

01 Risk Assessment & Method Statement



Servicing of Portable Fire Extinguishers

Date Reviewed: 01/09/2022

Next Review Date: September 2023

Prepared by:

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Sam Dean – Operations & Finance Manager
Peter Wheatcroft – Managing Director

Approved by:

Peter Wheatcroft – Managing Director

Issue:

004

Client

Site:

Completed by:

Works carried out by:

Site Details			
Client		Contract Number	
Site Location			
Start Date		Finish Date	
Min Personnel		Max Personnel	

Operational controls in place			
Who might be harmed by the hazards identified?	Contractors		Yes/No
	Visitors		Yes/No
	Young Persons		Yes/No
	General Public		Yes/No
Are Permits to Work Required:	Yes/No	Permit Ref No.	
Has a site induction been given	Yes/No	Do all employees Know the site safety rules	Yes/No
PPE Requirements	Hard Hat		Yes/No
	Safety Shoes		Yes/No
	Eye Protection		Yes/No
	High Visibility Clothing		Yes/No
	Ear Defenders		Yes/No
	Overalls		Yes/No
Has the above PPE been issued to all employees?	Yes/No	Any special requirements?	

Equipment Safety	
Has all electrical Equipment been PAT Testing and displaying a current label?	Yes/No/NA
Is equipment checked and safe to use.	Yes/No/NA
Can Manual Handling operations be carried out Safely?	Yes/No/NA
Lifting Equipment Checked and is safe to use	Yes/No/NA

Scope

To carry out portable fire extinguisher servicing throughout the building on a planned basis. This will comprise our engineer attending the site and carrying out a series of tests on the extinguisher equipment. The process carried out is detailed in the method statement

Firstly, we will confirm that this Risk Assessment is relevant and accurate in relation to the activity at hand. In conjunction with any Site Supervisor/Responsible Person/Informed Person present on-site we will ascertain any hazards and associated risks outside the scope of these RAMS; for example, issues associated with other trades or the general public being present on-site, issues with access/egress, issues with obstructions, obstacles, uneven surfaces, issues with lone working, etc.

Should additional hazards and associated risks be identified a dynamic risk assessment will be undertaken and reasonable protection control measures will be detailed and put in place.

All Fixfire operatives will ascertain whether a site induction will be conducted by Supervisor/Responsible Person/Informed Person at site and will attend the required site induction before commencing any works on site. In instances where site inductions do not form part of the customer's Health & Safety process, Fixfire operatives will instead carry out a site induction with relevant parties as necessary.

All health and safety information and site arrangements that are updated throughout the term will be communicated to employees upon receipt of the information.

The risk assessments and method statement will be reviewed upon attending the site to ensure all hazards are addressed and any hazards outside of the scope of this generic assessment will be noted and communicated in a dynamic risk before the commencement of works.

The engineer carrying out the works will be required to read and familiarise themselves with the hazards identified within the risk assessment and confirm that the safe system of work has identified any hazards and the methodology has carefully considered these during its completion.

Risk Rating Calculation

Risks identified can be scored as to severity, frequency of exposure and the probability of the accident occurring.

SEVERITY (S)		FREQUENCY (F)		PROBABILITY OF OCCURANCE (P)	
Description	Score	Description	Score	Description	Score
MINOR Scratch/Bruise/Cut	1	SELDOM Four Times per Year	1	UNLIKELY	1
SERIOUS Fracture, Breakage, Laceration	3	OCCASSIONAL Weekly or Monthly	2	POSSIBLE	2
MAJOR Temporary disability	6	FREQUENT Daily and hourly	4	PROBABLE	3
FATAL Death or Permanent disability	10			CERTAIN	6

RISK RATING TABLE						AGREE ACTION TO BE TAKEN TO ELIMINATE OR REDUCE MEDIUM AND HIGH RISKS													
LOW RISK						MEDIUM RISK						HIGH RISK							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20



