Your Company Ltd

RISK ASSESSMENT & METHOD STATEMENT

Fire Alarm System Installation - Office Block

Reference	EX0004
Issue	1
Assessment Date	14/11/2026
Review Date	14/11/2027
Client	Your Client Ltd
Site Location	Occupied office building, London
Assessor	Your Name, Health & Safety Manager

Executive Summary

Risk Assessment and Method Statement (RAMS) for the installation, cable routing, commissioning, and testing of an L1 fire alarm system in a 4-storey occupied office block in London. The works involve working at height, electrical testing, and drilling, with a specific focus on maintaining safety and minimising disruption in an occupied building environment.

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1. Project Details

Client:	Your Client Ltd	**Site Location:**	Occupied office building, London
Assessment Date:	14/11/2026	**Review Date:**	14/11/2027
Assessor:	Your Name, Health & Safety Manager	**Staff Count:**	3

2. Method Statement

Step 1: Site Induction & Setup — 3-person team to arrive at site, sign in with building management, and complete the site induction. Review the site Asbestos Register and confirm work areas for the shift.

Step 2: Segregation — Erect physical barriers and warning signage around the designated work area on the specific floor. Ensure fire escape routes for office occupants remain unobstructed.

Step 3: Service Scanning — Supervisor to use a CAT scanner to scan all proposed drilling locations for cable containment. Cross-reference with building layout plans.

Step 4: Containment & Cable Routing — Install cable containment (tray/conduit) using battery drills with M-Class on-tool extraction. Route fire-rated cables (FP200 or equivalent) throughout the 4 storeys. Work systematically floor by floor.

Step 5: Detector & Sounder Installation — Working from podiums or EN 131 stepladders, install bases and terminate cables for smoke detectors, heat detectors, manual call points, and sounders as per BS 5839-1 L1 design.

Step 6: Panel Installation — Two-person lift of the main fire alarm panel into position. Mechanically fix to the wall. Terminate all zone and loop cables into the panel while fully isolated.

Step 7: Mains Connection — ECS-carded operative to establish safe isolation, prove dead, and connect the panel to the dedicated mains spur.

Step 8: Commissioning & Testing — Power up the system. Conduct dead testing, followed by live testing. Perform cause-and-effect matrix testing out-of-hours to prevent occupant disruption.

Step 9: Handover & Housekeeping — Clear all tools, offcuts, and packaging. Complete BS 5839-1 commissioning certificates and O&M manual handover to building management.

Resources Required

- 3x Operatives (1x Site Supervisor, 2x Installation Technicians)
- EN 131 Professional Stepladders & BS 8620 Podium Steps
- Battery operated SDS drills with M-Class dust extraction attachments
- CAT Scanner (cable avoidance tool)
- Two-pole voltage indicator and proving unit (GS38 compliant)
- Fire-rated cable, L1 system devices, and control panel
- Physical barriers and warning signage

Site Setup

Sign in at the main reception. Transport materials via the goods lift to the designated storage area. Establish a mobile exclusion zone using barriers around the active work area on each floor. Welfare facilities (toilets, canteen) to be provided by building management as agreed.

3. ALARP Justification

As Low As Reasonably Practicable (ALARP) Declaration

All identified hazards have been assessed and their risks reduced to As Low As Reasonably Practicable (ALARP). High-risk activities such as electrical connection and drilling have been controlled through strict safe systems of work (isolation, scanning, M-class extraction) and competency requirements. Segregation of the occupied areas ensures public safety. Further risk reduction would require full building closure, which is grossly disproportionate to the residual risk given the effectiveness of the current control measures.

4. Risk Matrix Reference

	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

1-5 Low 6-12 Medium 15-25 High

5. Risk Assessment

1. Working at Height - Stepladders and Podiums

16 HIGH → 4 LOW

Description	Falling from height whilst routing cables or installing ceiling-mounted smoke detectors, leading to fractures or serious injury.		
Persons at Risk	Staff		
Control Measures	• Use only EN 131 Professional standard stepladders or BS 8620 compliant podium steps; domestic class ladders are strictly prohibited. • Inspect all access equipment before use and record on a weekly register as per Work at Height Regulations 2005. • Maintain three points of contact whilst working on ladders; tool belts must be worn to keep hands free. • Ensure ladders are fully open, locking mechanisms engaged, and placed on firm, level ground.		
Initial Risk (Pre-Control)	Likelihood **4**	Severity **4**	Score **16** (High)
Residual Risk (Post-Control)	Likelihood **1**	Severity **4**	Score **4** (Low)

2. Electrical Safety - Live Commissioning

15 HIGH → 5 LOW

Description	Electric shock or burns whilst connecting the main fire alarm panel to the mains supply or during live cause-and-effect testing.		
Persons at Risk	Staff		
Control Measures	• Work strictly in accordance with the Electricity at Work Regulations 1989 and BS 7671 (IET Wiring Regulations). • Implement a strict safe isolation procedure (Lock Off, Tag Off) before undertaking any panel connections. • Prove dead using a proprietary two-pole voltage indicator and proving unit compliant with HSE GS38 guidelines. • Only ECS-carded and competent electricians to undertake mains terminations.		
Initial Risk (Pre-Control)	Likelihood **3**	Severity **5**	Score **15** (High)
Residual Risk (Post-Control)	Likelihood **1**	Severity **5**	Score **5** (Low)

3. Electrical Safety - Striking Buried Services

12 MEDIUM | 4 LOW

Description	Drilling into walls or ceilings to fix containment and striking hidden live electrical cables or pipework.		
Persons at Risk	Staff, Public		
Control Measures	• Scan all drilling locations using a calibrated Cable Avoidance Tool (CAT) prior to drilling, in line with HSG47 guidelines. • Consult building 'as-built' drawings and O&M manuals provided by building management before commencing structural drilling. • Use battery-operated drills or 110V equipment to reduce electrical risk to operatives if a strike occurs.		
Initial Risk (Pre-Control)	Likelihood **3**	Severity **4**	Score **12** (Medium)
Residual Risk (Post-Control)	Likelihood **1**	Severity **4**	Score **4** (Low)

4. Occupational Health - Asbestos Exposure

15 HIGH | 5 LOW

Description	Inhalation of asbestos fibres if Asbestos Containing Materials (ACMs) are disturbed whilst drilling into ceilings or walls.		
Persons at Risk	Staff, Public		
Control Measures	• Review the building's Asbestos Register prior to commencing any invasive works, as required by the Control of Asbestos Regulations 2012. • All operatives must hold valid, in-date UKATA or IATP Asbestos Awareness certification. • If suspect material is discovered, stop work immediately, evacuate the immediate area, and report to the Site Supervisor and building management. • Do not resume work until the material has been tested by a UKAS-accredited surveyor.		
Initial Risk (Pre-Control)	Likelihood **3**	Severity **5**	Score **15** (High)
Residual Risk (Post-Control)	Likelihood **1**	Severity **5**	Score **5** (Low)

5. Occupational Health - Silica and Nuisance Dust

12 MEDIUM | 3 LOW

Description	Inhalation of masonry dust whilst drilling fixings for cable containment, leading to respiratory irritation or long-term lung damage.		
Persons at Risk	Staff, Public		
Control Measures	• Use on-tool dust extraction (M-Class vacuum systems) for all masonry drilling, compliant with COSHH Regulations 2002. • Operatives to wear FFP3 face masks (EN 149) when drilling; operatives must be face-fit tested for the specific make and model of mask. • Ensure adequate ventilation in the work area and clean up residual dust immediately using M-class vacuums (dry sweeping is prohibited).		
Initial Risk (Pre-Control)	Likelihood **4**	Severity **3**	Score **12** (Medium)
Residual Risk (Post-Control)	Likelihood **1**	Severity **3**	Score **3** (Low)

6. Public Interface - Slips, Trips, and Falls

12 MEDIUM | 3 LOW

Description	Office staff or visitors tripping over trailing extension leads, tools, or cable drums left in corridors.		
Persons at Risk	Public, Staff		
Control Measures	• Erect physical barriers and warning signage around active work areas to segregate operatives from office staff. • Suspend cables using cable hooks or run them through protective cable ramps if crossing pedestrian walkways. • Maintain strict housekeeping standards; clear packaging, offcuts, and tools immediately after task completion. • Never leave tools or stepladders unattended in public corridors.		
Initial Risk (Pre-Control)	Likelihood **4**	Severity **3**	Score **12** (Medium)
Residual Risk (Post-Control)	Likelihood **1**	Severity **3**	Score **3** (Low)

7. Manual Handling - Cable Drums and Panels

12 MEDIUM → 6 MEDIUM

Description	Musculoskeletal injury from lifting heavy cable drums or the main fire alarm panel up 4 flights of stairs.		
Persons at Risk	Staff		
Control Measures	• Assess loads prior to lifting in accordance with the Manual Handling Operations Regulations 1992. • Use the building's goods lift to transport heavy cable drums and equipment to upper floors where possible. • Employ a two-person lift for the main fire alarm panel and any load exceeding 25kg or of awkward dimensions. • Use mechanical aids (trolleys, stair-climbers) for moving heavy equipment on level ground.		
Initial Risk (Pre-Control)	Likelihood **4**	Severity **3**	Score **12** (Medium)
Residual Risk (Post-Control)	Likelihood **2**	Severity **3**	Score **6** (Medium)

