

When assessing the likelihood and severity, the following tables can be used for guidance:

LIKELIHOOD		
Probability	Description	Score
Very Likely	An almost certain chance of injury or accident	5
Probable	Unsafe behaviour or other factors will cause an injury	4
Possible	An incident may occur if the situation changes	3
Remote	Several factors need to be present for the incident to occur	2
Improbable	There is no real risk present	1

SEVERITY		
Severity	Description	Score
High	Causing death to one or more people	5
Major	A severe injury e.g. amputation, loss of sight, major fracture	4
Medium	Injury that may keep someone off work for more than 1 day	3
Low	Injury requiring first aid but no time off work	2
Nil	No risk of injury	1

	Risk Matrix	Potential Severity of Harm				
		5 High	4 Major	3 Medium	2 Low	1 Nil
Likelihood of Harm	5 Very Likely	25 High	20 High	15 Medium	10 Low	5 Trivial
	4 Probable	20 High	16 Medium	12 Medium	8 Low	4 Trivial
	3 Possible	15 Medium	12 Medium	9 Low	6 Low	3 Trivial
	2 Remote	10 Low	8 Low	6 Low	4 Trivial	2 Trivial
	1 Improbable	5 Trivial	4 Trivial	3 Trivial	2 Trivial	1 Trivial

Activity	Hazard	Persons at risk	Control measures	Likelihood	Severity	Rating
Overall awareness of location	Unfamiliarity with the site	Operatives	Reaction Fire Alarm engineers will ask about existing rules of the building or site (including written) and adhere to them, learning emergency procedures such as fire-escape routes, and will liaise where necessary to ensure that other personnel on site are aware of their presence and any associated risks.	Possible 3	Medium 3	Low 9
Testing of Fire Alarms	Electric shock	Operatives	Be aware that electricity cannot be seen – assume electrical equipment to be faulty and carry a risk of electric shock unless proven otherwise. In particular, assess the safety of the immediate environment before approaching the electrical equipment to be tested – suspend testing if dangers exist. Visually inspect the item for electrical danger such as damage to casing or flex, ingress of liquids or dust and for function.	Remote 2	High 5	Low 10
General activities	Asbestos	Everyone	Asbestos awareness as to company training policy, Reaction emergency light engineers will have to request the clients asbestos register before commencing work. As the testing is non evasive there will be no disruption to any asbestos particles.	Remote 2	Low 2	Trivial 4
General activities	Slips, trips and falls	Everyone	Safe working practice and awareness of environment, work areas to be kept organised and tidy, barriers to be used if required, correct foot ware to be worn at all times, good housekeeping techniques.	Possible 3	Medium 3	Low 9

Activity	Hazard	Persons at risk	Control measures	Likelihood	Severity	Rating
Working at heights	Falls	Operatives	Reaction fire alarm engineers should not work at heights – but in certain circumstances engineers may apply for permission to the management of Reaction Group so that work at height can occur if the work cannot be carried out in any other way. In this case due precautions must be taken, including that the equipment is fit for use, this equipment must also be checked for signs of damage and to ensure correct assembly before use. Reaction Fire alarm engineers will be provided with 6 metre test poles for testing high level detectors.	Remote 2	Low 3	Low 6
Manual Handling	Muscular, skeletal, cuts	Operatives	Unless an object is light enough in weight that, with assessment, one engineer can readily lift it, having first assumed a comfortable and correct posture, lifting or moving must not be attempted. Help from a second person, or if necessary, special equipment, must be arranged. Correct posture includes the bending of knees instead of using back muscles, and avoiding the need to reach or stretch while lifting. Refer to manual handling guide. Wear clothing that protects from damage, such as safety-boots, beware of sharp edges. Gloves and knee-pads must be carried as standard, and used where necessary. Safety goggles must be used where flying debris or particles likely.	Possible 3	Medium 3	Low 9
Lone Working or Out of Hours Work	Staff unable to promptly summon emergency assistance in the event of serious injury or sudden illness.	Operatives	Each operative should regard themselves as their own supervisor when working alone and supervise each other when working together. Before working alone, inform a responsible person on the premises or the office by telephone. State what you are doing and how long you anticipate it will take for them to raise an alarm if you have not reported back within the stated time period. and for them to raise an alarm if you have not reported back within the stated time period.	Possible 3	Medium 3	Low 9
General Activities	Noise	Operatives	Risks from noise to be eliminated at source or, where this is not reasonably practicable, hearing protection to be provided. Reaction engineers will be subjected to noise when testing sounders. Awareness of surroundings need to be taking into account as hearing protection reduce any audible warnings, site instructions must be adhered to.	Possible 5	Medium 2	Low 10



RISK ASSESSMENT

Additional site specific risks and key control measures IF REQUIRED.

[illegible]

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
All employees are site inducted and informed of the company's policy on safety health and the environment. The company safety health & environmental policy is made available to all employees and contractors involved in any work undertaken by Reaction. Employees and Contractors must have received a company induction and be provided with job specific information and where necessary be industry trained and competent. Toolbox talks training will be undertaken frequently	The site manager will ensure that all persons working in and around the projects tasks are well informed of all hazards and risks. All persons employed will be checked for suitability in relation to industry training and competence. Where site managers cannot be in attendance at all times, a responsible person will be appointed to ensure that safe working practices are maintained. A system of regular communication calls will be implemented throughout the duration of the project.
Physical Controls	Procedural Controls
Fire Extinguishers PPE such as boots, gloves, glasses, hard hats, coveralls, and face masks where necessary. Lifting aids. Double-insulated tools and equipment. Testing equipment. Barrier creams or other to protect hands. Barriers and signage to prevent others straying into the working areas. First Aid Kit. Means of communication e.g. land-line and mobile telephone links, plus radio if appropriate.	Assess safe working practice Risk Assessments and Safety Method Statement. Management and on-site supervision. Daily or more frequent housekeeping clearance of site. Emergency fire procedures and evacuation plan. Employ safe isolation procedures. Circuits must be verified dead before commencement of works. The operative will be required to make contact with base at pre-determined intervals throughout the duration of the activity Regular contact arrangements with on-site security (if any) Adhere to site specific health and safety procedures.
HSE & Other Guidance	Comments
BS 5831-1 Health and Safety at Work etc. Act 1974 Driving at Work Regulations 1996 Control of Substances Hazardous to Health Regulations 2002 Electricity at Work Regulations 1989 Manual Handling Operations Regulations (as amended) 1992. Construction (Design and Management) Regulations 2007 The Work at Height Regulations 2005. The Control of Noise at Work Regulations 2005	The following will be rigidly adhered to both in the operator training and practical application stages: BS5831-1 Electricity at Work Regulations 1989. IET Wiring Regulations (Current) Edition. Memorandum of Guidance on the Electricity at Work Regulations 1989.

RISK ASSESSMENT REVIEW**Assessment by:** Mike Holland-Porter**Position:** Technical Director**Date:** 14/02/2020**Review Date:** 14/02/2021

This risk assessment is to assist with the planning and management of visits to customer's premises. It identifies the common hazards and risks associated with Fire Alarm Testing activities and the primary means by which the risks are controlled.

Before undertaking the activity Reaction Engineers will also make an assessment of any significant risks which are specific to their particular task.

If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended risk assessment.



Mike Holland-Porter - Technical Director



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