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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	Thornley Vale 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 site gate. First aider: Dan Hollins, first aid kit in the van. Ambulances come to the main entrance: Unit 3, Canal Side Business Park, Stockport. Dan Hollins calls 999 and meets the ambulance.

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 **Check permits before work**
Ask whoever runs the site or building 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 **Confirm the change before opening it**
Name the circuit and item being changed. Check the design or product instructions before touching retained wiring.

5 **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.

6 **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.

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

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

9 **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.

10 **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.

11 **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.

12 **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.
Work starts without the site controls for isolation, access or a dangerous area Step 3	The electrician and other workers on site	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.
The wrong circuit, item or compatibility assumption causes shock, fire or loss of protection Step 4	Electricians and building users	Stay inside the agreed scope. Stop for an unexpected arrangement or missing information.
A live conductor or backfeed causes electric shock, burns or an unexpected start Step 5	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 6	The electrician	Use the safe isolation steps for this installation. Leave your lock and warning tag on while the work goes on.
A wrong reconnection or damaged protective path causes overheating or electric shock Step 7	The electrician and users	Keep conductor identity with the circuit. Do not interrupt an earth or bonding path without the agreed method.

Hazard	Who might be harmed and how	Controls in place
A loose, wrong or damaged termination overheats or leaves the installation unsafe Step 8	The electrician and building users	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 9	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.
Exposed live parts or unexpected operation causes shock, burns, falls or fire Step 10	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.
Incomplete or unverified work is returned to use and leaves people or property unprotected Step 11	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.
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.