



*Fire Safety Consultants*

## Health and Safety Method Statement and Risk Assessment

The normal approach to fire risk assessments undertaken by C. S. Todd & Associates Ltd (CSTA) is as follows.

Fire risk assessments involve the gathering and analysis of information gained from both meetings/discussions with people in the client's organisation and their contractors and from an inspection of the workplace.

It is normal to commence a fire risk assessment by holding a meeting with relevant people such as the person responsible for fire safety in the premises and those responsible for testing and maintenance of fire systems and equipment. At this meeting, information will be sought with regard to the following:

- Number of staff and other occupants in the building.
- Any persons at special risk such as young people and disabled people.
- Fire policy.
- Fire procedures and emergency plans.
- Staff fire training and instruction.
- Fire drills and exercises.
- Testing and maintenance of fire protection systems and equipment. Inspection and maintenance of fire doors and other physical fire precautions.
- Inspection and maintenance of equipment and systems that have a bearing on the hazard from fire in the premises such as the electrical installation, portable electrical appliances, lightning protection and boilers and other mechanical services plant.
- Precautions applied to contractors and others carrying out works in the premises.
- Records of training, drills, inspections and tests/maintenance.

Following this, the premises will be assessed. This will involve a visual inspection of readily accessible areas. There will be no destructive exposure. Concealed spaces such as roof voids and false ceiling voids would only be inspected on a sampling basis and then only where easily accessible. Use of ladders would not normally be involved, unless available on site and with the agreement of the client, or if taken to site by the consultant at the express request of the client.

### C.S. Todd & Associates Ltd

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Certificate Number 860  
ISO 9001

Where possible and where necessary, all rooms and spaces would be inspected. However, this would be dependent on the availability of keys for locked rooms. In the event that it is not feasible to inspect all rooms, this would be highlighted in the report if the extent of such rooms was considerable, or the nature of the rooms was such that the lack of access could be significant.

More extensive inspection, including in concealed spaces, would only take place if this was an express requirement of the client brief. A building surveyor might be employed by CSTA under these circumstances. Any need for more extensive inspection of such areas might necessitate ladders being brought to site if none were available on site or suitable for this purpose.

No testing of fire safety systems or equipment would be undertaken as part of a fire risk assessment. However, where appropriate, emergency lighting test keys might be used to establish the extent of the emergency escape lighting. More detailed engineering evaluation of systems may be recommended. Where this is undertaken by CSTA, testing might be required but would always be undertaken with the agreement of the client and with the assistance of those responsible for the systems to ensure that should there be any problems stemming from the tests these can be rectified.

The hazards encountered in carrying out such inspections are usually very limited but may include tripping and falling. Working at heights would not normally be necessary (although use of ladders and steps might be involved to a limited extent).

Access to roofs and plant rooms can be involved, although not for carrying out prolonged working. A degree of lone working may be involved; inspections normally take place during normal working hours, but the timetabling of these actions might be affected by site circumstances.

The consultants we employ are generally mature persons who have had a substantial background in fire safety engineering or in the fire service and are able to operate on a lone-working basis, recognising hazards and associated risks, when at a client's premises.

Consultants must inform management if they have COVID 19 (Coronavirus) symptoms or have had a positive lateral flow or PCR test. Consultants should not enter a place of work if they have COVID 19 (Coronavirus) symptoms or a positive lateral flow or PCR test.

Consultants would comply with the client's rules where it is necessary to be accompanied (e.g. if accessing HV areas).

Consultants would ensure that their presence in the building is known and would normally ensure that they inform the client (e.g. when handing in access badges) that they are leaving site.

Consultants carry mobile telephones which would enable them to summon assistance if in difficulty when working alone. The day-to-day whereabouts of each consultant would be known by the CSTA office.

Consultants would establish from the client any site safety rules that might apply and would attend safety induction briefings or other appropriate training, by site staff or other contractors, if required.

Consultants do not generally carry their own personal protective equipment (PPE) and are aware that this is generally considered to be a basic approach to health and safety protective practices. Consultants will utilise PPE where there is a basic necessity to use such protection in any premises or area as required. The consultant can use relevant (in date) PPE equipment as provided by the client at premises or, if necessary, can obtain such relevant equipment as advised by the client, in advance of the assessment.

Overall, the magnitude of the hazard arising from carrying out a fire risk assessment is considered to be very low. Given the control measures, the likelihood of a significant accident or injury is considered to be very low. The risk is therefore considered to be very low.

Whilst this policy is specific to fire risk assessments, many of the factors apply to any site work that the consultancy undertakes and the approach to mitigate risks is the same.

## RISK ASSESSMENT

**Activity:** Fire Risk Assessment Inspections

**Assessed By:** David Norgate, EngTech, MIFireE

**Date of Assessment:** 18<sup>th</sup> June 2024

1. HAZARD	2. ACTIVITY	3. CONTROLS	Likelihood	Consequence	Risk
Slips Trips and Falls	Moving around premises, site or buildings.	<ul style="list-style-type: none"> <li>• Experience and training (substantial experience as a fire inspection officer/firefighter/fire consultant and risk assessor).</li> <li>• Dynamic risk assessment/judgement/observation concerning terrain and surfaces underfoot, trip hazards and kerbs, ledges or varying levels.</li> <li>• PPE (Hi Vis Jacket, Safety Shoes/boots, where necessary).</li> </ul>	Low	Moderate Harm	Tolerable
Contact with machinery, systems or apparatus.	Testing evaluation or sampling of systems. <ul style="list-style-type: none"> <li>• Assessor is unlikely to personally contact or operate such systems. Will monitor operation by site personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety briefing by site personnel where specific hazards are present.</li> <li>• Experience and training.</li> <li>• Dynamic risk assessment/judgement/observation.</li> <li>• PPE (Gloves, safety glasses, where necessary).</li> </ul>	Low	Moderate Harm	Tolerable
Struck by vehicles, moving machinery, equipment, other personnel, other items or falling debris or items.	Moving around premises, site or buildings. <ul style="list-style-type: none"> <li>• Assessor is unlikely to personally contact or operate such systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety briefing by site personnel where specific hazards are present.</li> <li>• Site/premises general safety arrangements (Traffic management, cordons etc.).</li> <li>• Experience and training.</li> <li>• Dynamic risk assessment/judgement/observation.</li> <li>• PPE (Hardhat, Hi Vis jacket, safety glasses, where necessary).</li> </ul>	Low	Moderate Harm	Tolerable

Contact with power or heat sources. (Electricity, gas etc).	<p>Moving around premises, site or buildings.</p> <ul style="list-style-type: none"> <li>Assessor is unlikely to personally contact such systems.</li> </ul>	<ul style="list-style-type: none"> <li>Safety briefing by site personnel where specific hazards are present.</li> <li>Specific PPE provided by site personnel.</li> <li>Site/premises general safety arrangements.</li> <li>Experience and training.</li> <li>Dynamic risk assessment/judgement/observation.</li> <li>PPE (Hi Vis Jacket, safety shoes, gloves, where necessary).</li> </ul>	Low	Slight Harm	Trivial
Contact with harmful substances (chemical, biological, toxic, waste or other hazard).	<p>Moving around premises, site or buildings.</p> <ul style="list-style-type: none"> <li>Assessor is unlikely to personally contact such substances.</li> </ul>	<ul style="list-style-type: none"> <li>Safety briefing by site personnel where specific hazards are present.</li> <li>Specific PPE provided by site personnel</li> <li>Site/premises general safety arrangements.</li> <li>Experience and training.</li> <li>Dynamic risk assessment/judgement/observation.</li> <li>PPE (Hi Vis Jacket, safety glasses, safety shoes, gloves, where necessary).</li> </ul>	Low	Slight Harm	Trivial
Contact with asbestos.	<p>Moving around premises, site or buildings.</p> <ul style="list-style-type: none"> <li>If Assessor is advised or becomes aware that there are areas where free asbestos fibres are present or arrangements are not satisfactory, the Assessor will not access the relevant areas and/or may leave the premises or site and inform C S Todd and Associates Director.</li> </ul>	<ul style="list-style-type: none"> <li>Examination of the asbestos register, where applicable.</li> <li>Safety briefing by site personnel where asbestos is present (as noted within site register).</li> <li>Dynamic assessment.</li> </ul>	Low	Slight Harm	Trivial

