

RISK ASSESSMENT

ON-CALL
COMMUNICATIONS

VALCOM Support Services

Contents

<i>About Us.....</i>	2
<i>Mobile Elevation Platform.....</i>	3
<i>Working at Heights</i>	4
<i>Company Vehicles On-Site</i>	5
<i>Cable Pulling</i>	6
<i>Testing and Commissioning</i>	7
<i>Trunking and Tray</i>	8
<i>Site Electrical Supplies\Electrical Tools</i>	9
<i>Ladders</i>	10

About Us

Valcom support services



We are the UK's largest supplier of Valcom products, we have a vast wealth of experience of the Valcom Product Range and are involved directly with the development of current and future products for the UK market. All our employees have been trained in the USA directly by Valcom concentrating on design, application and Technical Support. Valcom Support Services provide a very high level of Technical Support utilising the knowledge gained over the past 20 years. A complete package from design to supply, installation, and technical awareness and support is offered to all our valued customers.

Valcom Overhead Loudspeaker Paging installs quickly and easily and is the most cost-effective solution to complete your loudspeaker paging needs. Features include:

- Notify everyone for quick evacuation
- Find people when not at their desk
- Reduces call back times
- Increase safety & security
- Background music
- Door entry & security management
- Single or multizone, all call & group call
- Talkback paging
- Override access

Coupled with the capabilities of Singlewire InformaCast there is no better Mass Notification System solution available.

We are the recommended UK & European point of contact for Singlewire InformaCast solutions with full backup and support from their head office in the USA.

Our clients range from large blue-chip companies to global organisations to academies and universities.

Part of our solutions portfolio includes 2N IP Access Control Systems that include intuitive devices for door intercom and building security.



Mobile Elevation Platform

<i>Hazards</i>	<i>Risk Rating</i>
<i>Danger of Personnel falling</i>	<i>High</i>
<i>Danger of objects falling to personnel below</i>	<i>High</i>
<i>Platform falling over</i>	<i>Medium</i>

Planned Methods to Reduce Risks

- *A permit to carry out works would be applied for from the Main Building Contractor.*
- *All staff who will be using the platform will be trained in its use and operation*
- *Control of traffic and pedestrians will be planned*
- *Only trained and authorised personnel will use the platform*
- *Platform capacity will be checked to ensure sufficient height and safe working load for the work being undertaken.*
- *Platforms will not be left unauthorised in the raised position.*
- *Platforms will not be moved until they are clear of all loose material.*
- *Stabilisers, if provided will be extended before raising the platform.*
- *Suitable personal protective equipment will be provided and monitored to ensure its correct use.*
- *The area of work will be fenced off to prevent unauthorised access.*
- *The electrical contractor will ensure that all works undertaken with mobile elevating work platforms will comply with all legislation and codes of practice.*
- *The electrical contractor will use a registered and approved specialist company to provide mobile elevating work platforms, which will comply with all relevant legislation.*
- *The operating area will be firm and level.*

Working at Heights

<i>Hazards</i>	<i>Risk Rating</i>
<i>Danger of Personnel falling</i>	<i>High</i>
<i>Danger of objects to personnel below</i>	<i>High</i>

Planned Methods to Reduce Risks

- *A permit to carry out works would be applied for from the Main Building Contractor.*
- *Suitable access will be provided to the working area and shall be inspected at regular intervals.*
- *All operatives working on site shall wear safety helmets at all times.*
- *Edge protection will be provided as necessary.*
- *Signs and barriers will be positioned directly below the works to warn and prevent access to the working area.*
- *All current legislation and codes of practice concerned with working at heights will be strictly complied with.*
- *Training and instruction will be given to staff on the usage of lines and harnesses.*
- *Chutes will be used to dispose of debris.*

Company Vehicles On-Site

<i>Hazards</i>	<i>Risk Rating</i>
<i>Personnel injuries in accident</i>	<i>Medium</i>
<i>Property damage in accident</i>	<i>Medium</i>

