Fixfire
LIFE & PROPERTY PROTECTION
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04 Risk Assessment & Method Statement

Set-Up and Positioning of Hire Alarm Equipment

Last Review Date: 01/12/2022 Next Review Date: December 2023

Prepared by: Neil Summerfield – Safety Advisor Sam Dean – Operations & Finance Manager Peter Wheatcroft – Managing Director	
Approved by: Peter Wheatcroft – Managing Director	**Issue:** 002
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/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
Has the above PPE been issued to all employees?	Yes/No	Any special requirements?	

Equipment Safety	
Has all electrical Equipment been PAT tested and is it displaying a current label?	Yes/No/NA
Has any equipment on hire been checked for certification and established as safe to use?	Yes/No/NA
Has all equipment, including stepladders been checked and established as safe to use?	Yes/No/NA
Can Manual Handling operations be carried out safely?	Yes/No/NA
Has any lifting equipment been checked and established as safe to use?	Yes/No/NA

Scope

To carry out the initial set-up and positioning for Hire Alarm Trollies as required and as directed by the Responsible Person at site. This will comprise our engineer(s) attending site and positioning the portable unit as directed. The process carried out is detailed in the method statement.

Firstly we will carry out an assessment / inspection of working area this will identify any additional protection controls with other trades, general public and additionally raise any issues with access/egress, obstructions, obstacles, uneven surfaces etc. Any issues or concerns raised must be reported immediately to the management prior to commencing works.

All Fixfire operatives will attend the site induction before commencing any works on site.

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 assessment before 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

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

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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 3rd parties and ensure it is kept clean and tidy at all times. 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
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
Manual Handling	Fixfire Engineers	Manoeuvring/lifting of Hire Alarm Trollies on stairways Injuries through stresses, strains.	3	1	3	7	Med	Engineer will access lifts where possible, where not possible units will be carefully taken stairways without extinguishers attached. Extinguishers will be separately carried Engineer will be trained in manual handling	3	1	2	6	Low
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
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
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 (Set-Up & Positioning of Hire Alarm Units)
1.	Before attending site unit(s) will be partially assembled with back plate of wireless sentry alarm attached to each trolley
2.	The Fixfire engineer will firstly sign in and carry out a safety induction. 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. First Aid & Evacuation Our engineers 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. In the event of an emergency evacuation of the building, the engineer will go straight to the muster point as detailed in the induction. The engineer will assemble at this point where a roll call will be taken. In an emergency, any instructions given must be obeyed by the engineer. Technician Tools Battery drill complete with drill bits and screwdrivers Spring/digital scales Slot and crosshead screwdrivers - small & medium Spanner - adjustable Self-grips and or slip joint pliers Head cap 'C' spanners or strap wrench Allen keys - various sizes Silicone grease Gauge checking equipment 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 Engineer 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 Engineer 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. Commencement of works as follows:
3.	The engineer will assemble the batteries and front plate of the wireless fire sentry alarm at site. The trollies will then be positioned as directed by site and fire extinguishers added to the unit.
4.	Once in place the Base Station will be set up and adaptor plugged in. The engineer will ensure all the units are visible by the base station. The engineer will then test to ensure all units are operating correctly.
5.	Fire Extinguishers will be checked/serviced so that they are in date, referencing Fixfire RAMS 01 – Servicing of Portable Fire Extinguishers
6.	Fire Extinguishers are attached to the Portable Hire Alarm Unit and as such are not attached to the wall. Should there be concerns to the stability of the unit in certain circumstances, then thought will be given to attaching the Hire Alarm Unit to appropriate fixings to give additional support
7.	Once the units are in place and working correctly, the engineer will instruct the Responsible Person at site in the operation of the Hire Alarm System
8.	Once completed, the Fixfire engineer will complete the job information and ensure all equipment is removed from site.
	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:	Print Name: .....
Sign:	Sign: .....