

# 33 Risk Assessment & Method Statement



## Installation of Dualcom

Date Reviewed: 30/11/2022    Next Review Date: November 2023

**Prepared by:**

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**Approved by:**

Peter Wheatcroft – Managing Director

**Issue:**

003

**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
	Visitors		Yes/No
	Young Persons		Yes/No
	General Public		Yes/No
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
	Safety Shoes		Yes/No
	Eye Protection		Yes/No
	High Visibility Clothing		Yes/No
	Ear Defenders		Yes/No
Has the above PPE been issued to all employees?	Yes/No	Any special requirements?	

Equipment Safety			
Has all electrical Equipment been PAT Testing and displaying a current label?	Yes/No		
Equipment On Hire	Yes/No		
Is equipment checked and safe to use.	Yes/No		
Plant and Machinery isolation (Electrical)	Yes/No	Details of Isolation	24 volt supply
Can Manual Handling operations be carried out Safely?	Yes/No		

### Scope of Works

To carry out Installation of Dualcom fire alarm monitoring device. 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 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 operatives 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 operatives 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



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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
Lone Working	Fixfire Engineer(s)	Engineer becomes ill or has an accident	6	1	2	9	Med	Confirm engineer is medically fit to work, ensure regular two-way communication is in place with onsite supervision. Use a sign in and out system. Confirm acceptable temperature for working environment.	6	1	1	8	Med
Electricity up to 24v	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
Electricity up to 230v (Fire Alarm Panel)	Fixfire Engineers	Electrocution, electrical burns, fire	10	1	2	13	High	Only trained and competent fire engineers to work within the fire alarm panel for testing procedures ONLY. Under no circumstances must any 230v electrical works be carried out.	10	1	1	12	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



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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
Falls from height 'A' frame ladders	Fixfire Engineer(s)	Fall from height	6	1	3	10	Med	'A' frame ladders are only to be used when other options are not practicable, and their use justified by a working at height risk assessment.  Maintain 3 points of contact, and never overreach. Work front onto ladders and take regular breaks. Maximum of 30 mins use before rest. Visually inspect ladders before use. Consult HSE guidance doc INDG 455.	6	1	1	8	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



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#### DETAILED METHOD STATEMENT

(State precisely the tasks that you will complete when completing the work)

Task No	Method Statement (Installing Dualcom fire alarm monitoring device)
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><b>First Aid &amp; Evacuation</b> 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><b>Lone Working</b> 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><b>Equipment Used</b> a) Cordless drill b) 'A'Frame ladders c) Insulated screwdrivers</p> <p><b>Safe Use of Step Ladders</b> 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><b>Commencement of works as follows:</b></p>
2.	Appropriate PPE to be worn including Hi-Viz vest and safety footwear as required.
3.	Inspect all equipment before use.
4.	Segregate working area and post warning signage.
5.	Before works commence, the engineer will consider if the wiring will be in containment or surface clipped and consult the Asbestos Register as appropriate. They will then agree the position for the Dualcom unit (normally adjacent fire alarm panel)
6.	The engineer will ensure relevant account is on test with G4S (or other monitoring station).
7.	Using the appropriate access equipment, the engineer will install power and signal cables to the Dualcom location.
8.	Using the appropriate tools and equipment, the engineer will install enclosure for Dualcom, including link to Fire Alarm Panel.
9.	The engineer will connect the 24v power cables to the fire alarm auxiliary 24 power supply terminals and fit the Dualcom and enclosure securely to the mounting surface using suitable fixings.
10.	The engineer will connect the signal cables to the Dualcom.



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DETAILED METHOD STATEMENT (Continued)	
11.	Following the manufacturer's instructions, the engineer will check the unit powers up correctly
12.	The engineer will check the fire and fault signals are sent when the fire alarm is triggered.
13.	The engineer will ask G4S (or the appropriate monitoring station) to put the system into service
14.	Once works complete waste and unwanted items will be removed from site and tools and equipment stored safely.
15.	The engineer will update their report and advise the responsible person at site regarding works carried out.
	IF IN DOUBT ASK

INSTALLATION OF DUALCOM RAMS 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:

.....

Sign:

.....

Print Name:

.....

Sign:

.....



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