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25 Risk Assessment & Method Statement

Installation of Door Holdback (24V)

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

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 of Works

To carry out Installation of 24V magnetic door holdback devices. 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

S+F+P = RISK RATING

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

- place with employees, clients, approved contractors and visitors on matters

Method Statement & Risk Assessment

Installation of Door Holdback Devices (24V)

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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 Engineers	Stepping on/ striking against falls-holes exposed edges	3	1	2	6	Low	Secure working area from 3rd parties and ensure it is kept clean and tidy at all times. Stay aware whilst walking to and from your working area for possible hazards that may be present. Report any hazards you become aware of.	3	1	1	5	Low
Electricity up to 24V (MDR)	Fixfire Engineers	Electrocution, electrical burns, fire	6	1	2	9	Med	Only trained and competent fire engineers to work on electrical systems. Isolation procedure to be strictly followed. DO NOT ACCESS OR SWITCH ON 230 V STEP DOWN POWER SUPPLY.	6	1	1	8	Med
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.	6	1	1	8	Med
Use of hand tools	Fixfire Engineers	Injury from tools or material displaced by the use of the tool, noise, dust, burns	3	1	2	6	Low	Regular inspection and testing of equipment. Operatives to be fully trained on the use of hand tools.	3	1	1	5	Low
Exposure to asbestos containing material	Fixfire Engineers & General Public	Interfacing with the building fabric, such as drilling into walls or structure of the building where asbestos or asbestos containing material is present	10	1	2	13	High	Annual training undertaken by engineer. Work interfacing with building ONLY permissible following consultation with responsible person on site and referring to information in the site asbestos register.	10	1	1	12	Med
3rd Party	General Public	Collision, trip, slips & falls	3	1	2	6	Low	Engineer 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 (installation of door holdback devices 24V)**
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) Stepladders b) Insulated screwdrivers c) Pipe & wire detector d) Handheld drill **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.	Before works commence the Fixfire engineer will agree the position for each door holder (this can be floor or ceiling mounted), including a suitable mounting position for the magnet behind the door open position. The back push switch (which is used to release the door manually) will be easily accessible when the door is retained open
3.	The Fixfire engineer will consider the age of the property and consult the Asbestos Register, if necessary, when planning the route for the new cable from the PSU to the MDR. Then, using the appropriate access equipment, they will install MDR cable into containment, along purlin or surface clipped.
4.	The Fixfire engineer will isolate power to the PSU and will connect the 24V power cables to the terminal block accessible through the base plate.
5.	The Fixfire engineer will fit the base plate securely to the mounting surface using four suitable fixings and fit the keeper plate assembly to the door using four screws so that it aligns with the magnet face
6.	They will connect the electrical supply to the PSU and check the magnet will hold the door open.
7.	Check that the door closes when the fire alarm is triggered and when the release switch is pushed.
8.	Once works complete waste and unwanted items will be removed from site.
9.	The Fixfire engineer will complete report of works on their PDA, advise the customer of the works carried out, remove all equipment leaving works area clean and tidy and then sign out.
	IF IN DOUBT ASK

INSTALLATION OF DOOR HOLDBACK DEVICES ACCEPTANCE SHEET

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

All personnel 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:	Print Name: .....
Sign:	Sign: .....