



RISK ASSESSMENT AND METHOD STATEMENT

Fire alarm, Flat 4, 22 Hawthorn Road, Stockport

Hollins & Reed Fire & Security Ltd · 12 October 2026 (one day) · In charge: Dan Hollins

Job details

Company	Hollins & Reed Fire & Security Ltd
Site and work area	Flat 4, 22 Hawthorn Road, Stockport
Planned dates	12 October 2026 (one day)
Customer	Northgate Homes Ltd
In charge on site	Dan Hollins
Team	Two fitters: Dan Hollins leads and agrees each room with the tenant; Priya Shah works with him.
Work	Fire alarm
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Install. Areas: Hallway and landing, Living room, Kitchen, Bedrooms 1 and 2

Working arrangement

- Access: steps or a ladder.
- Working height: ceilings about 2.4 m, stairwell landing about 2.6 m.
- Ground or floor: level, carpeted.
- Other people will be using the area.
- Tenants stay at home; we work one room at a time with the tenant out of it.

Emergency arrangements

Continuous siren; assemble at the front car park. First aider: site manager on reception, 0161 496 0000. Ambulances come in by the main gate.

Planned method

1 Set up the work area

Confirm the work area and scope before starting. Keep other people outside the active work area. Keep entrances and escape routes clear.

2 Keep people clear of the work

Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 Get a safe platform up to the devices

Devices are at ceiling height: work off steps, a podium or a tower. Never stand on a chair, a desk or a radiator to reach one. Check the platform is in date and steady before you climb it.

4 Check for asbestos before you disturb anything

Ask for the asbestos survey or register before you start. Read what it says about ceilings, voids and existing alarm bases. No survey, or a material you do not recognise: stop and get it checked.

5 Check the design before you start

Confirm the layout, device schedule, model instructions and handover information. Stop if the system or model on site does not match the information.

6 Use the ladder or steps

Check the ladder or steps before use. Place them on firm, level ground. Keep three points of contact while climbing. Reposition them instead of overreaching. Do not carry loose tools or tins up; hand them up or use a belt.

7 Use the specified alarm parts

Fit the bases, cable, devices and fixings listed for the model and system. Keep device addresses, zones and links as shown on the design.

8 Fit and mark the devices

Fix each device where the schedule says and keep the route tidy and protected. Mark up cables and devices as you go so the record matches what is actually installed.

9 Test the additions before handover

Test each installed device and the affected alarm response with the agreed competent person. Record anything that failed or was not tested as outstanding.

10 Record what was installed

Mark up devices, cables and penetrations. Give the responsible person the test result and any outstanding work.

11 Leave the alarm in a known state

Tell the responsible person what is live, what is still disabled and what needs another visit. Make sure any agreed temporary protection remains in place until the alarm is restored.

12 Check behind before drilling

Check the building information for cables, pipes and materials before each hole. Use dust extraction where you drill and keep people clear of the dust.

13 Clear and hand back the area

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the person in charge when the work is complete.

Risk assessment

Hazard	Who might be harmed and how	Controls in place	Further action
People entering the work area or tripping over materials Step 1	Workers, occupants and visitors	Mark or barrier the active work area. Store tools and materials away from access routes.	None recorded.
People using the building or passing by walking into the work or over what it leaves Step 2	Occupants, visitors, members of the public and workers	Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked.	None recorded.
A fall off something that was never meant to be stood on Step 3	The person on the platform and anyone underneath	Keep both feet on the platform and move it rather than stretching. Keep people out from under you while the ceiling is open.	None recorded.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 4	The team and anyone in the building	Do not cut, drill or break any material until it is confirmed asbestos free. Licensed work is not for this method; hand it to a licensed contractor.	None recorded.
A wrongly sited or incompatible device leaves gaps in the warning system Step 5	Everyone relying on the alarm	Ask for the missing design or instructions before choosing a location or part.	None recorded.
Falling from the ladder or steps; tools or tins dropped on people below Step 6	The person working from it, if the feet slip or they overreach to one side. Anyone passing or working under the ladder while it is in use.	Secure the equipment where it could move. Keep the base and area below clear.	None recorded.

Hazard	Who might be harmed and how	Controls in place	Further action
A wrong part or connection stops the system warning people Step 7	Everyone relying on the alarm	Do not substitute a device or move it to an easier location without agreement.	None recorded.
A loose, hidden or wrongly placed device leaves an area without the intended warning Step 8	The installer and everyone relying on the alarm	Leave anything unfinished clearly identified and not treated as working.	None recorded.
An incomplete installation is treated as working fire protection Step 9	Everyone relying on the alarm	Do not call the installation complete until the agreed response has been checked.	None recorded.
Later users cannot tell what was installed or what still needs commissioning Step 10	Building users and the alarm maintainer	Keep the record with the system information.	None recorded.
People rely on a system that is still incomplete or impaired Step 11	Everyone in the building	Do not leave an untested or disabled part looking like a finished system.	None recorded.
A hidden service is hit, or dust triggers or blinds an existing detector Step 12	The installer and everyone in the building	Stop and report anything that was not described instead of drilling it.	None recorded.
Debris, tools or unfinished work left in the area Step 13	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.	None recorded.

Sources

HSE: Steps needed to manage risk

<https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

HSE: Process fire risks

<https://www.hse.gov.uk/construction/safetytopics/processfire.htm>

HSE: Protecting the public

<https://www.hse.gov.uk/construction/safetytopics/publicprotection.htm>

HSE: Work at height

<https://www.hse.gov.uk/work-at-height/index.htm>

HSE: Falls from height in construction

<https://www.hse.gov.uk/construction/safetytopics/falls.htm>

HSE: Asbestos, actions by job role

<https://www.hse.gov.uk/asbestos/introduction/actions.htm>

HSE: The duty to manage asbestos in buildings: Arrange an asbestos survey

<https://www.hse.gov.uk/asbestos/duty/arrange-asbestos-survey.htm>

HSG168 Fire safety in construction

<https://www.hse.gov.uk/pubns/priced/hsg168.pdf>

Fire safety risk assessment: offices and shops

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-offices-and-shops/fire-safety-risk-assessment-offices-and-shops-accessible>

HSE: When and how to use a ladder at work

<https://www.hse.gov.uk/work-at-height/ladders/when-how-to-use-ladders-safely.htm>

Aico: Ei3024, Ei3016 and Ei3014 alarm instructions

<https://www.aico.co.uk/wp-content/uploads/2021/06/Ei3024-Ei3016-Ei3014-Instructions.pdf>

Aico: Alarm Testing And Commissioning

<https://www.aico.co.uk/technical-support/alarm-testing-and-commissioning/>

Electricity - Systems in buildings

<https://www.hse.gov.uk/construction/safetytopics/systems.htm>