225 FIRE SOLUTIONS LTD
Fire Safety And Risk Assessment Specialists

Health & Safety Policy — Fire Risk Assessors (Visual Inspections) – 225 Fire Solutions Ltd

1. Policy statement

225 Fire Solutions Ltd is committed to ensuring the health, safety and welfare of its employees, clients, contractors and anyone affected by our activities. This policy sets out the arrangements and standards for fire risk assessors who carry out visual inspections of premises. The aim is to prevent work-related injury and ill health and to ensure inspections are carried out safely and professionally.

2. Scope

Applies to all employees, subcontractors and agents of 225 Fire Solutions Ltd who undertake fire risk assessment visits that are visual-only inspections (non-invasive), at client premises of any type.

3. Responsibilities

Company director(s)
- Provide leadership, resources and oversight to implement this policy.
- Ensure assessors receive appropriate training, PPE and information.
- Review incidents, audit compliance and update the policy as needed.
- Maintain site-specific information, the asbestos register request process and incident logs.
- Ensure assessors are briefed on procedures, lone-working arrangements and reporting.
- Investigate accidents and ensure corrective actions are implemented.

Fire risk assessors
- Comply with this policy and site rules.
- Carry out a dynamic risk assessment on arrival and during the inspection.
- Stop work and withdraw if an unacceptable risk is identified.
- Report hazards, near-misses and incidents promptly and complete required records.
- Clients / Responsible Person
- Provide accurate site information, including asbestos registers and access restrictions, and cooperate with safety measures.

4. Minimum precautions and safe systems of work

1. Nature of inspection
Inspections are visual and non-invasive. No dismantling, removal, invasive sampling or physical testing unless previously agreed and risk-assessed in writing.

2. Prohibited equipment and activities
Assessors must not use ladders, step-ladders, podiums or other portable climbing/stepping equipment.
Assessors must not use tools such as hammers, drills, powder-actuated tools or any power tools.

3. Permitted equipment
Hand-held non-invasive tools only: torch/flashlight, tape measure, phone/tablet for photos/notes, personal PPE and non-powered inspection aids.

4. Working at height, roof spaces and voids
Assessors shall not access roof spaces, ceiling voids, ductwork or other confined/hidden voids unless the client provides a current and site-specific asbestos register and permission in writing before the visit, and a specific risk assessment and control measures are in place.

5. Asbestos
If there is any doubt about the presence of asbestos or if asbestos is suspected, the assessor must not disturb the material, must withdraw from the area and report immediately to the client/responsible person and the company H&S lead.

6. Personal Protective Equipment (PPE)
Assessors must wear high-visibility clothing on sites where required by the client's site rules or where vehicle/plant movement exists.
Hearing protection must be worn where site rules require it or where assessed noise levels make it necessary.
Other PPE (safety shoes, gloves, eye protection) must be worn as required by site-specific risk assessment or client instruction.

7. Lone working and dynamic risk assessment
Assessors will often work alone. On arrival, they must carry out and record a dynamic risk assessment covering access routes, trip hazards, fire and emergency procedures, lone-working risks, plant/vehicle movement, hazardous substances and other site hazards.

If a site is assessed as presenting an unacceptable risk for lone working, the assessor must refuse to proceed until controls are applied or accompanied where required.

8. Site rules, permits and supervision
Assessors must comply with client site rules, permit-to-work systems, security and sign-in/sign-out procedures. Where site induction is required, it must be completed before the inspection begins.

9. Incident, hazard and near-miss reporting
Any health & safety concerns, hazards identified during the visit and any near-misses must be reported immediately to the client/responsible person and submitted to 225 Fire Solutions Ltd after the visit. A log of reported concerns shall be maintained by the company. Injuries, medical treatment or significant exposures must be reported immediately by phone and followed up with the company incident form.

10. Accident and injury recording
All injuries occurring during inspections will be recorded in the company accident book/record. Serious incidents will be investigated and reported in line with RIDDOR (or local statutory reporting requirements) where applicable.

11. Record keeping
Inspection reports shall record the dynamic risk assessment conclusions, PPE used, access limitations (e.g., roof/voids), asbestos status, hazards identified and any corrective actions recommended or taken.
The company will retain inspection records, incident logs and training records for a minimum period in line with contractual and statutory requirements.

12. Training and competence
Assessors must be competent for the tasks they perform, receive training in lone working, manual handling awareness, asbestos awareness (where relevant), PPE use, basic first aid awareness and the company's inspection procedures.

13. Emergency arrangements
Assessors must know site emergency procedures, muster points and how to summon emergency services. In the event of an incident requiring emergency services, the assessor must ensure the safety of themselves and others and notify the company as soon as practicable.

14. Monitoring and review
Compliance with this policy will be monitored through management reviews, audits and incident investigations. This policy will be reviewed at least annually or sooner following a significant incident, legal change or operational change.

5. Operational checklist for assessors (on arrival)
- Complete site sign-in/induction.
- Request/confirm asbestos register and site-specific restrictions.
- Carry out and record a dynamic risk assessment.
- Don required PPE (high-vis, hearing protection etc).
- Confirm emergency procedures and contact points.
- Proceed with visual inspection only; do not use prohibited equipment or enter restricted voids without permission and checks.

6. Reporting and contacts
- Report immediate site H&S concerns to the site responsible person before leaving site and log the concern with 225 Fire Solutions Ltd (operations/ H&S lead).
- Report injuries or incidents immediately to: [Ryan Beard or Max Dolby].
- For H&S policy queries: [Ryan Beard or Max Dolby

7. Policy acceptance and review
This policy is approved by the director(s) of 225 Fire Solutions Ltd and will be reviewed at least annually or as required.

225 FIRE SOLUTIONS LTD
Fire Safety And Risk Assessment Specialists

Signed:
[Ryan Beard and Max Dolby]
Title: Director, 225 Fire Solutions Ltd
Date: 01/April/2023
This policy will be reviewed annually.

225 Fire Solutions Ltd

Office 5, The Exeter Business Hub, Queensgate House,
48 Queen St,
Exeter, EX4 3SR