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WORKED EXAMPLE: RISK ASSESSMENT AND METHOD STATEMENT

Electrical second fix and testing in a house refurbishment

Hollins & Reed Electrical Ltd · 12 to 14 October 2026 · In charge: Dan Hollins

Worked example. Change it to fit your job before you use it.

Job details

Company	Hollins & Reed Electrical Ltd
Site and work area	14 Elm Road, M21
Planned dates	12 to 14 October 2026
Customer	Mr and Mrs Shaw
In charge on site	Dan Hollins
Team	Two people: Dan Hollins, electrician, leads and tests; Priya Shah, electrician, stays with him for every live test.
Work	Electrical second fix and testing in a house refurbishment
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Alter or replace electrical equipment, replace a consumer unit, inspect or test a fixed installation.
Areas: Kitchen, hall and lounge circuits; Hall cupboard: consumer unit and meter tails

Working arrangement

- Access: steps or a ladder.
- Working height: ceiling lights at about 2.4 m.
- Ground or floor: level timber floors under dust sheets.
- Other people will be using the area.
- Mr and Mrs Shaw stay at home; we agree what goes off and when, each morning. Other trades stay off a circuit while it is under test. Tools run on 110 V or battery. Labels are not trusted: each circuit is identified before it is isolated. The asbestos survey covers the old board and the

textured ceilings. Records: Electrical Installation Certificate with the schedule of test results, and notification through our competent person scheme.

Emergency arrangements

There is no site alarm and the smoke alarms may be off while we work, so shout “fire”. Get out by the front door and meet at the gate of No. 14. Count Mr and Mrs Shaw and the dog. Electric shock: do not touch the person until the supply is off; main switch at the consumer unit in the hall cupboard. First aider: Priya Shah, kit in the van. Check you have a mobile signal on day one. Priya Shah rings 999, gives 14 Elm Road, M21, and meets the crew at the gate; if she is the one hurt, Dan Hollins does. Problem at the cut-out: ring the network operator on the number on the job sheet.

Planned method

1 **Set up the work area**
Confirm the work area and scope before starting. Keep other people outside the active work area. Keep entrances and escape routes clear.

2 **Keep people clear of the work**
Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 **List the rooms and circuits to finish**
List the rooms and circuits you are finishing, on the cables run at first fix. Check the design or product instructions for what you are fitting.

4 **Assess the existing installation**
Check the existing equipment, circuits, earthing and bonding before fitting the new unit. Record any defects, and anything you could not check.

5 **Agree the test boundary**
Write down the circuits to be tested and who tests them. Keep other trades off a circuit while it is under test.

6 **Check for asbestos before you disturb anything**
Check the asbestos survey covers exactly what you will disturb, to the full depth. Register only, or nothing: get a refurbishment survey or a sample first. Read what it says about walls, ceilings, boards and service routes. No survey, or a material you do not recognise: stop and get it checked.

7 **Use the ladder or steps**
Check the ladder or steps before use. Place them on firm, level ground. Keep three points of contact while climbing. Reposition them instead of overreaching. Do not carry loose tools or tins up; hand them up or use a belt.

8 **Arrange supply-side isolation**
Confirm who can isolate the incoming supply before removing the old unit. Treat supply-side conductors as live until that isolation is complete.

9 Isolate and prove dead

Find every supply that feeds the work, switch it off and lock it off before you open or touch anything. Prove your tester on a known live supply, test every conductor at the work point, then prove the tester again.

10 Keep it locked off while it is open

Keep the supply locked off while the item is open, so nobody can put it back on. Test at the work point again before you touch it.

11 Keep dangerous circuits off

Review each affected circuit before reconnection. Keep a circuit safely out of service if its defect creates danger.

12 Use suitable test equipment

Check the instrument, leads, probes, ratings and settings before connecting. Keep tips and connections controlled at the test points.

13 Label and replace the unit

Identify every circuit before disconnection. Install the agreed assembly and reconnect only the circuits in scope.

14 Fix and terminate the sockets, switches and lights

Fix the accessories and light fittings, and terminate each one on the cables run at first fix. Check every terminal, protect the cable where it enters each box, and close every enclosure.

15 Inspect the change before it goes live

Inspect the completed work and arrange the testing it needs before it goes back on. Record anything left disconnected or out of service.

16 Do dead tests first

Apply safe isolation to the agreed circuit boundary and prove it dead before dead tests. Test in this order: continuity of protective conductors and ring finals, insulation resistance, polarity. If one fails, correct it and repeat the tests before it. Protect or disconnect sensitive equipment and record temporary disconnections.

17 Control a justified energised test

Complete dead checks first and define the test boundary and precautions. Test live only as far as you need to: Ze, polarity at the origin and RCD operation. Do not work alone. Keep people out while the test is energised, then re-isolate before adjustment.

