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|  | **Risk Assessment Prompt Sheets** | **cid:image003.jpg@01D2FB20.B009E750** |
| **PS:034:01** | **RE: Maintaining Portable Electrical Equipment in Low Risk Environments**  |
| **Issue date:** |  June 2018 | **Revised Date:** | June 2020  |
| **Author(s):** | National Health and Safety Function  |
| **Note:****Legislation:****Scope:** | Safety, Health and Welfare at Work (General Application) Regulations, 2007 – Chapter 2 Part 2 Use of Work EquipmentSafety, Health and Welfare at Work (General Application) Regulations, 2007- Part 3 ElectricityFor further information please refer to the Guide to Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 3 Electricity on their website [www.hsa.ie](http://www.hsa.ie) and in “*Maintaining Portable Electrical Equipment in low-risk Environments” on* [*https://www.hse.gov.uk/pubns/indg236.htm*](https://www.hse.gov.uk/pubns/indg236.htm) |
| The following is a non-exhaustive list of prompts relevant to the hazard which should be considered when assessing and controlling the risk associated with portable electrical equipment.All control measures must be documented on the appropriate risk assessment form.Contact HBS Estates for further advice on infrastructural electrical risk issues.For further guidance on undertaking workplace Occupational Safety Health (OSH) Risk Assessments which are compliant with Section 19, of the Safety, Health and Welfare at Work Act, 2005 and associated legislation please refer to [Guideline on completing occupational safety and health risk assessment](https://healthservice.hse.ie/filelibrary/staff/guideline-on-completing-occupational-safety-and-health-risk-assessment.pdf) |

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| **No.** | **Hazard controls to be considered when carrying out your risk assessment**  | **Yes** | **No** | **N/A** |
| **1** | Is any electrical equipment used in accordance with manufacturer’s instructions? |  |  |  |
| **2** | Is the equipment suitable for the job? |  |  |  |
| **3** | Are visual checks of electrical equipment carried out before use to identify any obvious faults? Look for signs of:* damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers; damage to the plug, e.g. to the cover or bent pins
* tape applied to the lead to join leads together
* coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug)
* damage to the outer cover of the equipment itself, including loose parts or screws; signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment
* equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible
* cables trapped under furniture or in floor boxes
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| **4** | Are employees instructed to carry out visual inspections (as above) before using equipment and report faults immediately? |  |  |  |
| **5** | Is faulty electrical equipment taken out of use immediately, labelled as faulty, and not used until repaired or replaced? |  |  |  |
| **6** | Are repairs undertaken by competent person/s only? |  |  |  |
| **7** | Are employees aware of the importance of not swapping equipment leads between devices? |  |  |  |
| **8** | Are employees advised to turn off power before cleaning / maintaining electrical equipment?  |  |  |  |
| **9** | Are inspection and maintenance records available for all portable electrical equipment? |  |  |  |
| **10** | Are extension leads and multiple adaptors avoided wherever possible? |  |  |  |
| **11** | When unavoidable, are checks undertaken to ensure that sockets and extension leads are not overloaded? |  |  |  |
| **12** | Are fire extinguishers accessible, kept in good working order and inspected regularly?  |  |  |  |
| **13** | Are employees aware of their locations and trained in their use? |  |  |  |
| **14** | Are emergency procedures in place? |  |  |  |
|  | **Accidents/Incidents and near misses** |  |  |  |
| **15** | Are all incidents/accidents/near misses recorded and investigated and remedial measures implemented? |  |  |  |
|  | **Risk Assessments** |  |  |  |
| **16** | Are the results of the risk assessment communicated to all relevant employees and all who come in contact with HSE services and activities?  |  |  |  |
| **17** | Are risk assessments reviewed at least annually or more frequently if necessary i.e. accident/incident or a change in circumstances to which they relate?  |  |  |  |