8. Occupational Health - Noise

12 MEDIUM → 6 MEDIUM

Description	Exposure to high noise levels from hammer drilling affecting operatives' hearing and disrupting office staff.		
Persons at Risk	Staff, Public		
Control Measures	• Provide ear defenders (EN 352) for operatives operating hammer drills, as per the Control of Noise at Work Regulations 2005. • Schedule noisy works (heavy drilling) outside of core office hours or during agreed windows with building management. • Limit trigger time for drilling tasks and rotate tasks amongst the 3 operatives.		
Initial Risk (Pre-Control)	Likelihood **4**	Severity **3**	Score **12** (Medium)
Residual Risk (Post-Control)	Likelihood **2**	Severity **3**	Score **6** (Medium)

9. Fire Safety - System Testing and Alarm Sounding

9 MEDIUM | 3 LOW

Description	Unscheduled sounding of the fire alarm during cause-and-effect testing causing panic, uncontrolled evacuation, and potential injury on stairs.		
Persons at Risk	Public		
Control Measures	• Coordinate all sounder testing with building management at least 48 hours in advance. • Building management to issue a site-wide broadcast/email warning office staff of the test to prevent unnecessary evacuation. • Conduct complete cause-and-effect matrix testing out-of-hours to comply with BS 5839-1 commissioning requirements without disrupting the occupied building.		
Initial Risk (Pre-Control)	Likelihood **3**	Severity **3**	Score **9** (Medium)
Residual Risk (Post-Control)	Likelihood **1**	Severity **3**	Score **3** (Low)

10. Hand-Arm Vibration (HAVS)

9 MEDIUM | 3 LOW

Description	Use of vibratory power tools (hammer drills) leading to Hand-Arm Vibration Syndrome over time.		
Persons at Risk	Staff		
Control Measures	• Select low-vibration tools maintained in accordance with PUWER 1998. • Monitor individual trigger times to ensure they do not exceed the Exposure Action Value (EAV) of 2.5 m/s². • Operatives to keep hands warm and take regular breaks from vibratory tools.		
Initial Risk (Pre-Control)	Likelihood **3**	Severity **3**	Score **9** (Medium)
Residual Risk (Post-Control)	Likelihood **1**	Severity **3**	Score **3** (Low)

6. Required PPE


Head protection


Eye protection


Ear protection


Respiratory protection


Hi-vis clothing


Gloves


Safety footwear

- Safety Boots (EN ISO 20345)
- Safety Helmet (EN 397)
- Hi-Vis Vest (EN ISO 20471)
- Safety Glasses (EN 166)
- Cut-resistant Gloves (EN 388)
- FFP3 Dust Mask (EN 149) - Face-fit tested
- Ear Defenders (EN 352)

7. Site Rules

1. Sign in and out at the building reception every day.
2. Review the Asbestos Register before undertaking any drilling.
3. No hot works without a specific permit to work from building management.
4. Barriers and signage must be used when working in occupied corridors.
5. No trailing cables across pedestrian walkways without cable ramps.
6. Maintain strict housekeeping; clean up dust and debris continuously.
7. No radios or loud music on site due to the occupied office environment.

8. Competency Requirements

Qualification	Description	Required For	Verification
ECS Card (Electrotechnical Certification Scheme) or CSCS equivalent	Validates electrical competence and core health and safety knowledge.	All electrical operatives and technicians.	Visual check of physical or digital card on day one by Site Supervisor.
FIA (Fire Industry Association) Certification or equivalent	Proof of competence in BS 5839-1 design, installation, and commissioning.	The operative responsible for commissioning the panel.	Certificate check prior to site deployment.
Asbestos Awareness (UKATA or IATP approved)	Basic training to identify and avoid disturbing Asbestos Containing Materials.	All operatives on site.	Verification of certificates (must be within last 12 months).
Emergency First Aid at Work (EFAW)	HSE-approved 1-day first aid training.	Site Supervisor.	Certificate review.

9. Regulatory Compliance

Regulation / Standard	Section	Relevance to This Assessment
Electricity at Work Regulations 1989	Regulation 14 — Work on or near live conductors	Mandates safe isolation and prohibits live working unless absolutely necessary and justified (e.g., during testing).
Work at Height Regulations 2005	Regulation 6 — Avoidance of risks from work at height	Requires equipment such as podiums and EN 131 stepladders to be inspected and used safely for high-level detector installation.
Control of Asbestos Regulations 2012	Regulation 5 — Identification of the presence of asbestos	Legally requires employers to identify asbestos before carrying out invasive work (drilling) to protect employees and occupants.
BS 5839-1:2017	Section 4 and 5 — Installation and Commissioning	Provides the strict British Standard methodology for installing, testing, and verifying L1 fire alarm systems.

