



FIRE AND SECURITY LTD



CCTV ~ Access ~ Emergency Lighting ~ Fire & Intruder Alarms ~ Fire Extinguishers ~ Risk Assessments ~ Training

E & J Fire and Security Ltd
Unit 5
Rice Bridge Ind Est
Station Road
Thorpe Le Soken
Essex
CO16 0HH

Project/Contract	
Contractor	
Site Address	
Project Start Date	
Expected Duration	
Projected Completion Date	

	Name	Title	Signature	Date
Document Author				
Authorised by				
Authorised by				
Authorised by (for Client)				

Emergency Contact Details			
Contact			
Tel			
Mobile			

Data Protection Statement:

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Staff Information Sheet

The following method statement has been developed to provide a safe system of work and must be adhered to at all times. Any significant deviation from this system must first be authorised by your manager or safety representative.

**Please read the entire sheet before beginning the procedure.
if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are:-

- a) Falling from height.
- b) Injury from incorrect manual handling.
- c) Injury from slips trips and falls.
- d) Contact dermatitis from exposure to wet concrete and dust.
- e) Disease from standing/stagnant water.
- f) Injury from the incorrect actions of other contractors on site.
- g) Injury to members of the public during operations.
- h) Injury from machine hazards.

Preventative Measures you must take

- a) You must be “competent” to carry out the requested task.
- b) You must NOT carry out working at height alone.
- c) Barriers erected around the work area if deemed necessary by the foreman or safety officer to protect tenants, public or the workforce.
- d) You must not lift beyond your capabilities, get help if necessary.
- e) Visitors and other members of staff are prohibited from entry unless accompanied by competent person. All visitors issued with personal protective equipment.
- f) You must read and be familiar with the Safety Data Sheets for chemicals and equipment used or installed by staff, which contains first aid, fire fighting, and accidental release measures.

Personal Protective Equipment you must wear

- a) High visibility clothing.
- b) Hard hat (within construction areas).
- c) Ear protectors (within noisy areas).
- d) Safety foot ware.
- e) Safety eye ware (when cutting, grinding or creating a dusty environment).

Environmental Protection Measures you must take

- a) You must dispose of waste and spoil to the designated area or skip provided for waste.

Environmental Protection Measures you must take

- a) Adhere strictly to the following procedure to ensure quality of service.
- b) If in doubt contact your manager for clarification before proceeding.

Task Description

This method statement describes the work process for the installation and maintenance of:-

- Portable fire extinguishers.
- Fire alarm systems.
- CCTV systems.
- Door access systems.
- Intruder alarm systems.
- Safety Signage.

Staff & Training

The projects will be carried out by staff from or on behalf E&J Fire and Security Ltd. All members of staff are experienced and hold the appropriate qualifications and experience to undertake the task given to them. A site manager will be appointed to each contract who will be responsible for quality and safety. Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained.

PPE

All site workers will wear the appropriate PPE listed within the staff information sheet. It is the responsibility of staff to ensure their PPE equipment is in good order and to report and defects instantly to E&J Fire and Security Ltd.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site by the principal contractor and will follow all site rules and safety procedures.

Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principal contractor, it may be necessary occasionally for your company to identify suitable local amenities.

First Aid

It is the responsibility of all sub contractors to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended an HSE approved course of at least four days' duration and he/she will re-train at least every three years on a course of not less than two days.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so. Often principal contractors will ensure sufficient first aid cover for sites under their control.

Identification

Staff will wear E&J Fire and Security Ltd I.D cards and/or the sites I.D badges if specified, to be shown on request.



Assessor	Print Name:	Date Of Assessment:	
	Signed:	Need to be re-assessed during the term of works ?	Yes / No

Site, Individual Persons or Groups Affected

Hazards/Consequences	Existing Control Procedures	Likelihood (a)	Severity (b)	Residual (a x b)	Priority

IF THE RESIDUAL RISK IS NOT TOLERABLE PLEASE CONTACT YOUR SUPERVISOR BEFORE UNDERTAKING ANY WORK

Risk Assessment Notes:

Likelihood		Severity		Priority	
1	Highly Unlikely	1	Trivial	1	Urgent action – (Risk no 15 – 25)
2	Unlikely	2	Minor Injury	2	High Priority – (Risk no 10 – 12)
3	Possible	3	Over 3 day Injury	3	Medium Priority – (Risk no 8 – 9)
4	Probable	4	Major Injury	4	Low Priority – Risk no (2 – 6)
5	Certain	5	Incapacity or Death	5	Very Low Priority– No Action required (Risk no 1)