Fire



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Activity	Persons at risk	Significant hazard/s	Severity	Frequency	Likelihood	Score	Risk Factor	Additional Action/Control Measures	High or Medium Risk Level				
									S	F	L	Score	Risk Factor
Access & Egress	Fixfire Engineers	Stepping on/ striking against falls-holes exposed edges	3	1	2	6	Low	Secure working area from 3 rd parties and ensure it is always kept clean and tidy. Stay aware whilst walking to and from your working area for possible hazards that may be present. Report any hazards you become aware of.	3	1	1	5	Low
Lone Working	Fixfire Engineers	Risk Assessor becomes ill or has an accident	6	1	2	9	Med	Confirm technician is medically fit to work and ensure regular two-way communication is in place with onsite supervision. Use a sign-in and out system. Confirm acceptable temperature for working environment.	6	1	1	8	Med
Manual Handling	Fixfire Engineers	Maneuvering/lifting of fire equipment & tools. Injuries through stresses, strains.	3	1	3	7	Med	Manual handling training to be carried out. Lifting by a competently trained person only. Use mechanical lifting equipment where possible. Consider the use of trolleys to move extinguishers around site	3	1	1	5	Low
Use of hand tools	Fixfire Engineers	Injury from tools or material displaced by the use of the tool, noise, dust, burns	3	1	2	6	Low	Regular inspection and testing of equipment. Operatives to be fully trained on the use of hand tools.	3	1	1	5	Low
Contact with sharp objects	Fixfire Engineers	Cuts, lacerations	3	1	2	6	Low	Wear correct PPE including gloves.	3	1	1	5	Low
Exposure to asbestos-containing material	Fixfire Engineers & General Public	Interfacing with the building fabric, such as drilling into walls or structure of the building where asbestos or asbestos containing material is present	10	1	2	13	High	Annual training is undertaken by the engineer Work interfacing with building ONLY permissible following consultation with site Asbestos Register and responsible person at site	10	1	1	12	Med
COSHH	Fixfire Engineers	Absorption, inhalation, ingestion Eye contact of substances	1	1	2	4	Low	See individual COSHH assessments for all control measures. Wash hands prior to eating to avoid possible ingestion of substances. Check each substance is the correct one before use.	1	1	1	3	Low



Fire Safety



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Risk Assessment & Method Statement

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Activity	Persons at risk	Significant hazard/s	Severity	Frequency	Likelihood	Score	Risk Factor	Additional Action/Control Measures	High or Medium Risk Level				
									S	F	L	Score	Risk Factor
Compressed Gas	Fixfire Engineers	Accidental/inadvertent release of gas. Explosion	6	1	2	9	Med	Competently trained service engineer to maintain extinguisher systems.	6	1	1	8	Med
Moving machinery and/or vehicles	Fixfire Engineers	Injury from collision	6	1	2	9	Med	All operatives to receive site induction including awareness of vehicle routes. Appropriate Hi-Viz PPE must be worn. Segregation where practicable of personnel and vehicles.	6	1	1	8	Med
3rd Party	General Public	Collision, trip, slips & falls	3	1	2	6	Low	The engineer will work in isolation and test only in areas where there is limited or no interference with the general public	3	1	1	5	Low



Fire Safety



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DETAILED METHOD STATEMENT

(State precisely the tasks that you will complete when completing the work)

