



























Safe Systems of Work

TASK: Changing a light bulb	
OF POTENTIAL HARM: FM Technician, staff and visitors nearby	
EQUIPMENT NEEDED: Replacement bulb, ladder, cordon if required, 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 bulb is to be changed and conditions before commencing
5	Ensure safety boots and glasses are worn
6	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)
7	Ensure any doors are kept in open position with door stop or wedge as working alone
8	Ensure area to be worked on and exit points are clear of obstruction and that safe access / egress is maintained
9	Consider height to achieve and most appropriate step ladder / ladder to be used
10	Assemble equipment required
11	Turn power to the bulb is off and ensure it is off
12	Perform visual check of ladder and ensure serviceable (report and do not use if not)
13	Climb ladder to safe working level
14	Change bulb in a safe manner
15	Return to ground level
16	Return power and check bulb
17	If the replacement bulb does not work, ensure power is returned to 'OFF' before investigating
18	Remove ladder and any cordons
19	Remove signage and door stop
20	Ensure work area is safe when finished testing
21	Repeat process until all bulbs requiring changing have been changed.
22	Record works in register
23	Advise client that testing has been taken
24	Dispose of bulb(s) in agreed manner
25	Sign out at reception / main security office / gatehouse
POTENTIAL FORESEEN HAZARDS	

Safe Systems of Work

								
New To Site	Poor Lighting	Poor House Keeping	Work At Height	People Passing	Broken Glass	Electric Shock	Other Hazards?	Lone Working
CONTROL MEASURES REQUIRED:								
								
Sign In & Out at Reception	Induction Training Given	Operative To Be Trained	Always Check Routes	Area To Be Well Lit	Keep Area Clear	Barriers To Stop Access	Display Warning Signs	Anti-Static Boots
								
Wear Safety Gloves	Wear Safety Glasses	Use Suitable Ladders	Check Ladders & Surface	Isolate Before Repairing	Be Aert To Other Hazards	Carry For Safety	Dispose of Correctly	
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								
FOR NOTES:								

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