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FIREQUEEN
The Fire Extinguisher People

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Inspection & Minor Repair of Fire Alarms & Emergency Lighting

Method Statement

Issued to:
This is a Generic Document

Issued by:
Fire Queen Limited | 23 –37 Broadstone Road | Stockport SK5 7AR

Project:
As required. This is a generic document

Commencement of Works:
Scheduled Maintenance: Bi-Annual Service Visits & Reactive Callout: Dates not predetermined.

Duration:
As required. This is a generic document

Personnel involved:
Usually 1 or 2 Service Engineers

On site supervisor:
Jan Myatt Mobile 07535 696 505

Head Office contact:
Tony Millen Mobile 07775 533 006

Declaration:

Prior to commencement of any work, all personnel must read this Health & Safety Plan, associated Method Statement & any pertinent Risk Assessments.

Objective of the work covered by this Plan:

Fire Alarm Maintenance &/or Emergency Lighting Maintenance.

Areas of work:

Works are carried out in numerous areas, dictated by the position of existing equipment & any specified new equipment.

Timing of work:

TBA

Annexed to this Document:

Relevant Risk Assessment

Sub-contract Activities:

N/A

Distribution:

Customer, Fire Queen Technician

General Safety:

All work performed in accordance with the requirements of the following where applicable:

All Statutory Regulations

The Construction, Design & Management Regulations

Site Specific Safety Rules & Procedures

Immediately before work commences on site, all personnel will attend the applicable Safety Induction Briefing (if applicable).

The necessary PPE equipment will be worn at all times.

Personnel:

All personnel are appropriately briefed, competent & appropriately qualified for the tasks performed & the plant used. Personnel will include the following:

Nominated Fire Queen Site supervisor (where applicable)

Nominated Fire Queen Technician/s

Nominated & approved sub-contractors (where applicable)

Access to working areas:

Personnel access to each area will be via the established pedestrian & vehicular access routes

Scope of work:

Overview

Service Maintenance of Fire Alarm System &/or Emergency Lighting (Inc minor repairs, alterations & additions.

Task

To examine & complete routine maintenance checks of the Fire Alarm &/or Emergency Lighting systems in accordance with the schedules set out in BS5839-1 & BS5266-1 respectively

Critical Stages

General

1. Contact the site representative on arrival, sign in & undertake induction if necessary.
2. Collect permit to work if required.
3. Isolate electrical circuits using the following steps. In addition, the "***Guidance on the Management of Electrical Safety & Safe Isolation Procedures for Low Voltage Installations | Best Practice Guide***" must be adhered to.
    a. Check it is safe & acceptable (with the occupier/user) to isolate. If the isolator is an off-load device, remove the load. Open the means of isolation for the circuit/s to be isolated & secure with the isolating device in the open position, with a lock or other suitable means.
    b. Prove the correct operation of a suitable voltage detection instrument, against a known voltage source such as a Proving Unit.
    c. Using a voltage detection instrument, check that there is no dangerous voltage present on any circuit conductor to be worked on. It is important to confirm that conductors are not energised, e.g. due to a wiring fault. Check terminal voltages between (1) earth & live, (2) neutral & live & (3) earth & neutral.
    d. Prove the voltage detection instrument again against the known source to check that it was functioning correctly when the circuit/s were tested for the presence of voltage.
        i. In practice, the equipment being worked on is likely to be remote from the consumer unit, e.g. a socket outlet located remotely from the means of isolation. In this case, it is necessary to check that all the socket outlet terminals are dead.
        ii. When checking for a voltage between an earth terminal & live (including neutral) terminals, the test probe should make contact with the earth terminal first, to reduce the risk of the remaining probe becoming live.

Cabling & Trunking

1. If required, plan routes for new/replacement cable runs from the existing alarm units to the location of the new/replacement units. This will involve looking for voids or trunking that could be used to conceal the new cable & also using a detector to check for concealed wires or pipework. Where ladder is used to reach the area to be worked on, ladder will be footed by 2nd operative. Three points of contact to be maintained.
2. If the checks are OK, proceed to drilling holes in existing walls large enough to pass cables through.
3. Run the cable along the route to the length that is required & cut cable from the reel.
4. Repeat step 5 as necessary.
5. Take measurements of the lengths of trunking required & cut to length.
6. Remove the top cover of the trunking & peel tape off of the self-adhesive side. Place it level on the wall/ceiling.
7. Drill holes through trunking into walls/ceiling at 450mm intervals (or joist spacing when fixing to ceilings – this will be located using a joist detector). Insert plugs & then screw in to give extra fixing strength.
8. Place cable inside trunking and replace trunking cover.

Devices & Equipment

1. At the end of cable runs, the device bases or equipment will be drilled into & screw fixed into position.
2. The new units may then be terminated & fitted accordingly.
3. The system may then be tested & re-energised.
4. Waste & unwanted items will be removed from site; tools & equipment safely stowed.
5. If required, contact the site representative to cancel permit to work.

Effects on site:

Existing systems

Yes. The main lighting system may be powered down for the duration of the discharge test.

Existing environment

For the duration of this project the environment will not be affected.

Existing structures

It may be necessary to drill fixing holes for cables &/or control units, there will be no foreseen effect on the existing structures.

Safe system of working:

Before commencement of any work, all Fire Queen Personnel will be briefed accordingly. A safety induction may also be provided at the discretion of the customer.

If necessary, areas of work will be suitably cordoned off whilst the work takes place.

The testing &/or repairs will commence only after Fire Queen Personnel have verified that all-necessary safety precautions have been met.

Access to place of work:

All vehicles will be parked in designated car park areas

All speed limits & road signs will be strictly adhered too

Seat belts will be worn at all times whilst driving around the site

Consultation:

Fire Queen Personnel will attend the necessary site specific induction courses

Fire Queen Personnel will be informed of any risks or changes to procedures, which may effect them.

Fire Queen Personnel will keep the Customer informed of any issues, which may arise.

Fire Queen Personnel will be made aware of this document.

Workplace Protection:

If necessary, Fire Queen Personnel will cordon off particular areas of work, however we aim to cause as little disruption as possible.

Materials / Substances / Agents:

Hazardous materials will not be used on this project.

Electricity:

Isolation of power sources in & around the area of work will be carried out in strict accordance with site rules.

Fire Queen Personnel will not be working on live equipment.

Customers are responsible for all mains supplies.

Fire Precautions:

Fire Queen Technicians' should be briefed as to the Customers' fire action plan on arrival.

Fire Queen Technicians' activities or equipment do not present a fire risk.

Plant and Equipment:

Typically, a battery drill may be used for installing replacement equipment & devices.

Extendable poles will be used wherever possible to negate the need for height access equipment.

Basic hand tools & electrical test meters will be in use.

Housekeeping and tidiness:

The working areas will be kept clean & tidy at all times.

Materials & equipment will be stored in a safe manner.

Debris & redundant equipment will be removed from site & disposed of in the proper manner by the Fire Queen Technician.

Personnel Protective Equipment:

Checklist

Head protection

Face/eye protection

Hearing protection

High Visibility Vest

Safety Boots

Any other job specific PPE

Weatherproof clothing will be supplied as conditions require

Supervision:

Site supervision is not normally required on routine jobs; technicians usually work alone. Each Technician has backup support via mobile telephone. If a specific job requires it, a site supervisor will be appointed.