















Safe Systems of Work

TASK: Portable electrical appliance testing										
OF POTENTIAL HARM: FM Technician										
EQUIPMENT NEEDED: Calibrated Portable Appliance Testing machine, item(s) to be tested and mobile phone										
PLEASE NOTE: As each location is different, it is important to thoroughly assess each one before working. This provides a guide. Not all steps in the process below may be applicable.										
STEP BY STEP PROCESS:										
1	Park vehicle in designated area									
2	Report to reception / main security office / gatehouse									
3	Attend any inductions as required by client prior to any work being undertaken									
4	Assess area in which testing is to be performed and the conditions around before commencing									
5	Assemble equipment required									
6	Ensure any doors are kept in open position with door stop or wedge as working alone									
7	Ensure area to be worked on and exit points are clear of obstruction and that safe access / egress is maintained									
8	Display signage of 'Caution – work in progress' if people may pass by (Extreme caution must be applied in event of public being present in and around work area)									
9	Perform formal visual testing looking for any faults / defects etc.									
10	Perform Portable Appliance Testing in line with training									
11	Apply sticker / label to appliance indicating test complete and date of next test due									
12	Record results in equipment register									
13	Return tested appliance to location									
14	Repeat process until all appliances requiring testing have been tested.									
15	Remove signage and door stop									
16	Repeat as required									
17	Ensure work area is safe when finished testing									
18	Advise client that inspection and testing has been taken									
19	Sign out at reception / main security office / gatehouse									
POTENTIAL FORESEEN HAZARDS:										
										
<table border="0"> <tr> <td>New To Site</td> <td>Poor Lighting</td> <td>Poor House Keeping</td> <td>Faulty Electrics</td> <td>Trailing Cables</td> <td>Manual Handling</td> <td>People Passing</td> <td>Other Hazards?</td> <td>Lone Working</td> </tr> </table>		New To Site	Poor Lighting	Poor House Keeping	Faulty Electrics	Trailing Cables	Manual Handling	People Passing	Other Hazards?	Lone Working
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CONTROL MEASURES REQUIRED:										

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Sign In & Out at Reception	Induction Training Given	Operative To Be Trained	Avoid In Busy Periods	Have What You Need?	Always Check Routes	Area To Be Well Lit	Keep Area Clear	Avoid Trailing Cables
								
No Wet Contact or Skin	Anti-Static Boots	Be Aert To Other Hazards	Carry For Safety					
IN THE EVENT OF AN EMERGENCY:								
Comply with requirements as set out in induction. All injuries, including minor cuts will be reported to a client First Aider. Any accidents are to be recorded in the client Accident Report book and reported to the FM Health & Safety Manager.								
Should anyone be transported to a medical facility in a company or private vehicle, another person is required to be present. Should the condition of the injured person deteriorate, the driver would be unable to assist.								
FURTHER MEASURES:								
When signing in, give expected duration of work								
Be mindful of potential for other hazards and take time to consider other risks								
Note any additional hazards and control measures on this form below								
Should you feel your safety or the safety of others is at risk, you are obliged to stop the task and seek guidance								
Inform FM desk as soon as possible of any concern, defects or remedial actions								
FOR NOTES:								

Reviewed : 20.06.2022