

RISK ASSESSMENT

Assessor		Water Lane URC			Date		8.10.25	
Description		Use of Electrical Equipment			Review period		12 months	
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 lamps Re-wiring plugs	Electric shock	Death, burns	Maintenance staff, church members and visitors	4 x 5 = 20	<ul style="list-style-type: none"> Only authorised persons to undertake electrical work. Authorised persons to be competent. 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-loading plug sockets, trailing extensions and 'block' adaptors	Fire	Death, burns, asphyxia	Maintenance staff, church members and visitors	4 x 5 = 20	<ul style="list-style-type: none"> Check before using equipment for the following danger signs: <ul style="list-style-type: none"> - 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, 	2 x 5 = 10	All equipment users	Ongoing

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					<ul style="list-style-type: none"> - melted plastic on appliance casings or leads. • Whilst the appliance is being used: <ul style="list-style-type: none"> - 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. 			
Damaged wiring or plugs	Fire, electric shock	Death, burns, asphyxia	Maintenance staff, church members and visitors	4 x 5 = 20	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

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Use of electrical equipment (e.g. grass cutters, trimmers, vacuum cleaners, floor cleaners)	Electric shock	Death, burns, asphyxia	Maintenance staff, church members and visitors	4 x 5 = 20	<ul style="list-style-type: none"> • 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
Name and position	A Booth - Elder		Signature			Date completed		8.10.25