

## Safe Systems of Work

<b>TASK:</b> Emergency light testing	
<b>OF POTENTIAL HARM:</b> FM Technician	
<b>EQUIPMENT NEEDED:</b> Non-slip, anti-static safety footwear, torch and mobile phone	
<b>PLEASE NOTE:</b> As each site is different, it is important to thoroughly assess each one before working. 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	Assess area in which you are to be working and conditions around before commencing
5	Where required, display signage of 'Caution – work in progress' if people may pass by (Extreme caution must be applied in event of public being present in and around work area)
6	Ensure any doors are kept in open position with door stop or wedge as working alone
7	Ensure area to be worked on and exit points are clear of obstruction and that safe access / egress is maintained
8	Assemble equipment required
9	Pay attention to emergency lighting information in O&M manual and instructions
10	Review Method Statement and Risk Assessment for this task
11	Consider weather conditions when checking external emergency lighting / luminaires
12	Ensure any safe isolation procedures are followed, electrical circuits are locked off and proved dead.
13	Ensure work area is clear of trip hazards and that floor is clean and clear.
14	Where possible, perform emergency lighting tests out of normal working hours and during hours of daylight. Where not possible, consider and arrange for temporary lighting.
15	When performing a monthly check of emergency lighting (including fire exit signage) a brief check is required.
16	When performing an annual check of emergency lighting (including fire exit signage), the full down time of 3 hours is required.
17	If it is not possible to visually examine all luminaires in this period, further tests should be made after the battery has charged.
18	Wear appropriate PPE when performing checks.
19	Return power
20	Remove signage and any door stops
21	Ensure work area is safe when finished testing
22	Ensure works are recorded in log book / CAFM system.
23	Advise client that inspection and testing has been taken
24	Sign out at reception / main security office / gatehouse

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## POTENTIAL FORESEEN HAZARDS:



## CONTROL MEASURES REQUIRED:



## IN THE EVENT OF AN EMERGENCY:

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.

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.

## FURTHER MEASURES:

When signing in, give expected duration of work

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

## FOR NOTES:

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