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| **Assessor** | Safety Security and Training for TNS | **Date** |  |
| **Description** | Use of Electrical Equipment | **Review period** | 12 months |

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| **Task** | **Hazard** | **Risk** | **Persons at risk** | **Risk****Level** **(L x C)** | **Control measures** | **Residual Risk Level****(L x C)** | **Action by** | **Date to be completed** |
| Changing light bulbs and lampsRe-wiring plugs | Electric shock | Death, burns | Maintenance staff, church members and visitors | 4 x 5 =20 | * Only authorised persons to undertake electrical work.
* Authorised persons to be competent.
* Details of competency to be recorded.
* Lights to be isolated (switched off) from any power sources.
* Isolation switches ‘locked off’ and/or to be signed indicating persons working on the system.
 | 2 x 5 = 10 | Church Elders | Immediately |
| Over-loadingplug sockets,trailing extensions and ‘block’ adaptors | Fire | Death, burns,asphyxia | Maintenance staff, church members and visitors | 4 x 5 = 20 | * Check before using equipment for the following danger signs:
	+ blackness or scorch marks around a socket or plug, or on an appliance,
	+ damaged or frayed leads,
	+ coloured wire inside leads showing at the plug or anywhere else,
	+ melted plastic on appliance casings or leads.
* Whilst the appliance is being used:
	+ a smell of hot plastic or

burning near an appliance or socket,* + sparks or smoke coming from a plug or appliance,

- fuses that blow or circuit-breakers that operate for no obvious reason. | 2 x 5 = 10 | All equipment users | Ongoing |
| Damaged wiring or plugs | Fire, electric shock | Death, burns,asphyxia | Maintenance staff, church members and visitors | 4 x 5 = 20 | * Portable Appliance Testing to be carried out at regular intervals in accordance with H&S Policy.
* Fixed Electrical Wiring Test to be carried out at least every five years.
 | 2 x 5 = 20 | Church Elders | Ongoing |
| Major electrical works | Fire, electric shock | Death, burns,asphyxia | Maintenance staff, church members and visitors | 3 x 5 = 15 | * Only suitably qualified electricians to undertake such work. Competencies to be checked and details recorded.
* All work to be certified on completion.
 | 2 x 5 = 20 | Church Elders | Ongoing |
| Use of electrical equipment(e.g. grass cutters, strimmers, vacuum cleaners, floor cleaners) | Electric shock | Death, burns,asphyxia | Maintenance staff, church members and visitors | 4 x 5 = 20 | * Equipment to be visually checked prior to use by operator.
* RCDs to be used on any equipment being operated in the outside or a damp environment.
* Portable equipment to be regularly tested by a competent person.
* Blockages or jams to be dealt with when the power has been switched off and appliance has been unplugged from the power source.
* Replace 230v AC equipment where possibly with battery operated cordless appliances.
 | 2 x 5 = 10 | Church Elders | Ongoing |

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| Name and position |  | Signature |  | Date completed |  |