








# Safe Systems of Work

<b>TASK:</b> Checking escape routes and fire doors are clear of obstruction						
<b>OF POTENTIAL HARM:</b> FM Technician						
<b>EQUIPMENT NEEDED:</b> PPE Safety boots, pen, paper and mobile phone						
<b>PLEASE NOTE:</b> As each client location differs, it is important to become thoroughly familiar and competent on each one before performing inspections or maintenance. This provides a guide. Not all steps in the process below may be applicable.						
<b>STEP BY STEP PROCESS:</b>						
1	Park vehicle in designated area					
2	Report to reception / main security office / gatehouse					
3	Attend any inductions as required by client prior to any work being undertaken					
4	Remember you are 'Lone Working' and take appropriate safety precautions					
5	Assess area in which testing is to be performed and the conditions around before commencing					
6	Assemble equipment required					
7	Walk through premises, checking that					
8	Aisles / corridors / escape routes are unobstructed					
9	There is good housekeeping					
10	Self – closing fire doors are not wedged open					
11	Fire exits are clearly signed and unobstructed					
12	Alarm call points are clearly signed and unobstructed					
13	Fire exit routes and signs clearly visible					
14	Emergency lighting indicators are on					
15	Emergency evacuation notices in place					
16	Fire extinguishers in place / appropriate / in date					
17	There are no combustible materials stored					
18	The fire alarm control panel is active and fully operational					
19	Record results in equipment register					
20	Advise client that inspection and testing has been taken					
21	Sign out at reception / main security office / gatehouse					
<b>POTENTIAL FORESEEN HAZARDS:</b>						
						
<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="background-color: yellow; padding: 5px;"><b>New To Site</b></td> <td style="background-color: yellow; padding: 5px;"><b>Poor Lighting</b></td> <td style="background-color: yellow; padding: 5px;"><b>Poor House Keeping</b></td> <td style="background-color: yellow; padding: 5px;"><b>Other Hazards?</b></td> <td style="background-color: yellow; padding: 5px;"><b>Lone Working</b></td> </tr> </table>		<b>New To Site</b>	<b>Poor Lighting</b>	<b>Poor House Keeping</b>	<b>Other Hazards?</b>	<b>Lone Working</b>
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<b>CONTROL MEASURES REQUIRED:</b>						

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<b>Sign In &amp; Out at Reception</b>	<b>Induction Training Given</b>	<b>Operative To Be Trained</b>	<b>Have What You Need?</b>	<b>Always Check Routes</b>	<b>Be Aert To Other Hazards</b>	<b>Carry For Safety</b>
<b>IN THE EVENT OF AN EMERGENCY:</b>						
Comply with requirements as set out in induction. All injuries, including minor cuts will be reported to a client First Aider. Any accidents are to be recorded in the client Accident Report book and reported to the FM Health & Safety Manager.						
<b>Should anyone be transported to a medical facility in a company or private vehicle, another person is required to be present. Should the condition of the injured person deteriorate, the driver would be unable to assist.</b>						
<b>FURTHER MEASURES:</b>						
When signing in, give expected duration of work						
If you see an obstruction, you can take a picture and notes, then move it if safe to do so						
Be mindful of potential for other hazards and take time to consider other risks						
Note any additional hazards and control measures on this form below						
Should you feel your safety or the safety of others is at risk, you are obliged to stop the task and seek guidance						
Inform FM desk as soon as possible of any concern, defects or remedial actions						
<b>FOR NOTES:</b>						

Reviewed : 20.06.2022