Planned Methods to Reduce Risks

- *Only licensed drivers will be allowed to drive on site or public highways*
- *All vehicles will be licensed for use on site or public highways*
- *All vehicles will be suitable for the tasks they perform.*
- *All drivers will adhere to site instructions.*

Cable Pulling

<i>Hazards</i>	<i>Risk Rating</i>
<i>Injury to Personnel</i>	<i>High</i>
<i>Damage to cables</i>	<i>High</i>

Planned Methods to Reduce Risks

- *A permit to carry out works would be applied for from the Main Building Contractor.*
- *All staff will wear personal protective equipment*
- *Adequate rollers etc will be provided to make easy cable pulling, and to ensure no damage is caused to the cable.*
- *The electrical contractor shall ensure compliance with all current legislation and codes of practice with respect to cable installation.*
- *The proposed cable route shall be surveyed before any work commences to establish the labour force required and to identify site hazards.*

Testing and Commissioning

<i>Hazards</i>	<i>Risk Rating</i>
<i>Electrical shocks to site staff</i>	<i>High</i>
<i>Damage to equipment</i>	<i>Medium</i>

Planned Methods to Reduce Risks

- *If necessary, a permit to work system will be operated.*
- *Only competent personal with suitable test equipment shall carry out the testing and commissioning.*
- *Planning will include liaison with other contractors and those in control of the premises to ensure that all are aware of the work to be carried out.*
- *The electrical contract shall carry out all testing and commissioning strictly in accordance with the current legislation.*

Trunking and Tray

<i>Hazards</i>	<i>Risk Rating</i>
<i>Cuts from sharp edges</i>	<i>Medium</i>
<i>Risk falling objects</i>	<i>High</i>

Planned Methods to Reduce Risks

- *A permit to carry out works would be applied for from the Main Building Contractor.*
- *The electrical contractor will ensure that all installations of cable trunking and cable tray shall comply with all current legislation and good trade practice.*
- *Work planning will include liaison with the client and other contractors to co-ordinate the installation work.*
- *Adequate platforms or ladders etc will be provided to ensure safe working conditions exist.*

Site Electrical Supplies\Electrical Tools

<i>Hazards</i>	<i>Risk Rating</i>
<i>Electrical Shocks</i>	<i>High</i>
<i>Damage to site electrical installation</i>	<i>High</i>
<i>Fire damage to site</i>	<i>High</i>
<i>Electrical shocks from hand tools</i>	<i>High</i>

Planned Methods to Reduce Risks

- *Planned Methods to Reduce Risks*
- *The section of equipment will fully comply with the current regulations*
- *All cable routes will be carefully planned to avoid damage from site works.*
- *Equipment and cabling will be clearly marked with warning signs.*
- *The installation will be inspected at regular intervals.*

Ladders

<i>Hazards</i>	<i>Risk Rating</i>
<i>Personnel falling off ladders</i>	<i>High</i>
<i>Objects falling from ladders</i>	<i>High</i>
<i>Ladders breaking</i>	<i>Low</i>
<i>Ladders slipping</i>	<i>Medium</i>
<i>Risk of electrocution with aluminum ladders</i>	<i>Medium</i>

Planned Methods to Reduce Risks

- *A permit to carry out works would be applied for from the Main Building Contractor.*
- *Ladders will be checked to ensure correct length, type and condition before use.*
- *Ladders will be secured at the top or bottom to prevent slipping*
- *Staff will be suitably trained in the safe use of ladders.*
- *Ladder work will be restricted to that which can be carried out using one hand only.*
- *Ladders will only be used on a firm and level base.*
- *All work carried out using ladders will be in conjunction with current legislation.*
- *Aluminum ladders will not be allowed on site where unguarded electrical equipment is present.*
- *Ladders will only be used when allowed and specified on site.*