

RISK ASSESSMENT AND METHOD STATEMENT

Electrical, Unit 3, Canal Side Business Park, Stockport: workshop

Hollins & Reed Electrical Ltd · 12 October 2026 (one day) · In charge: Dan Hollins

Job details

Company	Hollins & Reed Electrical Ltd
Site and work area	Unit 3, Canal Side Business Park, Stockport: workshop
Planned dates	12 October 2026 (one day)
Customer	Canal Side Estates Ltd
In charge on site	Dan Hollins
Team	Two electricians: Dan Hollins leads and holds the isolation lock; Priya Shah works with him.
Work	Electrical
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Alter or replace electrical equipment. Areas: Workshop: sockets, switches and one isolator on the north wall

Working arrangement

- Access: the floor or ground.
- Other people will be using the area.
- The shop floor stays open; we take one circuit at a time out of use.

Emergency arrangements

Continuous siren; assemble at the front car park. First aider: site manager on reception, 0161 496 0000. Ambulances come in by the main gate.

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 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.

3 Check permits before work

Ask the site manager whether this job needs a permit to work, permit to isolate or another site permit. Do not start until the required permit is issued and its limits are understood.

4 Control live testing

Do dead checks first; test live only when it is necessary and a competent person has planned it. Use suitable leads, probes, barriers and a controlled area, then re-isolate before changing connections.

5 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.

6 Hand back and certify the work

Check covers, guards, labels, fire stopping and connections before restoring the supply. Complete the required tests and functional checks. Give actual results, defects and restrictions to the responsible person. Do not certify unchecked work.

7 Confirm the change before opening it

Name the circuit and item being changed. Check the design or product instructions before touching retained wiring.

8 Isolate before opening it

Switch the supply off and lock it off so nobody can put it back on, then open the item. Test at the work point to show it is dead.

9 Identify the retained conductors

Mark each conductor before removal. Stop if the cable, joint or protective path is not what the information says.

10 Fit the specified replacement

Remove the old item without damaging retained wiring. Fit the compatible item and remake each termination to its instructions.

11 Verify and hand the circuit back

Inspect the completed change and arrange the applicable verification before re-energising. Record anything left disconnected or out of service.

12 Clear and hand back the area

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the person in charge when the work is complete.

Risk assessment

Hazard	Who might be harmed and how	Controls in place	Further action
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.	None recorded.
A live conductor or backfeed causes electric shock, burns or an unexpected start Step 2	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.	None recorded.
Work starts without the site controls for isolation, access or a dangerous area Step 3	The electrician, site manager and other workers	Keep the permit with the work record and follow its boundaries. Stop when the permit is missing, expired or does not cover the actual work.	None recorded.
Exposed live parts or unexpected operation causes shock, burns, falls or fire Step 4	The electrician and people near the test	Keep people outside the test boundary and use the right test equipment. Stop if the live test cannot be controlled safely.	None recorded.
People using the building or passing by walking into the work or over what it leaves Step 5	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.	None recorded.
Incomplete or unverified work is returned to use and leaves people or property unprotected Step 6	The electrician, responsible person and system users	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.	None recorded.
The wrong circuit, item or compatibility assumption causes shock, fire or loss of protection Step 7	Electricians and building users	Stay inside the agreed scope. Stop for an unexpected arrangement or missing information.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
A live conductor causes electric shock or burns during removal Step 8	The electrician	Use the safe isolation steps for this installation. Leave your lock and warning tag on while the work goes on.	None recorded.
A wrong reconnection or damaged protective path causes overheating or electric shock Step 9	The electrician and users	Keep conductor identity with the circuit. Do not interrupt an earth or bonding path without the agreed method.	None recorded.
A loose, wrong or damaged termination overheats or leaves the installation unsafe Step 10	The electrician and building users	Use the specified component and termination method. Keep covers, cable restraint and protective connections complete.	None recorded.
Unverified work or an incomplete circuit is returned to use Step 11	The electrician and everyone using the installation	Do not energise work that has failed verification. Tell the responsible person about defects and restrictions.	None recorded.
Debris, tools or unfinished work left in the area Step 12	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.	None recorded.

Sources

HSE: Steps needed to manage risk

<https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

HSE: Process fire risks

<https://www.hse.gov.uk/construction/safetytopics/processfire.htm>

Electricity at work: Safe working practices

<https://www.hse.gov.uk/pubns/priced/hsg85.pdf>

Electrical safety on construction sites

<https://www.hse.gov.uk/pubns/priced/hsg141.pdf>

Safety in electrical testing at work

<https://www.hse.gov.uk/pubns/indg354.pdf>

Electrical test equipment for use on low voltage electrical systems

<https://www.hse.gov.uk/pubns/priced/gs38.pdf>

HSE: Protecting the public

<https://www.hse.gov.uk/construction/safetytopics/publicprotection.htm>

The Electricity at Work Regulations 1989: Guidance on Regulations

<https://www.hse.gov.uk/pubns/ priced/ hsr25.pdf?v=BiraWeb>