

Task/Operation:	Replacing light bulbs and fluorescent tubes		
Group(s) affected:	Staff and public		
Person(s) undertaking assessment:	Steve Cresswell	Date:	04.02.2004
Employee(s) consulted:	Alan Cameron, John Thompson		
Union Safety Rep(s) consulted:			
Key:	Manager (M), Staff (S), Public (P)		

Reviews			
Next Review Required	Date actually reviewed	Changes Required? (Yes/No)	Assessor Signature
04.02.2005	20.10.05	No	RTT
20.10.2006			

Hazard	Resultant effect(s)	Before control			State control measures and person responsible to action each one	After control		
		L	S	R		L	S	R
Changing light bulbs and fluorescent tubes	Electrocution. Injury, possibly death (S) Fire causing injury or death (S/P) and damage to buildings.	2	3	6	<ul style="list-style-type: none"> Isolate from electricity supply wherever possible. (S) Only 'electrically competent' staff to replace bulbs. (M) Ensure replacement is correct type and wattage. (S) Check shades for maximum wattage stickers. (S) Refer to GCP7: Electrical Equipment 	1	3	3

Working at height	Injury due to falling from a height or from dropped objects (S/P)	2	2	4	<ul style="list-style-type: none"> Do not stand on chairs, boxes etc. and, where used, adhere to 'GCP14 – The safe use of ladders and step ladders.' (S/M) Staff supporting the bottom of ladders should wear a hard hat and possibly safety glasses. (S/M) Cordon area off if required to prevent risk of injury to the public. (S) 	1	1	1
Carrying large steps and ladders	Manual handling injury. Acute/chronic back problems	2	2	4	<ul style="list-style-type: none"> All staff to be trained and competent in 'CGP17 - Safe Manual Handling.' (S/M) Staff to assess the load – two or more people to carry equipment if required. (S) 	1	1	1

This Assessment is not exhaustive and Management must ensure that work not covered by this Risk Assessment should only be undertaken after a suitable Risk Assessment has been made. Some activities should only be carried out in conjunction with a written safe system of work. The risk ratings in this assessment are established on the basis that the control measures are in place.