

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
69	All work activities within BT exchanges	<b>Openreach Exchanges</b>  Use of ladders / soldering irons / general exchange operation	Employees and other contractors	<ul style="list-style-type: none"> <li>- On arrival at a site unlock / lock the gates, with the security key provided.</li> <li>- Gain entrance to the Exchange using OBASS card supplied by BT security (no tail gating).</li> <li>- Sign in the exchange dairy, including the time of arrival (if the diary is not available record the information on the Risk Assessment).</li> <li>- Carry out the full Risk Assessment and record finding(s) as appropriate.</li> </ul> <p><b>Check:</b></p> <ul style="list-style-type: none"> <li>- Fire exit door.</li> <li>- Ladder test date.</li> <li>- Levels of lighting.</li> <li>- General environment.</li> <li>- General tidiness of the floor.</li> <li>- First Aid Kit availability.</li> <li>- Operatives hold correct licenses, qualifications and accreditation.</li> <li>- All equipment is in good working order.</li> <li>- Site rules and notices are observed.</li> </ul>	Low

				<ul style="list-style-type: none"> <li>- Ensure soldering irons are located in the holders provided.</li> <li>- Never stand on a ladder whilst ladder is in motion.</li> <li>- Wear all appropriate PPE (MTS minimum standards).</li> </ul>	
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