

# **HEALTH AND SAFETY PROJECT OVERVIEW (HSPO)**

## **Brunswick Electrical Services Ltd**

**173 Brunswick road  
Ipswich  
Suffolk  
IP44DB**

## **Health and Safety Project Overview**

## **Site Details**

## **Project Information Sheet**

### **Scope of work to be carried out**

### **Site personnel details:**

### **Site accommodation:**

### **Vehicles and plant:**

### **Hazardous substances:**

### **Hazardous areas or situations:**

#### **Health and safety overview:**

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**Date produced.....**



## Cable Pulling (IM2)

Hazards	Risk Rating
Injury to personnel	High
Damage to cables	High

### Planned Methods To Reduce Risks

- All staff will wear personal protective equipment.
- Adequate rollers etc will be provided to make for easy cable pulling, and to ensure no damage is caused to the cable.
- The electrical contractor shall ensure compliance with all current legislation and codes of practice with respect to cable installation.
- The proposed cable route shall be surveyed before any work commences, to establish the labour force required and to identify site hazards.

## Excavations (IM3)

Hazards	Risk Rating
Collapsing of excavations	High
Flooding of excavation	Medium
Debris falling on staff	Medium

### Planned Methods To Reduce Risks

- Full training will be given to site staff on the proposed work.
- Excavations shall be inspected daily before any work is commenced.
- Suitable means will be provided to access to the excavations.
- Shuttering will be provided to comply with current legislation.
- Spoil and materials will be stacked away from the trench areas.
- Barriers shall be erected as necessary to prevent personnel or vehicles from entering excavations.
- Suitable personal protective equipment will be provided for staff.
- Suitable signs and barriers shall be provided to warn of the works.
- The electrical contractor will ensure all work, in and with excavations, shall comply with all current legislation and codes of practice.
- The location and identification of existing services will be assessed before any work commences.
- Where a flooding risk exists, pumps will be available on site.

## Testing and Commissioning (IM5)

Hazards	Risk Rating
Electrical shocks to site staff	High

### Planned Methods To Reduce Risks

- If necessary, a permit to work system will be operated.
- Only competent persons with suitable test equipment shall carry out the testing and commissioning.
- Planning will include liaison with other contractors and those in control of the premises to ensure that all are aware of the work to be carried out.
- The electrical contractor shall carry out all testing and commissioning strictly in accordance with the current legislation.

## Trunking and Tray (IM6)

Hazards	Risk Rating
Cuts from sharp edges	Medium
Risk of falling objects	High

### Planned Methods To Reduce Risks

- The electrical contractor will ensure that all installations of cable trunking and cable tray shall comply with all current legislation and good trade practices.
- Work planning will include liaison with the client and other contractors, to co-ordinate the installation work.
- Adequate platforms or ladders etc will be provided to ensure safe working conditions exist.

## Installation of Lamps and Tubes (IM7)

Hazards	Risk Rating
Dropping of lamps or tubes on personnel below	High
Exposure of personnel to contents of lamps or tubes if breakage occurs	Medium
Personnel falling	High

### Planned Methods To Reduce Risks

- The working area below will be kept clear.
- The lighting fittings will be isolated before work is commenced.
- Care will be taken to not break lamps or tubes.
- The disposal of the lamps and tubes will be in line with current legislation.



## Lifting of Loads by Slings (IM8)

Hazards	Risk Rating
Dropping load	High
Injury to personnel	High
Damage to property	High
Contact with power lines	Medium

### Planned Methods To Reduce Risks

- The slings will be the correct type and capacity for the weight of the load.
- All sharp edges will be protected.
- Personnel will wear the correct protective head, hand and foot protection.
- Personnel will not stand under the suspended load.
- The lifting operation will be correctly supervised.
- The personnel operating the crane will be fully trained.

## Site Electrical Supplies (IM9)

Hazards	Risk Rating
Electrical shocks	High
Damage to site electrical installation	High
Fire damage to site	High

### Planned Methods To Reduce Risks

- The section of equipment will fully comply with the current regulations.
- All cable routes will be carefully planned to avoid damage from site works.
- Equipment and cabling will be clearly marked with warning signs.
- The installation will be inspected at regular intervals.

## Chasing Walls (IM10)

Hazards	Risk Rating
Dust	High
Hitting other services	High
Noise	High

### Planned Methods To Reduce Risks

- Before work commences, the surface is to be surveyed to ensure that no other services are present.
- Ear, eye, and respiratory protection will be provided as required by the assessment of site conditions.
- If power tools are to be used, they will have integral dust extraction.
- Suitable personal protective equipment will be provided and monitored to ensure its correct use.
- Supervisory staff and operatives will be instructed in the hazards of noise and dust.
- Work will be planned to minimise the number of persons exposed to the dust and noise.

## Site Management (IM14)

Hazards	Risk Rating
Collapse of stored materials	Medium
Blocked access routes	High
Contact with plant	High
Tripping, slipping and falling	High
Fire	Low

### Planned Methods To Reduce Risks

- All materials to be stored correctly and kept separate from work areas.
- All access routes to be kept clear.
- The creation of dust and noise to be strictly controlled.
- Any leads or cables crossing access areas to be covered or run at high levels.
- All excavations will be barriered off with appropriate signage.
- Any spillages will be immediately dealt with.
- All waste materials to be disposed of in the appropriate skips or receptacles.

## Replacement of Lamps or Tubes (IM15)

Hazards	Risk Rating
Electric shock	Medium
Cuts	High
Personnel falling	High
Glass in eyes	High
Burns	Medium
Dropping of lamps and tubes falling	High
Exposure to staff to hazardous substances	Medium

### Planned Methods To Reduce Risks

- The lighting fittings will be isolated from the electrical supply before being worked on.
- Gloves and eye protection will be worn by staff.
- The lamps will be allowed time to cool before being replaced.
- Staff will use the correct method of access to the lighting fittings.
- The replacement lamps will be checked for damage prior to fitting.
- The disposal of the lamps and tubes will be carried out in accordance with current legislation.

## Fire Alarm Testing (IM16)

Hazards	Risk Rating
False alarm calls to Fire Service in Fire Brigade linked systems	High
Staff and visitors unaware of the testing of alarm sounders	Medium
Records of testing not kept up to date	Medium

### Planned Methods To Reduce Risks

- The Fire Brigade to be notified before testing is started in linked systems.
- The Fire Brigade to be notified before any maintenance work is carried out.
- All staff and visitors will be made aware of the timing of the testing.
- The fire alarm logbook will be kept up to date each time testing is carried out.
- The fire alarm logbook will be kept up to date each time the system operates.
- The fire alarm logbook will be kept up to date if alterations are carried out.
- The testing of the system will be in accordance with current regulations.

## Working With Solar PV Panels (IM17)

Hazards	Risk Rating
Adverse weather conditions	High
Electrical shock from solar panels	Low
Contact with overhead power lines	Low
Damage to panels or roof tiles	Medium
Cables overheating in roof areas	Medium

### Planned Methods to Reduce Risks

- Working in adverse weather conditions such as wind and ice must be taken into account before commencing working on roofs
- Solar Panels to be covered where possible to avoid exposure to sunlight, and when uncovered live working procedures must be adopted.
- Before working is commenced, a survey will be carried out for the presence of overhead power or telephone lines. If they present a danger they must be disconnected, insulated or diverted.
- Only suitably trained personnel will be allowed to work on the roof area.
- Only suitably trained personnel will work lifting roof tiles
- Only suitable rated cables will be used under the tile areas, which may have high ambient temperatures at times