitable storage to ensure equipment is loaded safely and secured in order to prevent danger to drivers in the event of an accident.	Xcel to arrange direct delivery from suppliers of materials and equipment to site whenever possible.

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**XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT
 YOUNG PERSONS - APPRENTICES / WORK EXPERIENCE**

XEL035 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Young Persons Working (under 18 years of age)	Operatives, young persons and others - injury due to inexperience, lack of maturity and insufficient appreciation of hazards	4	4	16	MED	<p>This risk assessment must be reviewed whenever young persons are employed.</p> <p>The young persons should be assessed in terms of their age and experience, their maturity and physique against the task to be undertaken.</p> <p>Any young person should only be asked to carry out a task for which they are physically capable, where there are no significant risks.</p> <p>Levels of supervision must remain high and be provided by experienced, mature operatives.</p>	Management has an additional duty of care for young people to ensure constant supervision and monitoring.
	Young persons - injury through not wearing / using PPE correctly	3	4	12	MED	<p>Appropriate personal protective equipment must be issued with training and clear instructions for use.</p>	Xcel Supervisor to ensure that PPE is issued and worn.

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**XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT
 STORAGE OF MATERIALS ON SITE**

XEL036 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Trespassers (children) Falling objects Environmental	Children - injured by falling materials/objects	4	5	20	HIGH	Secure storage for any hazardous substances with entry prohibited by unauthorised persons. Stores of cylindrical objects to be wedged into a stabilised position. Stacks of material not to exceed a height of 2m unless absolutely necessary and authorised by site manager. Pallets not to be stacked at a height of more than 2 lifts. Guardrails fitted around any storage area where falls from heights are possible. All containers to be marked to indicate contents. Trays and bunds to be provided where necessary to prevent ground contamination. Gas cylinders to be stored in an upright position.	Xcel Supervisor to check all control procedures are adhered to on a daily basis.

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**XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT
 STORAGE AND USE OF FLAMMABLE LIQUIDS**

XEL037 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Explosion Fire	Operatives and others - injury from explosion and fire	4	5	20	HIGH	<p>All possible means of ignition must be excluded from and around the vicinity of the storage area.</p> <p>All possible combustible materials must be excluded (so far as is reasonably practicable) from and around the vicinity of the storage area.</p> <p>Quantity requirements for highly flammable liquids (HFL) to be estimated for minimum order quantities.</p> <p>A suitable fire resistant store with signage to be provided.</p> <p>HFL to be kept in suitable containers with secure lids.</p> <p>Petrol to be kept in marked plastic containers of 5 litres maximum.</p> <p>Containers used will be marked to show that HFL with a flashpoint of less than 32°C is contained within.</p> <p>Any spillages to be mopped up straight away with materials disposed of to a safe place.</p> <p>Fires must not be started with HFL.</p>	<p>Xcel Mgt to liaise with PC or client regarding suitable storage area/s prior to works commencing.</p> <p>Mgt to ensure that storage facilities are maintained to a high standard.</p>

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**XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT
 LONE WORKING**

XEL038 Hazards	Who might be harmed and how?	Risk Rating			Priority	General Applied Controls	Further action / monitoring
		L	S	R			
Lone Working - ill health	Operative - may collapse with medical condition with fatality	3	4	12	MED	<p>All employees are to be relatively fit and healthy.</p> <p>Operatives delegated for lone working must be in possession of a mobile telephone</p>	<p>Confidential medical questionnaire to be completed on initial employment.</p> <p>Existing employees to be issued with questionnaire.</p> <p>All Mgt to be aware of the need for lone workers to be fit, in good health and in reasonable spirits when delegating operatives to work alone for significant periods of time.</p> <p>Xcel Mgt to make contact with lone workers at least once a day.</p>

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XCEL ELECTRICAL LTD - SITE RISK ASSESSMENT

Hazards

Hazards which arise out of the element under assessment should be identified, e.g. falls, sharp edges etc.

Population at Risk - Who might be harmed and how?

The same hazard may represent different degrees of risk for different persons, e.g. members of the public may be at greater risk than site workers. The different degrees of risk will need different control measures as appropriate, e.g. a member of site staff to direct public away from danger area.

Risk Rating - Likelihood

The likelihood of occurrence should be marked here, with the following ratings:

1. Remote
2. Unlikely
3. Possible
4. Likely
5. Probable
6. Highly Probable

Risk Rating - Severity

The severity of harm, which could occur, should be inserted here, with the following ratings:

1. Minor Injury
2. Chronic Illness
3. Acute Illness
4. RIDDOR Injury
5. Major Injury
6. Death

Risk Rating - Risk

The product of the likelihood and severity factors should be calculated and inserted to give the risk, i.e. a number between 1 - 36.

Priority

A priority may be assigned to the risk, using the following ranges:

- | | | |
|----------|---|---------------------|
| 1 - 5. | = | Low Priority (L) |
| 6 - 16. | = | Medium Priority (M) |
| 17 - 36. | = | High Priority (H) |

General Applied Controls

Control measures, which will be put in place to control the risk, should be noted.

Further action / monitoring

Any further action or monitoring that is required to ensure that control measures are being applied.

REF: