

S A M P L

Electrical Equipment Risk Assessment and Action Plan
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Assessment Carried out by:	
Job Title:	
Department/Location:	

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HAZARD	CONSEQUENCES	RISK
Unsafe wiring of equipment, lighting	Electrocution Fire Trips and Falls	
Incorrect wiring	Electrocution Fire Trips and Falls	
Loose sockets, loose wires	Electrocution Fire Trips and Falls	

WHAT BE ED	CONTROLS AND PRECAUTIONS	FURTHER ACTION
	Staff trained to use all equipment safely and report any faults immediately Highlight main electrical on / off switch Staff training what equipment to use in case of fire Report any loose wires or a sign of damage socket, plug or wiring	First aid courses Make sure equipment is serviced regularly Staff training Make sure contractors do regular checks of equipment and electrical installations

Periodic Review Dates Monthly / Reviewed by		
1	2	3
7	8	9

Date / Initials)		
	5	6
	11	12

Assessor Name:	
Signature:	
Date:	

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