

30 Risk Assessment & Method Statement



Replacing a Fire Panel (with conventional/addressable)

Last Review Date: 30/11/2022

Next Review Date: November 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:



Fire



Call Systems



Access & Security



DDA

Replacing a Fire Panel (with conventional/addressable)

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 the replacement of the existing fire alarm panel. 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

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

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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
Manual Handling (Fire Panel)	Fixfire employees	Manoeuvring of work equipment & tools. Injuries through stresses & strains.	3	1	2	6	Low	Provide enough suitably trained operatives and appropriate PPE. Provide manual handling training and provide a two man lift for weights above 25kg.	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

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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
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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DETAILED METHOD STATEMENT (State precisely the tasks that you will complete when completing the work)	
Task No	Method Statement (replacing a fire alarm panel – conventional/addressable)
	<p>During the works, the engineer will remove and replace the existing fire alarm panel with a conventional or addressable fire alarm panel, testing will be carried out on several devices, where a detector tester may be used.</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>Engineers will carry out work on the fire alarm systems in line with the recommendations of BS 5839.</p> <p>First Aid & Evacuation</p> <p>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</p> <p>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 testing device b) Cordless drill c) Battery tester d) Multimeter e) Stepladders (if and as required) <p>Safe Use of Step Ladders</p> <p>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.	Appropriate PPE will be worn, including hi viz vest and safety boots as mandatory.
3.	The engineer will inspect all equipment before use.
4.	The engineer will segregate the working area and post warning signage as appropriate.
5.	The engineer will clearly communicate to the responsible person on site and (if appropriate) third-party monitoring service, any areas that will be without fire alarm coverage whilst works are taking place.
6.	The engineer will safely isolate the mains supply to the existing fire panel
7.	Before removing the panel, the engineer will ensure all existing cables have been correctly identified. Should the existing Fire Panel be addressable, the engineer will take a complete download of the existing config.
8.	Using the appropriate tools and manual handling techniques, the engineer will remove the existing panel from its location.
9.	The engineer will correctly install the new conventional or addressable fire panel in the agreed location, using appropriate tools, fixings, and manual handling techniques.
10.	The engineer will connect the panel and correctly reconnect each zone, sounder circuit, or loop one by one.
11.	The engineer will then turn on the mains supply to the new panel and following the manufacturer's instructions, will commission the system.
12.	If available, the engineer will upload the existing config. to the addressable system.
13.	All components, circuits, system operations and site-specific software functions, known to be affected by the modifications will be tested in line with BS 5839-1:2017 Section 46.4.2(d)
14.	Additionally, in line with BS 5839-1:2017 Section 46.4.2(e)(3), at least one device on every circuit will be tested

Risk Assessment & Method Statement
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DETAILED METHOD STATEMENT
 (Continued)

15.	Should the replacement panel result in additional load being placed on the system, tests will be made to make sure the rating of the PSU and the capacity of the standby batteries remain adequate, the engineer will note any findings on their job report
16.	Once complete, the engineer will make good the area of work, removing all waste and unwanted items, including the old panel unless requested to leave at site and remove any signage
17.	The engineer will then complete their report and advise the responsible person at site on the outcome of the works, giving instructions on the use of the new panel as appropriate
18.	The engineer will report back to the Fixfire office and sign off the modification certificate covering the works.
	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: