

Fire Stopping Works

Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from Neo.

The following method statement has been developed to provide a safe system of work and must always be adhered to, any significant deviation from this system must first be authorised by your line manager or supervisor. **Please read the entire document before commencing work, if you have any questions please contact line your manager or supervisor.**

The main hazards to your safety and health are;

- Infection
- Potential presence of asbestos containing materials
- Injury from slips trips and falls
- Falls from height.
- Injury from Manual Handling
- Dusty environments
- Noise
- Risk of injury from sharps
- Injury to occupants & members of the public
- Strikes on Live or Concealed Services
- Lone working

Preventative Measures;

- You must be competent to carry out the task.
- The presence of any asbestos containing materials must be determined before works commence.
- You must read and be familiar with the COSHH assessment and manufacturers usage guidance for all substances in use.
- Warning signs must be placed at the entrance to the building and floor you are working on and on the corridors.
- Always wear appropriate Personal Protective Equipment
- Suitable dust protection measures must be in place including – Refer to Dust Control Measures for Common High-Risk Tasks

- Hot pipes to be avoided through use of covered sleeves / gauntlet gloves.
- Check to ensure not working near or around live services and do not use sharp ended tools to scrape or chisel material away, especially near live services.
- Use of CoverSafe Spark matting to be used where practicable when working over fragile surfaces. If not suitable stop and speak with line manager to agree alternate safe system of work.
- Maintain regular contact with your Line Manager/Supervisor

Personal Protective Equipment you must wear or have available;

- Gloves
- Safety footwear
- Eye Protection
- FFP3 RPE (half face dust mask)

Environmental Protection Measures you must take;

You must dispose of waste in accordance with the company's Environmental Policy.

Quality Control;

Adhere strictly to tQP024 & QP025. If in doubt, contact your line manager for clarification before proceeding.

Progress works in line with agreed Oneserve workflow. Reviewing all survey notes / attributes before proceeding.

Staff & Training;

Works will be carried out by staff from Neo. All members of staff are experienced. A Supervisor will be appointed to each contract and will be responsible for quality and safety.

Apprentices and young workers will be supervised and are not allowed to carry out tasks for which they have not been trained.

PPE;

All site workers will always wear safety footwear and protective clothing, other items of PPE such as eye protection and gloves are available to be worn as and when necessary.

Respiratory Protection Equipment (RPE) is to be worn where it is considered levels of dust will be at high concentrations - Refer to Dust Control Measures for Common High-Risk Tasks.

Preparation & Induction;

All members of staff required to work on any contract will have participated in a programme of induction training. Any queries or concerns related work methods or risks are to be raised with the Supervisor before works commence.

Lone Working;

When working alone in OCCUPIED premises staff (where possible) MUST sign into the Clients establishment to make the client aware of exactly where and how long they will be working. Where staff are working alone undertaking REACTIVE work at NIGHT or OUT of HOURS then the Manager who instructed the Operative to attend the work will ensure the engineers well-being (either site visit, telephone or works management system) on a regular basis. When possible, staff will report in regularly to Line Manager or Supervisor and advise of progress.

Lone workers must ensure prior to entering buildings that no risk accessing/egressing any building or individual property exists. Where possible initial confirmation of access through call interrogation to client or customer takes place.

Where staff feel that they are being physically threatened during lone working, stop work immediately, clear all tools and equipment and make the area as safe as possible then leave the area immediately and report to Line Manager/Supervisor as soon as it is safe to do so.

First Aid;

It is the responsibility of all Neo Supervisors to ensure adequate first aid provision for its staff and suitable first aid equipment is supplied to all employees as required along with emergency instructions and accident procedures.

Manual Handling;

All staff are instructed on the potential dangers of manual handling. Staff will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller pieces or dual lifted where this is not possible.

Working from Ladders & Step Ladders;

All staff are made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. Staff are required to read and understand HSE leaflet INDG402 The Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders. Ladders shall only be used for light work of short duration or otherwise as a means of access to scaffolding; ladders will be tied off at the top to prevent slippage.

Working at height;

All employees have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height, and it is the responsibility of the Supervisor to ensure conditions are safe before allowing any work at height to take place.

All company equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately.

CoverSafe Spark Mats

When working in areas where fragile surface(s) exist and a requirement to work over these surfaces is required, such as roof spaces over plasterboard ceilings, then these areas must be fully protected using CoverSafe Spark matting.

All employees that are likely to access these areas will receive induction training on the correct use and application of the system and issue of the required numbers of matting to perform the work safely. Instruction will include physical demonstration and assessment to ensure employees are competent and understand the requirements of use, maintenance, and suitability.

Where it is deemed this system to be unsuitable for use in specific situations, employees are advised during the training that they are to **STOP** and seek further instruction from their Line Manager before proceeding.

Machine Tool Safety;

Machine tools will only be operated by competent persons. Apprentices will be allowed to operate machinery if under the direct supervision of a competent person. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools will be PAT tested on an annual basis and visually inspected daily by the competent person. Any tools found to be damaged will be removed from site immediately until a repair or replacement can be affected. Refer to Dust Control Measures for Common High-Risk Tasks and ensure suitable dust extraction measures are in place to control dust.

Tools, Measures and Electrical Equipment;

All items of hand tools, power tools and equipment will be visually inspected prior to use with further inspections being carried out on a regular basis. Ensure all measuring devices are checked prior to every use. Any defective or damaged equipment is to be removed from service and reported to the supervisor or line manager. Electrical tools and equipment will be 110V or battery powered.