Working at height.	<p>Inspecting specific areas, equipment, operations or activity.</p> <ul style="list-style-type: none"> <li>Assessor is unlikely to undertake such operations unless a specific request is made and a suitable ladder or platform is provided.</li> <li>CSTA provide step ladders to consultants.</li> </ul>	<ul style="list-style-type: none"> <li>Specific PPE and safety apparatus provided by site personnel with full briefing as to use.</li> <li>Site/premises general safety arrangements.</li> <li>Experience and training.</li> <li>Dynamic risk assessment/judgement/observation.</li> <li>Site/premises general safety arrangements.</li> <li>Consultants are responsible for an annual visual check. SMT are to be advised of any actions.</li> </ul>	Low	Slight Harm	Trivial
Noise	<p>Moving around premises, site or buildings.</p> <ul style="list-style-type: none"> <li>Testing evaluation or sampling of systems.</li> </ul>	<ul style="list-style-type: none"> <li>Specific PPE provided by site personnel with full briefing as to use.</li> <li>Safety briefing by site personnel where specific hazards are present.</li> <li>Site/premises general safety arrangements.</li> <li>Experience and training.</li> <li>Dynamic risk assessment/judgement/observation.</li> </ul>	Low	Moderate	Tolerable
Confined spaces	<p>Moving around premises, site or buildings.</p> <ul style="list-style-type: none"> <li>Assessor is unlikely to access confined areas or spaces.</li> </ul>	<ul style="list-style-type: none"> <li>Safety briefing by site personnel where specific hazards are present.</li> <li>Site/premises general safety arrangements.</li> <li>Experience and training.</li> <li>Dynamic risk assessment/judgement/observation.</li> </ul>	Low	Slight Harm	Trivial
Lone Working	<p>Moving around premises, site or buildings.</p>	<ul style="list-style-type: none"> <li>Assessor carries mobile telephone, for contact in emergency.</li> <li>C. S. Todd office staff are aware of assessors' visits on daily basis.</li> <li>On-site attendance will be booked with C. S. Todd office or client's specific contact point for sites as necessary.</li> </ul>	Low	Moderate	Tolerable

Proximity to water danger of drowning.	Moving around premises, site or buildings.	<ul style="list-style-type: none"> <li>• Safety briefing by site personnel where specific hazards are present.</li> <li>• Specific PPE provided by site personnel with full briefing as to use.</li> <li>• Site/premises general safety arrangements.</li> <li>• Experience and training.</li> <li>• Dynamic risk assessment/judgement/observation.</li> </ul>	Low	Slight Harm	Trivial
Contact with aggressive persons, danger of injury.	Moving around premises, site or buildings.	Site/premises general safety arrangements. <ul style="list-style-type: none"> <li>• Experience and training.</li> <li>• Dynamic risk assessment/judgement/observation.</li> </ul>	Low	Slight Harm	Trivial
Contact with animals insects or other organisms.	Moving around premises, site or buildings. <ul style="list-style-type: none"> <li>• Assessor is unlikely to personally contact such media.</li> </ul>	<ul style="list-style-type: none"> <li>• Site/premises general safety arrangements.</li> <li>• Experience and training.</li> <li>• Dynamic risk assessment/judgement/observation.</li> </ul>	Low	Slight Harm	Trivial
Covid 19 Infection from Covid-19 virus	Surveying Occupied Buildings  Information Meetings or on-site Guidance	<ul style="list-style-type: none"> <li>• No work to be carried out if Assessor has coronavirus symptoms or a positive lateral flow or PCR test.,.</li> <li>• Consultants will follow client specific requirements at sites.</li> </ul>	Low	Moderate	Tolerable
Covid 19 Infection from Covid-19 virus	Surveying Occupied Buildings  Fire Assessor	<ul style="list-style-type: none"> <li>• No work to be carried out if Assessor has coronavirus symptoms or a positive lateral flow or PCR test.</li> <li>• Consultants will follow client specific requirements at sites.</li> </ul>	Low	Moderate	Tolerable
Covid 19 Infection from Covid-19 virus	Surveying Occupied Buildings  Infection of building occupants	<ul style="list-style-type: none"> <li>• No work to be carried out if Assessor has coronavirus symptoms or a positive lateral flow or PCR test.</li> <li>• Consultants will follow client specific requirements at sites.</li> </ul>	Low	Moderate	Tolerable

	Infection from building occupants	<ul style="list-style-type: none"><li>• No work to be carried out if Assessor has coronavirus symptoms or a positive lateral flow or PCR test.</li><li>• Consultants will follow client specific requirements at sites.</li></ul>	Low	Moderate	Tolerable
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Potential consequences of incident → Likelihood of incident ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

In this context, a definition of the above terms is as follows:

**Low:** Unusually low likelihood of incident as a result of negligible likelihood of incident.

**Medium:** Normal hazards for this type of activity, with hazards generally subject to appropriate controls (other than minor shortcomings).

**High:** Lack of adequate controls applied to one or more significant hazards, such as to result in significant increase in likelihood of an accident.

In this context, a definition of the above terms is as follows:

**Slight harm:** Occurrence of incident unlikely to result in serious injury or death of any occupant.

**Moderate harm:** Occurrence of incident could foreseeably result in injury (including serious injury) of one or more persons, but it is unlikely to result in multiple fatalities.

**Extreme harm:** Significant potential of serious injury or death of one or more persons.

Risk Level	Action and Timescale
<b>Trivial</b>	No action is required, and no detailed records need be kept.
<b>Tolerable</b>	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
<b>Moderate</b>	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</p>
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.