

10 Risk Assessment & Method Statement



Fire Alarm Maintenance

Last Review Date: 22/07/2022

Next Review Date: July 2023

Prepared by:

Neil Summerfield – Safety Advisor
 Sam Dean – Operations & Finance Manager
 Peter Wheatcroft – Managing Director

Approved by:

Peter Wheatcroft – Managing Director

Issue:

003

Client:

Site

Completed by:

Works carried out by:



Fire



Call Systems



Access & Security



DDA

Fire Alarm Maintenance

| 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 | | |
| Has any lifting equipment been checked and established as safe to use? | Yes/No/NA | | |

Scope

To carry out Fire Alarm Maintenance throughout the building on a planned, periodic basis. This will comprise of our engineer attending the site and carrying out a series of tests on the smoke and heat detection system using detector tester poles and 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 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 |

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

Fire Alarm Maintenance

| 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 rd parties. Visually inspect ladders before use. Consult HSE guidance doc INDG 455. | 6 | 1 | 1 | 8 | Med |
| Use of hand tools (Detector 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 3 rd parties. | 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 work within the fire alarm panel and ONLY for testing procedures. Under <u>no circumstances</u> must any electrical works be carried out. | 10 | 1 | 1 | 12 | 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 |
| 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 (fire alarm maintenance) |
| | <p>During all maintenance visits, various checks are carried out on the control equipment, power supply units, and all other associated equipment.</p> |
| 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 and inspected and tested prior to commencement of works.</p> <p>The following methodology has considered all the hazards associated with the works and a safe system of work produced. Engineers will test the fire alarm systems to BS 5839.</p> <p>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.</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>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.</p> <p>Equipment Used</p> <ul style="list-style-type: none"> a) Detector tester pole b) Stepladders c) Battery tester d) Multimeter e) Insulated screwdrivers f) Smoke capsules and/or sprays <p>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.</p> <p>Commencement of works as follows:</p> |
| 2. | The engineer will consult any relevant information held on site, such as the Fire Risk Assessment and the Fire Log Book. |
| 3. | All appropriate external monitoring services will be notified the system is being worked on and taken out of service for the appropriate period |
| 4. | In conjunction with the appropriate contact at site, all system sounders will be isolated to ensure they will not operate when the system is activated. |
| 5. | In conjunction with the appropriate contact at site, all plant/building shutdown facilities will be isolated to prevent operation during testing. Where required, permits to work (isolation) procedures will be identified before work commences. |
| 6. | Batteries will be inspected, and replacement dates checked, with the customer being advised of any replacement requirements. |
| 7. | Using the correct isolation procedure, the mains supply to all the power supply units will be disconnected, battery voltages will be measured and recorded, ensuring all power fault indications are displayed. Where a system is not fitted with a fixed fuse spur isolator, care will be taken to remove fuse with insulated hand tools. |
| 8. | Where a system has a one-man test facility, this will be activated. |

DETAILED METHOD STATEMENT
(Continued)

| | |
|-----|--|
| 9. | As appropriate to either quarterly, interim, or annual servicing, detectors will be activated in turn using a detector tester pole. Checks will be made to ensure the indicator on the base and the detector illuminates for a short period. Where necessary, warning notices and barrier segregation will be used to ensure all 3 rd parties are restricted from accessing the working area. |
| 10. | As appropriate to either quarterly, interim, or annual servicing, manual call points will be activated. |
| 11. | On conventional systems, a device will be put into fault and checks made to ensure further devices operate correctly in the zone. On addressable systems, devices put into fault will be checked against the information on the fire panel. |
| 12. | During an annual inspection and using the correct method for stepladders as appropriate, all detectors will be inspected for signs of damage, corrosion, paint and masking. |
| 13. | Batteries will be re-measured, with battery and charger voltages recorded, and the mains supply will be re-instated. |
| 14. | In conjunction with the site, sounders will be reinstated, with one device being activated to check the operation of the sounders and signalling. |
| 15. | In conjunction with the site and where allowed, all plant/premises shutdown facilities will be checked. |
| 16. | All monitoring devices will be reinstated and placed back into service, with checks made to the monitoring station to ensure signals have been received. |
| 17. | Once servicing is concluded, the Fire Log Book will be updated and inspection/service records completed. The results and any observations communicated to the appropriate person at the site. |
| 18. | All equipment will be removed from site and the area of works left in a clean and tidy condition. The engineer will 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: