Fixfire
LIFE & PROPERTY PROTECTION
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08 Risk Assessment & Method Statement

Maintenance of Aspirating Systems (low level/stepladders)

Last Review Date: 07/12/2022 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:**

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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		
Plant and Machinery isolation (Electrical)	Yes/No/NA	Details of Isolation	
Can Manual Handling operations be carried out safely?	Yes/No/NA		

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Scope

To carry out maintenance & test of aspirating system to test flow levels on the ASD panel. This will comprise of our engineer downloading historic log from the ASD panel using a computer or from LED push buttons on panel facia and then checking current air flow rates. Filters may be changed if required. 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 = RISK RATING

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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 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 3rd parties. Visually inspect ladders before use. Consult HSE guidance doc INDG 455.	6	1	1	8	Med
Use of hand tools (Tester poles)	Fixfire Engineer(s) General Public	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 detector tester poles and equipment. Ensure area is free from 3rd parties.	3	1	1	5	Low
Electricity up to 230v (Aspirating Panel – changing filters)	Fixfire Engineer(s)	Inadvertent connection with mains supply leading to electrocution, electrical burns, fire	6	1	2	9	Med	Only trained and competent fire engineers to work within the aspirating panel to change filters. Filters are located away from mains supply however a risk remains. Testing procedures ONLY. Under no circumstances must any electrical work s be carried out during maintenance visits	6	1	1	8	Med
COSHH	Fixfire Engineer(s)	Absorption, inhalation, ingestion Eye contact with 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 item before use.	1	1	1	3	Low
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

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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
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

Maintenance of Aspirating Systems (low level/stepladders)

DETAILED METHOD STATEMENT (State precisely the tasks that you will complete when completing the work)	
Task No	Method Statement (Maintenance of Aspirating Systems (low level/stepladders)
	During all maintenance visits various checks are carried out on the control equipment, power supply units and all other associated equipment.
1.	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. 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. Equipment Used a) Smoke pen/smoke stick b) Laptop c) Stepladders if required d) Isolated screwdriver(s) Safe Use of Step Ladders 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. Commencement of works as follows:
2.	The engineer will plug in laptop to aspirating sampling panel by way of secure port or access data by using the LED push button on the facia. This work is completed at ground level or safely accessed via a stepladder.
3.	The engineer will then download an historic log of air flow rates and review.
4.	The engineer will then download current air flow rates and review.
5.	The engineer will then download a filter status and review.
6.	The engineer will isolate the power supply to the aspirating panel
7.	The engineer will then carefully check the filter status in the panel making sure not to interfere with mains supply.
8.	If a filter is to be changed then this can be achieved without inadvertent contact with mains supply as filter are located on the opposite side of the panel. However, a risk remains.
9.	The engineer will then carefully check the battery status in the panel making sure not to interfere with mains supply.

DETAILED METHOD STATEMENT (Continued)	
10.	The engineer will assess the appropriate point for carrying out testing. The engineer will then carry out a smoke test using smoke pellets/smoke pen/smoke stick. Access to the relevant point may be gained by accessing safely via stepladders through ceiling panels or using extension poles
11.	The engineer will measure the system and record any findings, adjusting if appropriate to do so.
12.	All findings will be recorded, and the results communicated to the responsible person at site.
13.	The engineer will then remove all equipment from site, leaving works area clean and tidy and sign out.
	IF IN DOUBT, ASK

Approved by Manager:..... Print : .....

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

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

Print Name: .....
Sign: .....
Date: .....

Print Name: .....
Sign: .....
Date: .....

Print Name: .....
Sign: .....
Date: .....

Print Name: .....
Sign: .....
Date: .....