10. Emergency Procedures

First Aid
First aid kit located with the Site Supervisor. First aider on site: Site Supervisor. Additional first aid available via building reception.

Fire Emergency
In the event of a real fire (differentiated from testing by a continuous unannounced alarm), evacuate via the nearest stairs. Do not use lifts. Proceed to the building's designated muster point.

Spillage Response
Not highly applicable for this dry installation, but general cleanup materials are kept in the site van for minor vehicle leaks.

Serious Injury
For minor injuries, administer first aid and record in the accident book. For major injuries, dial 999, do not move the casualty, and notify building management immediately.

Evacuation Point
Refer to the specific building induction; typically located in the main exterior plaza or car park.

Emergency Contacts
Site Supervisor: [Mobile Number], Building Facility Manager: [Number], Emergency Services: 999, HSE: 0345 300 9923

11. Inspection & Monitoring

Supervision Arrangements
Continuous on-site supervision by the designated working Site Supervisor (1 of the 3 operatives).

Inspection Schedule
Daily pre-use checks of all power tools, stepladders, and test equipment. Daily walkaround by the Site Supervisor to ensure barriers and exclusion zones are effective.

Responsible Person
Site Supervisor

Review Triggers
- Discovery of suspected asbestos.
- A strike on a hidden utility or service.
- Any complaints from building management regarding noise or disruption.
- Any accident or near-miss incident.

12. Incident & Near-Miss Reporting

Minor Injury
Administer first aid from the site kit. Log the incident in the site accident book. Report to the company H&S Manager at the end of the shift.

Serious Incident
Halt all works. Call 999. Do not move the injured person unless they are in immediate danger. Secure the area. Inform the Building Manager and the company H&S Director immediately.

Near-Miss Reporting
All near-misses (e.g., a falling tool, a near-strike of a cable) must be reported to the Site Supervisor immediately, recorded on the company near-miss form, and discussed at the following morning's briefing.

RIDDOR Reporting
The company H&S Director is responsible for submitting a RIDDOR report to the HSE within 15 days for over-7-day injuries, or within 10 days for specified severe injuries/fatalities. Report via www.hse.gov.uk/riddor.

Emergency Contacts
Site Supervisor: [Number], Building Manager: [Number], Company H&S Director: [Number], HSE Incident Contact Centre: 0345 300 9923

13. Applicable Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Work at Height Regulations 2005
- Electricity at Work Regulations 1989
- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992
- Control of Noise at Work Regulations 2005
- BS 5839-1:2017 - Fire detection and fire alarm systems for buildings
- BS 7671:2018+A2:2022 - Requirements for Electrical Installations

14. Toolbox Talk

Safe Installation of Fire Alarms in Occupied Buildings

10 minutes

Key Hazards	• Interacting with building occupants and preventing public slips/trips. • Working at height using stepladders and podiums. • Inadvertent asbestos exposure when drilling into building fabric. • Electrical shock during live testing and panel connection.
Key Controls	• Always set up barriers and signs before starting work on a corridor. • Check the asbestos register before the start of shift and scan for buried services. • Use M-class extraction for all drilling to control dust. • Implement lock-off tag-off procedures before panel termination.
PPE Required	• Safety Boots • Hi-Vis • Safety Glasses • FFP3 Masks (for drilling)
Key Message	We are working in a live, occupied environment. Professionalism, strict segregation of our work areas, and clear communication before testing alarms are critical to keeping everyone safe.
Discussion Points	• How do we safely route cables across a busy corridor? • What is the immediate action if you suspect you have drilled into an Asbestos Containing Material? • Who confirms it is safe to conduct sounder testing?

15. Site Staff Acknowledgment

I confirm that I have been inducted, understand the hazards identified, and agree to follow the control measures outlined in this assessment.

Name	Position	Date Signed	Verification
No staff acknowledgments recorded yet.			

Assessor Declaration & Client Acceptance

I confirm that this assessment has been prepared by a competent person and represents a suitable and sufficient assessment of the risks associated with the described work activity, in accordance with the Management of Health and Safety at Work Regulations 1999.

Prepared By (Assessor)	**Accepted By (Client / Principal Contractor)**
Your Name, Health & Safety Manager	
Name & Position	Name & Position
Signature	Signature
Date	Date