























Entry into Switch / Plant Rooms

Identified hazards:

							
New To Site	Poor Lighting	CAUTION Slip Hazard	CAUTION Trip Hazard	CAUTION Fall Hazard	Wet Floor	Poor House Keeping	Possible Spillages
							
Uneven Surface	Electrical Hazard	Potential Faulty Equipment	Trailing Cables	Overhead Obstacle	Rotating Parts	Entangle Hazard	Rotating Fans
							
CAUTION Chemical Hazard	WARNING High Pressure	High Level of Noise	CAUTION Pressure Hazard	Other Hazards?	Lone Working		

At risk: All staff and other persons in the work area.

Risks controlled by:

							
Sign In & Out at Reception	Induction Training Given	Operative To Be Trained	Avoid In Busy Periods	Area To Be Well Lit	Keep Area Clear	Isolate Electrical Supply	Lock Out / Tag Out System
							
Have What You Need?	Anti-Static Boots	Use When Required	Wear If Required	Wear Oil Resistant Gloves	Use Barrier Cream When Required	NO Removal Unless Isolated	Wear Long Sleeves
							
Avoid Loose Clothing	Do Not Touch Signage	Be Aert To Other Hazards	Carry For Safety				

This is classed as a **LOW** risk

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Additional Measures:

Further Measures	Person Responsible	Date for Completion
Ensure safe isolation procedures are followed, locking off and proving dead when required to work on plant / switch room systems.	FM Technician	Prior to commencing work
Ensure any changes to floor heights are highlighted with black & yellow chevrons.	FM Technician	At all times
Minimise contact with substances. Maintain good personal hygiene. Refer to COSHH / MSDS information when required.	FM Technician	At all times
To reduce exposure to noise (even with ear protection), keep time in this environment to minimum.	FM Technician	At all times
Ensure good housekeeping to prevent slips, trips and falls.	FM Technician	At all times
Do not remove fixed guards unless machine is electrically isolated as above	FM Technician	At all times
Anti-slip footwear to be worn.	FM Technician	At all times
If there is any doubt concerning the task or safety, stop work and clarify.	FM Technician	At all times

Assessed by:

Frank Burke, Tech IOSH, Space Solutions Facilities Management Health & Safety Manager

Name: K. Petty

Signature/s....*K Petty*..... Date: 15/6/20

Name: G. Cruickshank

Signature/s *G. Cruickshank* Date: 20.06.22