Occupant safety;

- Prior notification of works is to be provided to all persons affected by the works. Where works are of an intrusive nature, residents of any neighbouring properties (including if applicable those in flats on floor above and below the property being worked on) must be informed of the dates and times when works are scheduled to take place.
- Signage informing building occupants that works are in progress are to be positioned at the building entrance, on the entrance to communal corridors where works are taking place and at the entrance to the work area.
- Under no circumstances must fire doors be left unattended or propped open

- Passenger lifts (where installed) must not be used without prior permission to do so for the transportation of work materials or goods.
- Within the area being worked on extra care must be taken if children and or vulnerable residents are present.
- Where working within the confines of a resident's property furniture is to be protected with adequate dust sheets
- Floor coverings are to be protected with plastic sheeting as necessary.
- All work areas are to be cordoned off if practical to do so.
- The use of protective overshoes for the protection of indoor areas is mandatory – This extends to any communal areas where carpeted floor coverings are laid.

Further Information;

Work at Height a Guide to the Regulations

Height safe Information leaflet

Indg402 Safe Use of Ladders Steps

Indg405 Top Tips Ladders

Cis49 Construction Info Sheet Scaffold & Ladders

SF342 CoverSafe Spark Matting - Induction Document

Working in a confined space such as a loft or basement;

When planning work requiring you to work in a confined space such as a loft or basement you may be exposed to a risk of a lack of oxygen, fire, excessive heat, poor lighting and falls from height.

Before you commence work you will need to:

- Use a secure tied ladder or other suitable access equipment and cover the hatch to prevent falls.
- Use CoverSafe Spark matting where practicable, over ceiling joists to create a stable working area. Boards or staging in lieu of CoverSafe Spark mats only by prior agreement with Line Manager.
- Do not enter a roof space to carry out fire stopping work until secure boarding has been laid in advance of access.
- Ensure there is good ventilation and lighting.
- Highlight any potential trip hazards, dangling cables, conduit or low laying service hangers with hazard warning tape.
- Check labels and data sheets for the controls to follow if using hazardous substances such as paints, solvents etc.

Working in a confined space such as deep excavations, ventilation ducts, inspection chambers and/or manholes;

Should your work require you to access ventilation ducts, inspection chambers, a suitable safe working procedure is to be prepared before works commence. In addition, you will be required to undergo comprehensive training in confined spaces including the use of gas detectors, escape procedures and equipment including use of man riding winches.

Under no circumstances is work to be carried out in any environment such as deep excavations, ventilation ducts, inspection chambers and/or manholes where risks to confined spaces have not been suitably assessed and where a specific safe working procedure is in operation.

If in doubt, contact your supervisor and/or line manager before commencing work

Method Statement

Complete On-Site Risk Assessment for each location.

Ensure no risk in accessing any building, premises or individual property and where applicable confirm lone working procedures. Pay attention to the potential presence of asbestos containing materials, live services and the risk of injury from sharps. Follow existing Neo policies, procedures and instructions if either are encountered.

Task Description;

This method statement describes the work process for the installation of Fire Stopping Works.

Start of works;

- Inform occupant of start of works
- Review Oneserve survey notes / attributes
- Consult the Project Risk Assessment SF315
- Complete On-Site Risk Assessment for each task being worked via Oneserve attributes.
- Ensure work area does not have Asbestos Containing Materials. If unsure immediately stop work and report to line manager
- Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained with all work at height guidelines and instruction followed.
- Cordon off work area if practical to do so.
- Check for concealed services and/or working near live services and ensure safe isolation of services prior to commencing work. Safe isolation to be completed by trained competent person(s) only.

- Break down equipment and organise into manageable loads using a banksman where necessary to open all doors and ensure occupant safety.
- Large and/or heavy items will be assessed prior to lifting and if necessary, either broken down, mechanical aids sought or carried by two persons.
- Materials to be stored as per manufacturers requirements.
- Use of passenger lifts to transport materials is not permitted without express permission from the client to do so.
- Put on your personal protective equipment.
- Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.
- In accordance with the project fire plan and where agreed necessary, temporarily isolate fire / smoke alarms by placing a sealed bag around the sensor
- Authorised persons to complete Fire Stopping Survey including photographs of the area to be sealed.

Commence Work:

1. Review Oneserve survey notes / attributes to gather further information about the type of seal to be created, including the standard detail to be adopted and the required fire rating to be achieved (Integrity and / or insulating).
2. Review the relevant standard detail to ensure familiarity with requirements, layouts, dimensions, tolerances.
3. Check that you have all materials / fittings / components required to affect the specified seal and achieve the required fire rating (integrity and / or insulating)
4. Check labels and data sheets for the controls to follow if using hazardous substances such as paints, solvents etc.
5. Ensure areas to be worked in comply with safe access and egress requirements such as roof voids and loft spaces.
6. Ensure roof spaces and lofts have safe working platforms in place prior to commencing any work using CoverSafe Spark matting. If this system is not practicable you must STOP and seek further guidance from the Line Manager.
7. Should it not be possible for you to affect the standard detail specified, do not proceed. Consult your supervisor.
8. Complete a tag / label relevant to the work you have completed.
9. Capture attribute data relevant to the seal you have affected including relevant before, during and after photographic records.
10. Complete the task and proceed with your next task in line with steps 1 to 7 above.

References;

- Product Installation Guides and Standard Details (Rockwool / Promat / Hilti, Universal Pipe Wrap Ultra)
- Health and Safety Policy
- Customer Care Policy
- Employee Handbook
- Asbestos Policy
- Dust Control Measures for Common High-Risk Tasks
- Environmental Policy
- Quality Policy
- On-Site Risk Assessment
- Contract Product Specification