

# Fire Alarm Installation Method Statement

Guidance Note 9

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## **Fire Alarm Installation Method Statement**

### **A Basic Guide to preparation**

#### **Introduction**

This Guidance Note gives practical information about creating a method statement.

A completed sample template has been included in Appendix 1 and a blank template in Appendix 2. If you wish to use the template in Appendix 2 to construct your own documents, you must ensure that all references to **Santia Accreditation** have been removed and the final documents are clearly incorporated into your existing safety management system.

A method statement is an ideal way of recording the hazards involved in a specific work activity and communicating the risk and precautions required to all those involved in the work, including those undertaking the work and their immediate managers.

A method statement should be developed in conjunction with a risk assessment and together these demonstrate a safe system of work. The method statement needs to be clear, no longer than necessary, and not over complicated. The document should avoid ambiguities or generalisations, which could lead to confusion, and layout a step-by-step sequence of work to describe how the activity is to be carried out safely.

#### **Format**

The actual format is dependent on the work being undertaken and the organisational arrangements in place but generally the following headings should be present:

- Organisation/company in control of the operation
- Named individual responsible for the activity and its safety
- Name of method statement originator and authorisation date
- Arrangements for changing/deviating from method statement
- General description of activity
- Location of activity including access and restrictions
- General working environment considerations, e.g. temperature and wind speed
- Protection of others, e.g. members of the public
- Emergency procedures, including location of emergency equipment
- Identity of operatives (and any specific training or certification required)
- Requirements for Personal Protective Equipment
- Plant and equipment used, including safety precautions and restrictions
- Materials information e.g. hazard information and storage/transport requirements
- Work sequence, including associated risks and required control measures for each stage
- Safety checks/clearances at specific stages
- Final clearance that activity is completed to specification
- Any other additional information that may be relevant.

The list above is not exhaustive and a method statement may or may not include each and every item. However, as a minimum it must achieve the following objectives:

- It should be up to date, identifiable and its source accountable.
- It should contain the sequence of works.
- It should identify the associated risks and control measures.
- It should state actions/authorisation required to deviate from method statement.

Appendix 1 is a sample method statement. It can be as simple or as detailed as the job/risk requires, so long as it meets the four main objectives.

## Appendix 1

### Fire Alarm Installation Method Statement

Contract Manager: Joe Bloggs	Site Supervisor: David Jones	
Originator: Joe Bloggs	Position: Contracts Manager	Date: 01/11/2013
<p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p>		
<p>Planned Task/Activity Description:</p> <p>Extension of Fire Alarm system to first floor office area.</p>		
<p>Location and Access: (attached plan as appropriate)</p> <p>Located at right side of building, on the first floor. Access via main entrance at front of building.</p>		
<p>Working Environment &amp; Restrictions:</p> <p>Safe system of work must be followed for stepladder work. Staff must be informed of drilling noise. Staff on site must be informed when turning off mains supply.</p>		
<p>Protection of others:</p> <p>Tools and trailing cables kept out of the way of persons passing work areas. Hazard notices will be displayed. All staff to be informed before fire bell is tested.</p>		
<p>Emergency Procedures:</p> <p>Normal evacuation procedure applies – check the procedures in force in the building.</p>		
<p>Operatives/Competence:</p> <p>2 operatives required with training in BS 5839</p>		
<p>Personal Protective Equipment:</p> <p>Safety Footwear, General Protective Gloves, Safety Goggles.</p>		
<p>Plant &amp; Equipment:</p> <p>Stepladder, Cordless Drill.</p>		
<p>Materials Handling/Storage &amp; Safety Information:</p> <p>Stepladder and Cordless Drill must be checked before commencing work.</p>		

Critical Stages: (must be undertaken in correct sequence)

1. Contact site representative on arrival and undertake induction
2. Collect permit to work
3. Isolate electrical circuit to existing fire alarm at circuit protective device, remove and keep fuse and place warning sign
4. Plan the route for the new cable run from the existing alarm units to the location of the new units. This will involve looking for voids or trunking that could be used to conceal the new cable and 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 2<sup>nd</sup> operative. Three points of contact to be maintained.
5. If the checks are OK, proceed to drilling holes in existing walls large enough to pass cables through.
6. Run the cable along the route to the length that is required for the new sounder and cut cable from the reel
7. Repeat step 5 for the length of cable required for the new detectors.
8. Take measurements of the lengths of trunking required and cut to those lengths.
9. Remove the top cover of the trunking and peel tape off of the self-adhesive side. Place it level on the wall/ceiling.
10. 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 and then screw in to give extra fixing strength.
11. Place cable inside trunking and replace trunking cover.
12. At the end of the cable runs, the sounder and detector bases will be drilled into and then screwed into the wall or ceiling joist.
13. The new units will then be wired up to the new system and fitted to their bases.
14. The system will then be re-energised and tested.
15. Waste and unwanted items will be removed from site and tools and equipment safely stored.
16. Contact site representative to cancel permit to work.

Final Clearance: (Work/Activity completed to satisfaction).

Name

Position:

Date:

## Appendix 2

### Blank Method Statement Template

Contract Manager:		Site Supervisor:
Originator:	Position:	Date:
<p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p>		
Planned Task/Activity Description:		
Location and Access: (attached plan as appropriate)		
Working Environment & Restrictions:		
Protection of others:		
Emergency Procedures:		
Operatives/Competence:		
Personal Protective Equipment:		
Plant & Equipment:		
Materials Handling/Storage & Safety Information:		
Critical Stages: (must be undertaken in correct sequence)		
Final Clearance: (Work/Activity completed to satisfaction).		
Name	Position:	Date:

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