Installation Risk Assessment

Work to be undertaken

Installation of audio visual equipment

General statement

Equipment will need to be transported and installed into public buildings and care must be taken at all times to insure public and personal safety.

Risks

There is a high risk of personal and public danger when transporting and installing equipment and a medium electrical risk.

Procedures taken to minimise risk

(a) All Tools must be checked regularly for electrical safety.
(b) Battery powered tools must be used if possible, if mains powered tools are required 110 volt tools must be used.
(c) Care must be taken when transporting equipment to insure public safety
(d) All members of staff must have correct training in lifting and carrying of heavy equipment
(e) Correct safety equipment e.g. Safety hats, glasses etc. must be worn when required.
(f) It is important to make a note of all fire exits and fire extinguisher positions before undertaking any work
(g) If ladder use is required all employees must be correctly trained and only ladders that have been safety checked must be used. Two people must be present if work is above 2mtrs.
(h) Correct permission and notification of work must be obtained before any work can be undertaken

Summary

It is the responsibility of all members of staff to maintain a clean and safe working environment and their duty to inform others of any hazards that they see.

Signed

John Lucas
Managing Director