

14 Risk Assessment & Method Statement



Maintenance of Disabled Refuge System

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:

001

Client:

Site

Completed by:

Works carried out by:



Fire



Call Systems



Access & Security



DDA

Risk Assessment & Method Statement

Maintenance of Disabled Refuge System

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 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	

Risk Assessment & Method Statement

Maintenance of Disabled Refuge System

Scope

To carry out planned maintenance to the Disabled Refuge System. This will comprise of our engineer attending the site and carrying out a series of tests on the system, usually carried out by two engineers. 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

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

Maintenance of Disabled Refuge System

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
Electricity up to 230v (Control Panel)	Fixfire Engineer(s)	Electrocution, electrical burns, fire	10	1	2	13	High	ONLY trained and competent fire engineers to work within the panel and ONLY for testing procedures. Under <u>no circumstances</u> must any electrical works be carried out.	10	1	1	12	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 (maintenance of disabled refuge system)
	<p>During maintenance visits, various checks are carried out on the control equipment, refuge 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.</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 a) Battery Tester b) Multimeter</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.	The engineer will ascertain if the disabled refuge system always works, or when the fire alarm is in fire. Should the latter apply, a link will be set in place to enable to test to take place.
4.	Batteries will be inspected in the panel, making sure not to interfere with mains supply. Replacement dates checked, with the customer being advised of any replacement requirements.
5.	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.
6.	Using a two-person system, one engineer will remain with the control panel and the second engineer will source each refuge area.
7.	Batteries will be inspected each refuge area. Dates are checked, voltages are measured and recorded with the customer being advised of any replacement requirements.
8.	The engineer will then call through to the control, establishing the communication is good and that the correct indication is made at the control panel.
9.	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.
10.	All equipment will be removed from site and the area of works left in a clean and tidy condition. The engineer(s) will sign out.
	IF IN DOUBT, ASK

Risk Assessment & Method Statement
Maintenance of Disabled Refuge System



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: