Fixfire
LIFE & PROPERTY PROTECTION
your best alliance for compliance™

# 21 Risk Assessment & Method Statement

Replacing Back-Up Battery in Fire Protection/Security Equip 't/Power Supplies/ Remote Repeater Terminals/Door Release/Vesda Systems

Last Review Date: 17/10/2022 Next Review Date: October 2023

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

Risk Assessment & Method Statement

# Replacing Back-Up Battery in Fire Protection/Security Equip 't etc

| 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 | | |

Risk Assessment & Method Statement

# Replacing Back-Up Battery in Fire Protection/Security Equip 't etc

## Scope

To carry out change of back up battery in 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<br>Scratch/Bruise/Cut | 1 | SELDOM<br>Four Times per Year | 1 | UNLIKELY | 1 |
| SERIOUS<br>Fracture, Breakage, Laceration | 3 | OCCASSIONAL<br>Weekly or Monthly | 2 | POSSIBLE | 2 |
| MAJOR<br>Temporary disability | 6 | FREQUENT<br>Daily and hourly | 4 | PROBABLE | 3 |
| FATAL<br>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

Risk Assessment & Method Statement

## Replacing Back-Up Battery in Fire Protection/Security Equip 't etc

| Activity | Persons at risk | Significant hazard/s | Severity | Frequency | Likelihood | Score | Risk Factor | Additional Action/Control Measures |
|---|---|---|---|---|---|---|---|---|
| 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 kept clean and tidy. Whilst walking to and area, stay aware of possible hazards that Report any hazards. |
| Falls from height steps | Fixfire Engineer(s) | Fall from height | 6 | 1 | 3 | 10 | Med | Steps are only to be used when other op practicable, and their use is justified by w assessment.<br>Maintain 3 points of contact, and never c front onto the steps and take regular bre<br>Ensure area is free from 3rd parties. Visua before use.<br>Consult HSE guidance doc INDG 455. |
| Electricity up to 230v (Fire Alarm Panel) | Fixfire Engineer(s) | Electrocution, electrical burns, fire | 10 | 1 | 2 | 13 | High | ONLY trained and competent fire engine the fire alarm panel and ONLY for testing<br>Under no circumstances must any electri out. |
| COSHH | Fixfire Engineer(s) | Absorption, inhalation, ingestion<br>Eye contact with substances | 1 | 1 | 2 | 4 | Low | See individual COSHH assessments for a<br>Wash hands prior to eating to avoid poss substances. Check each substance is the use. |
| Lone Working | Fixfire Engineer(s) | Engineer becomes ill or has an accident | 6 | 1 | 2 | 9 | Med | Confirm engineer is medically fit to work<br>two-way communication is in place with<br>Use a sign-in and out system. Confirm ac temperature for working environment. |
| Moving machinery/ Vehicles | Fixfire Engineer(s) | Injury from collision | 6 | 1 | 2 | 9 | Med | All engineers to receive site induction inc vehicle routes. If appropriate, Hi-Viz vest at all times. Segregation where practicabl personnel/vehicles reversing. |
| Manual Handling | Fixfire Engineers | Manoeuvring/lifting of heavy batteries. Injuries through stresses, strains. | 3 | 1 | 3 | 7 | Med | Manual handling training to be carried ou competently trained person only. Use me equipment where possible.<br>Consider the use of trolleys to move hea |
| 3rd Party | General Public | Collision, trip, slips & falls | 3 | 1 | 2 | 6 | Low | Engineers will work in isolation and test c there is limited or no interference with th |

Risk Assessment & Method Statement

# Replacing Back-Up Battery in Fire Protection/Security Equip 't etc

| DETAILED METHOD STATEMENT<br>(State precisely the tasks that you will complete when completing the work) | |
|---|---|
| Task No | Method Statement (Replacing Back-Up Battery in Fire Protection/Security Equip 't/Power Supplies/ Remote Repeater Terminals/Door Release/Vesda Systems) |
| 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.<br><br>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.<br><br>First Aid & Evacuation<br>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.<br><br>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.<br><br>Lone Working<br>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.<br><br>Equipment Used<br><br>a) Battery tester<br>b) Insulated screwdrivers<br>c) Potential use of Stepladders<br><br>Safe Use of Step Ladders<br>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.<br><br>Commencement of works as follows: |
| 2. | The engineer will open the equipment and slowly remove the existing battery, taking care not to disturb other components and ensuring the battery is not dropped. |
| 3. | The engineer will carefully remove the connectors/terminals, taking care not to damage the connectors. |
| 4. | After removing the protective covers, the engineer will connect the red & black wires to the corresponding colour indicators on the battery whilst observing polarity and the seat the battery correctly before securing the equipment. |
| 5. | The engineer will ensure all faults occurring because of works are cleared. |
| 6. | Once works are completed, waste and other unwanted items will be removed from site, ensuring correct disposal of the old battery in line with company waste procedures. |
| 7. | Once works are concluded, the Fire Log Book will be updated and inspection records completed. Any observations communicated to the appropriate person at the site. |
| 8. | 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 |

Risk Assessment & Method Statement

**Replacing Back-Up Battery in Fire Protection/Security Equip 't etc**

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: .....<br>Sign: .....<br>Date: ..... | Print Name: .....<br>Sign: .....<br>Date: ..... |
| Print Name: .....<br>Sign: .....<br>Date: ..... | Print Name: .....<br>Sign: .....<br>Date: ..... |