

# Working in Telephone Exchanges.

No	Activity	Hazard	Person(s) in Danger	Control Measures	Residual Risk Rating
52	<b>Working in Telephone Exchange Buildings</b>	<p>Working in the vicinity of others.</p> <p>Moving plant and vehicles.</p> <p>General work activities and those impacting on and impacted by others works present.</p>	<p>Employees</p> <p>Contractors</p> <p>Public</p> <p>Visitors</p>	<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 tailgating).</li> <li>Sign in the exchange dairy, including the time of arrival (if a diary is not available to record the information on the risk assessment).</li> <li>Carry out the full risk assessment and record findings as appropriate.</li> <li>Appropriate Personal Protective Equipment must be worn at all times.</li> <li>Site rules and notices are observed at all times.</li> </ul> <p><b>When working ensure you check:</b></p> <ul style="list-style-type: none"> <li>Fire exit doors are operational.</li> <li>Ladder test dates.</li> <li>Ladders are suitable.</li> <li>Levels of lighting.</li> <li>General tidiness of the floor.</li> <li>Operatives hold correct licenses, qualifications and accreditation.</li> <li>Equipment is in good working order.</li> <li>The correct equipment is used for the task to prevent damage.</li> <li>Soldering irons are located in the holders provided.</li> </ul>	<b>Low</b>