Task No	Method Statement (servicing of portable fire extinguishers)
1.	<p>The Fixfire operative will firstly sign in and carry out a safety induction and will obtain any necessary permits to work. All equipment brought onto the site will be fit for purpose and inspected and tested prior to commencement of works. The following methodology has considered all the hazards associated with the works and a safe system of work produced.</p> <p>Lone Working There may be on occasion the need to work 'Lone' when either in a plant room or during agreed weekend working. Fixfire will confirm that the Technician who will carry out any 'Lone Working' is medically fit to work in the agreed environment, and will ensure that regular two-way communication by phone or radio is in place with either the site supervisor or the office. The Technician will use the sign-in/out system in place on-site and will confirm there is no hazard present from extremes in temperature in the working area. Lone working will be for short periods ONLY.</p> <p>First Aid & Evacuation Our technician will be advised of actions to be taken in the event of an accident or incident at the Safety Induction. Accidents and Near Misses will be reported to the Client's Site Supervisor and Fixfire Head Office and will be recorded in the Fixfire accident book. In the event of an accident, the Client's supervisor will contact the emergency services if appropriate.</p> <p>In the event of an emergency evacuation of the building, the technician will go straight to the muster point as detailed in the induction. The Technician will assemble at this point where a roll call will be taken. In an emergency, any instructions given must be obeyed by the Technician.</p> <p>Fixfire Vehicles We will safely park all vehicles, following signposts and directions given, all speed limits will be adhered to, and care taken not to cause inconvenience when working from the vehicle.</p> <p>Servicing of Fire Extinguishers Engineers will service portable fire extinguishers to BS 5306. Our engineers are trained to service the said fire equipment at the fire equipment's point of origin. Where this is not possible a safe site will be sought to carry out this task.</p> <p>Service Technician Tools Battery drill complete with drill bits and screwdrivers Toolbox or bag 0-20kg handheld digital scales Flatbed scales Inspection torch Rubber mallet Slot and crosshead screwdrivers - small & medium Spanner - adjustable Self-grips and or slip joint pliers Tape measure. Allen keys - various sizes Cutting knife 9 litre bucket graduated in 0.5 litre increments Funnels - large & small Silicone grease Rags for cleaning Pens Gauge checking equipment Stored pressure pressurising cylinder and adapter kit Head cap removal bar Extinguisher clamp (V Clamp) O rings Tamper seals Service labels</p>
2.	No on-site or off-site supervisory arrangements are required. Our service engineers are trained to work safely unaccompanied and adhere to any on-site local safety practices.
3.	The service manager is responsible for coordinating internal audits and monitoring performance.

4.	Hand tools i.e., scales and low voltage battery-operated tools are only to be used by our engineer and are fully trained for the said equipment's safe use.
5.	Assessments will be prepared and available on site and our operatives have been fully briefed on any products safe use.
6.	Close liaison with site contact is ensured for the safety of third parties. Consultation with the site, checking against the Asbestos Register and site records. Full permission will be sought from contact at the site before any interaction with the fabrication of the building, such as drilling and or replacing raw plugs or brackets is commenced.
7.	Any environmental controls required will be strictly adhered to.
8.	Operatives carry a comprehensive first aid kit and are provided with all necessary PPE required for the nature of this task. Commencement of works as follows:
11.	Carry out servicing as recommended in BS 5306: Check correct extinguisher siting, risk suitability and appropriate signage Check extended service due dates either replace the extinguishers with a new or reconditioned unit as appropriate or carry out the appropriate service Check for evidence of tampering or use, external corrosion and/or damage, mass, and pressure gauge Check for free movement of the handle, hose/horn for wear damage and blockage Fit new O rings, seals, and washers, check safety device pin and fit new anti-tamper device
12.	If refilling water extinguisher: Check the level of the contents Check for internal corrosion and damage, defects in lining, dip tube & strainer
13.	Once servicing is concluded, complete written report and advise customer of the service conducted and discuss any recommendations in line with the British Standards
14.	Safely remove any discharged extinguishers from the site ensuring the handle is taped for recycling purposes.
15.	Safely remove any partially discharged or full extinguishers from the site ensuring the safety pin is in place and secured with an anti-tamper seal
	IF IN DOUBT ASK

Approved by Manager: Print Name:

All personnel involved in the above task must be made aware of the findings of the above risk assessment/method statement.

CONTRACTOR(S)/EMPLOYEE TO SIGN BEFORE ANY WORK IS CARRIED OUT

Print Name:
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Sign:
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Print Name:
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Sign:
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