18 Inspect and test the new unit

Complete the inspection and testing the unit needs before it goes back into service. Update the circuit schedule.

19 Record actual results and limits

Record readings, defects, tests not completed, temporary disconnections and actions required. The tester decides from the actual results whether it can go back into service.

20 Finish the tests and functional checks

Complete the required tests and functional checks. Check covers, guards, labels, fire stopping and connections. Give actual results, defects and restrictions to the customer or site contact. Do not certify unchecked work.

21 Issue the certificate

Issue the Electrical Installation Certificate and its schedules from the actual results, and give them to the customer with the labels. Notify the work through the scheme or building control where it needs it.

22 Clear and hand back the area

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the customer or whoever runs the site when the work is complete.

Risk assessment

Hazard	Who might be harmed and how	Controls in place
People entering the work area or tripping over materials Step 1	Workers, occupants and visitors	Mark or barrier the active work area. Store tools and materials away from access routes.
People using the building or passing by walking into the work or over what it leaves Step 2	Occupants, visitors, members of the public and workers	Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked.
The wrong circuit or an unsuitable accessory causes shock, fire or loss of protection Step 3	Electricians and people in the building	Stay inside the agreed scope. Stop for an unexpected arrangement or missing information.
A hidden defect or inadequate supply makes the replacement dangerous Step 4	The electrician and householders	Use a competent pre-work assessment. Hold the replacement where a safety defect remains unresolved.
Someone works on or energises a circuit that is under test Step 5	The tester, other trades and people in the building	Check the list of circuits against the design. Record any circuit you could not test.

Hazard	Who might be harmed and how	Controls in place
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 6	The team and anyone in the building	Do not cut, drill or break any material until it is confirmed asbestos free. Licensed work is not for this method; hand it to a licensed contractor.
Falling from the ladder or steps; tools or tins dropped on people below Step 7	The person working from it, if the feet slip or they overreach to one side. Anyone passing or working under the ladder while it is in use.	Secure the equipment where it could move. Keep the base and area below clear.
Incoming tails remain live when the main switch is off Step 8	The electrician	Arrange the authorised supply isolation in advance. Do not remove a supplier seal or improvise the isolation.
A live conductor or backfeed causes electric shock, burns or an unexpected start Step 9	The electrician and anyone near the work	Lock off the supply and put your own tag on it. Stop if you cannot find every supply or cannot get a dead reading.
A live conductor causes electric shock or burns during removal Step 10	The electrician	Use the safe isolation steps for this installation. Leave your lock and warning tag on while the work goes on.
A known dangerous circuit is energised after the board change Step 11	Householders and anyone using the installation	Label every circuit left disconnected. Tell the customer what remains unsafe and why.
Unsuitable or wrongly set equipment causes arcing, shock or a false result Step 12	Tester and people near the test	Use equipment suited to the actual installation. Do not continue if it is damaged or its rating is unclear.
A crossed circuit, wrong device or poor termination causes shock, fire or loss of supply Step 13	The electrician and householders	Keep circuit identity through removal and reconnection. Follow the assembly instructions and supplied design.

Hazard	Who might be harmed and how	Controls in place
A loose, wrong or damaged termination overheats or leaves the installation unsafe Step 14	The electrician and people in the building	Use the specified component and termination method. Keep covers, cable restraint and protective connections complete.
Unverified work or an incomplete circuit is returned to use Step 15	The electrician and everyone using the installation	Do not energise work that has failed verification. Tell the customer or site contact about defects and restrictions.
Unexpected voltage or a damaged connected item causes shock, fire or equipment damage Step 16	Tester and anyone near the installation	Keep the boundary secured throughout the dead tests. Discharge stored energy where the test requires it.
Someone reaches a circuit while it is energised for the test Step 17	Tester, occupants and other trades	Use a temporary test area with barriers or supervision. Stop if the safe test arrangement cannot be maintained.
Unverified reconnection or missing restrictions misleads the next user Step 18	The electrician and householders	Record actual results, defects and circuits left off. Do not invent readings or certification.
Copied or invented results hide danger and return an unsafe circuit to use Step 19	Tester, client and future maintainers	Write only what was inspected or measured. Keep records with the actual results and restrictions.
Incomplete or unverified work is returned to use and leaves people or property unprotected Step 20	The electrician, the customer or site contact and people using the building	Record what was tested, what remains out of service and who accepted the hand-back. Do not energise or certify a failed or incomplete installation.
The customer has no true record of what was installed and tested Step 21	The customer and future electricians	Do not issue a certificate for anything not tested. Write in any circuit left off.

Hazard	Who might be harmed and how	Controls in place
Debris, tools or unfinished work left in the area Step 22	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.