

RA28	RISK ASSESSMENT	
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Operation/Activity:	Office Portable Electrical Equipment
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Site / Location:	All Sites
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Persons at Risk (tick appropriate boxes)			
Employee	✓	Pregnant Women	✓
Visitor	✓	Disabled Persons	✓
General Public		Lone Workers	✓
Young Persons	✓	Others	

GUIDE TO RATINGS:

Risk Severity		Risk Likelihood		Risk Rating	
1	Negligible	1	Unlikely	1 - 6	Low
2	Minor	2	Possible	7 - 14	Medium
3	Significant	3	Quite Possible	15 - 25	High
4	Major	4	Likely		
5	Catastrophic	5	Very Likely		

Overall Risk Rating = Low

Describe the hazards associated with the activity/operation.						
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			Summary of Assessment Overleaf			
		Risk Rating (Before Controls)	Likelihood (L)	Severity (S)	Risk (L x S)	Risk Rating
H1	Trips/Falls	Low	3	2	6	Low
H2	Electric Shock	Medium	3	4	12	Medium

Assessed By:	Ian Morgan	Date	18/10/23
Reviewed By:	Craig Knights	Date:	11/09/2025
Approved By:	Gary Robinson	Date:	11/09/2025

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Hazard	Risk Control Measures	Residual Risk		
		Likelihood	Severity	Risk
General	All portable electrical equipment to be tested and approved for use on a regular basis suitable for use and environment where used . Register of all portable electrical equipment to be kept within the Health & Safety documentation.			
H1 Trips/Falls	All trailing cables to be run along wall edges where appropriate and clipped to walls	2	1	2
H2 Electric Shock	All equipment used should have a PAT test approval sticker attached, with individual employees carrying out visual checks on condition of equipment prior to use. Any equipment not deemed to be satisfactory will not be used until it has been repaired and re-tested.	1	4	4