

# 06 Risk Assessment & Method Statement



## Emergency Lighting Maintenance & Test

Last Review Date: 26/07/2022

Next review Date: July 2023

<b>Prepared by:</b> Neil Summerfield – Safety Advisor Sam Dean – Operations & Finance Manager Peter Wheatcroft – Managing Director	
<b>Approved by:</b> Peter Wheatcroft – Managing Director	<b>Issue:</b> 002
<b>Client:</b>	<b>Site</b>
<b>Completed by:</b>	<b>Works carried out by:</b>



Call Systems



Access & Security



DDA

# Risk Assessment & Method Statement

## Emergency Lighting Maintenance & Test

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/ladders been checked and established as safe to use?	Yes/No/NA		
Plant and Machinery isolation (Electrical)	Yes/No/NA	Details of Isolation	
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 emergency light maintenance and testing throughout the building on a periodic or planned basis. This will comprise of our engineer attending site and carrying out a series of lighting circuit tests, luminaries and illuminated exit sign tests by simulation of a failure of the supply to normal lighting. 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 engineers 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 engineers 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

$$S+F+P = \text{RISK RATING}$$

## Emergency Lighting Maintenance &amp; Test

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 Engineer(s)	Stepping on/ striking against falls-holes exposed edges	3	1	2	6	Low	Secure working area from 3rd parties and ensure it is always kept clean and tidy. Whilst walking to and from your working area, stay aware of possible hazards that may be present. Report any hazards.	3	1	1	5	Low
Falls from height steps	Fixfire Engineer(s)	Fall from height	6	1	3	10	Med	Steps are only to be used when other options are not practicable, and their use is justified by working at height risk assessment. Maintain 3 points of contact, and never overreach. Work front onto the steps and take regular breaks. Ensure area is free from 3 <sup>rd</sup> parties. Visually inspect ladders before use. Consult HSE guidance doc INDG 455.	6	1	1	8	Med
Use of hand tools	Fixfire Engineer(s)	Injury from tools or material displaced by using the tool, noise, dust, burns	3	1	2	6	Low	Regular inspection and testing of equipment. Engineers to be competent in the use of tools and equipment. Battery operated tools and insulated screwdrivers only	3	1	1	5	Low
Electricity up to 230v (Fire Alarm Panel)	Fixfire Engineer(s)	Electrocution, electrical burns, fire	10	1	2	13	High	ONLY trained and competent fire engineers to carry out works for testing procedures ONLY. Under no circumstances must any electrical work s be carried out.	10	1	1	12	Med
Lone Working	Fixfire Engineer(s)	Engineer becomes ill or has an accident	6	1	2	9	Med	Confirm engineer is medically fit to work, and ensure regular two-way communication is in place with on-site supervision. Use a sign-in and out system. Confirm acceptable temperature for working environment.	6	1	1	8	Med
Moving machinery/ Vehicles	Fixfire Engineer(s)	Injury from collision	6	1	2	9	Med	All engineers to receive site induction including awareness of vehicle routes. Hi-Viz vest & appropriate PPE to be worn at all times. Segregation where practicable of personnel/vehicles reversing.	6	1	1	8	Med
3rd Party	General Public	Collision, trip, slips & falls	3	1	2	6	Low	Engineers 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 (emergency lighting maintenance & test)
1.	<p>The Fixfire engineer will firstly sign in and carry out a safety induction. All equipment brought onto the site will be fit for purpose, 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><b>First Aid &amp; Evacuation</b> 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.</p> <p>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.</p> <p><b>Lone Working</b> 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.</p> <p><b>Equipment Used</b> a) Fish tailed test key      b) Insulated screwdrivers      c) Stepladders</p> <p><b>Safe Use of Step Ladders</b> Use step ladders for short duration works and for a maximum of 30 minutes before a rest break should be taken. A minimum of 3 points of contact will be maintained, and stepladders to be placed on firm level ground and facing in the direction of the works. Stepladders will be positioned side onto the work as may become unstable when pressure or force is applied. Stepladders will be inspected before use, consulting HSE Guidance document INDG 455.</p> <p><b>Commencement of works as follows:</b></p>
2.	The engineer will consult any relevant information held on site, such as the Fire Risk Assessment and the Fire Log Book.
3.	<p>The engineer will discuss the likely impact on lighting levels during the 3-hour test (1hour if relevant to site instructions) with the appropriate contact at site. Ensuring consideration is given to the impact of any possible reduction in lighting levels during the testing period.</p> <p>During winter months and where appropriate, consideration will be given when booking emergency lighting maintenance testing, to ensure there are enough daylight hours available to safely carry out the 3 hour test.</p>
4.	<p>To carry out the test, a small fish tailed test key will be inserted into the test facility normally found adjacent to or forming part of the lighting circuit.</p> <p>Alternatively, the local lighting circuit may be isolated if safe and accessible to do so. This removes mains power from the emergency luminaire allowing it to operate as an emergency light running on batteries.</p>
5.	By simulating the failure of the power supply to the normal lighting, the engineer will ensure each luminaire and internally illuminated exit sign is switched on using battery power.
6.	<p>During the testing period, all luminaries and signs will be checked to ensure that they are present, clean and functioning correctly throughout the testing period. Any equipment not maintaining illumination during the test will be noted on the service report with the position of failure units clearly marked along with details of height from floor, type and reason for failure correctly detailed.</p> <p>Where practicable to do so, the engineer will safely indicate which unit has failed, with the use of tape or small label.</p>
7.	<p>The supply of normal lighting shall be restored, if not restored, the unit will drain down its battery and will not be effective in as an emergency light in the event of further power failures.</p> <p>Therefore, care will be taken to ensure that full mains power is restored to the light unit by confirming that the indicator lamp or device has either:</p> <ul style="list-style-type: none"> <li>• A flashing red LED on a self-testing device</li> <li>• A steady green LED light</li> <li>• A steady red LED light</li> </ul> <p>Identifying that normal supply is present to emergency light units with battery packs recharging.</p>
8.	The engineer will update the Fire Log Book on site, complete site visit detail and advise the customer of the test conducted and any areas of concern.
8.	The engineer will remove all equipment, leaving the area clean and tidy and then sign out.
	<b>IF IN DOUBT ASK</b>

MONTHLY/WEEKLY TEST - EMERGENCY LIGHTING  
APPROVAL SHEET

Approved by Manager:.....

Print Name:.....

All employees 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: .....

Sign: .....

Date: .....

Print Name: .....

Sign: .....

Date: .....