

02 Risk Assessment & Method Statement



Installation of Portable Fire Extinguishers

Review Date: 01/09/2022

Next Review Date: September 2023

Prepared by:

Neil Summerfield – Safety Advisor
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:

Risk Assessment & Method Statement

Installation of Portable Fire Extinguishers

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/NA
	Visitors		Yes/No/NA
	Young Persons		Yes/No/NA
	General Public		Yes/No/NA
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/NA
	Safety Shoes		Yes/No/NA
	Eye Protection		Yes/No/NA
	High Visibility Clothing		Yes/No/NA
	Ear Defenders		Yes/No/NA
	Overalls		Yes/No/NA
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



Fire

Call Systems

Access & Security

DDA

Scope

To carry out portable fire extinguisher installation throughout the premises. This will comprise of our engineer attending site and installing the unit in a predetermined location. 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	OCCASIONAL 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

S+F+P = RISK RATING

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



Call Systems



Access & Security



DDA

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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 kept clean and tidy at all times. Stay aware whilst walking to and from your working area for potential hazards. Report any such hazards.	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, 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
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
Manual Handling	Fixfire Engineers	Manoeuvring/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.	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 engineer. Work interfacing with building ONLY permissible following consultation with site Asbestos Register and responsible person at site	10	1	1	12	Med

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									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
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
3rd Party	General Public	Collision, trip, slips & falls	3	1	2	6	Low	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

DETAILED METHOD STATEMENT

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

Task No	Method Statement (installation 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 premises, 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>Installation of Fire Extinguishers Please note that Installation and Commissioning will always be carried out by a fire extinguisher service engineer. This will ensure that the extinguishers are installed in the correct location and are certified as proof of correct installation and sufficient provision against the fire safety risks.</p> <p>We will consult the register held at the site to check for the presence of Asbestos, where applicable to do so. We will check for electrical cables and pipe work using a suitable detector. When fitting appliances we will use appropriate wall fixings in conjunction with the manufacturer-supplied wall bracket. Additional support, such as pattresses may be needed when fitting heavier extinguishers to plasterboard walls. Where fire extinguishers cannot be wall mounted the use of fire extinguisher stands will be recommended.</p> <p>Mounting Heights The carrying handle of a portable fire extinguisher with a total gross mass of 4kg and above will be installed approximately 1 metre from the floor. The carrying handle of a portable fire extinguisher with a total gross mass of less than 4kg will be sited at 1.5 metres from the floor.</p> <p>2 Extinguishers Mounted Side by Side With one extinguisher's total mass above 4kg and the 2nd extinguisher below 4kg, both extinguishers will be mounted on the wall at the heaviest extinguisher handle fixing height of 1 metre.</p> <p>Installation Technician Tools Battery drill complete with drill bits and screwdrivers Pipe/cable detector 0-20kg spring handheld digital scales Flatbed scales Slot and crosshead screwdrivers - small & medium Spanner - adjustable Self-grips and or slip joint pliers Tape measure Gauge checking equipment Pens Scissors Silicone gun (inc. Silicone) Tamper seals Service labels</p>

2.	No on-site or off-site supervisory arrangements are required. Our 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 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.
9.	Commencement of works as follows: Check areas for correct extinguisher siting
10.	Check for risk suitability
11.	Commission the extinguisher, checking the unit has correct mass and pressure and that all components such as hoses and horns are tightened, attaching the tamper seal and completing and installing the service label.
12.	Before drilling into walls consider the presence of asbestos containing materials and if appropriate, consult the asbestos register before disturbing the fabric of the building. Additionally, check for electrical cables and pipe work using a suitable detector before drilling
13.	Install brackets to the wall at the recommended height, using appropriate fixings. Where appropriate, consider using pattresses to add greater stability or floor stands.
14.	Install the extinguisher on the bracket and install appropriate signage
15.	Once concluded, complete all written reports and advise the customer of the works conducted
	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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