

Review date April 2017

# Permit to Work on Fire Alarms Guide



Coventry City Council

[www.coventry.gov.uk](http://www.coventry.gov.uk)

## Introduction

This guidance outlines the safe system of work that needs to be adopted when working on fire alarm systems within City Council premises. Implementation of these procedures ensures compliance with relevant legislation and demonstrates good practice. Employees involved with the maintenance or repair of fire alarm systems, supervising such work, or issuing contracts for such work should fully familiarise themselves with the contents of this document prior to work commencing. This guidance applies to all areas where the City Council has responsibility or control for fire alarm systems.

To ensure compliance with health and safety legislation, you must comply with the relevant regulations, approved codes of practice and the requirements of this guidance document.

## Significant Risks

- Potential for fire breakout during fire alarm testing /isolation
- Potential for electric shock/electrocution causing burn, tissue damage or in severe cases death
- Potential for arcing/overheating causing burn, tissue damage or in severe cases death
- Potential contact with moving parts
- Potential for handling hot surfaces
- Potential exposure to excessive noise levels
- Potential exposure to harmful substances
- Potential of working in a confined space

## Managers/Head Teachers

- Implement a suitable and sufficient planned preventative maintenance policy
- Confirm that appropriate resources are available to ensure compliance with this guidance document and statutory requirements
- Ensure compliance with relevant regulations and Approved Codes of Practice
- Confirm and evidence that employees/contractors undertaking such work are competent
- Confirm that there is an alternative means of raising the alarm in the event of an emergency whilst maintenance is being undertaken
- Provide information on any known hazards prior to work commencing

## Employees/Contractors

- Familiarise yourself with this guidance document
- Inform responsible person/ premise manager that testing will be carried out
- Confirm that there is an alternative means of raising the alarm in the event of an emergency whilst maintenance is being undertaken
- Ensure communication is maintained at all times with the premise manager during the work activity
- Monitor the alarm panel at all times during the testing procedure
- All persons working on fire alarm systems within City Council premises are expected to cooperate and comply with the requirements of this guidance document.

# Provision of Information, Instruction and Training

In addition to 'experience', certain jobs require an individual to have specific accreditation or training to deem them competent to undertake a work activity. When organising such work, the Manager / Head Teacher must confirm the competency of the individual undertaking the work.

## HSE Guidance

Electricity information [Click Here](#)

Permit to work systems [Click Here](#)

## Coventry City Council Guidance

In some situations, it may be advisable to implement a permit to work system when working on fire alarm systems. Further information can be found below:

Permit to Work Guidance

## Contacts

### For further information contact:

Occupational Health, Safety and Wellbeing Service on 024 7683 3172  
or e-mail [healthandsafetyservicesadmin@coventry.gov.uk](mailto:healthandsafetyservicesadmin@coventry.gov.uk)

Statutory Compliance Team on 024 7683 2897 or e-mail [phillip.mcgarra@coventry.gov.uk](mailto:phillip.mcgarra@coventry.gov.uk)

Permit requests/Repairs and Maintenance Team on 024 7683 2960  
or e-mail [simon.amos@coventry.gov.uk](mailto:simon.amos@coventry.gov.uk) or [paul.aitken@coventry.gov.uk](mailto:paul.aitken@coventry.gov.uk)

If you need this information in another language or format  
please contact Health and Safety on 024 7683 3172

# Working on Fire Alarm Systems Guidance

**APPENDIX 1 – In the event that a permit is required, this pro forma may be used.**

## Permit to Work: Fire Alarm Systems

<b>PART 1: JOB DETAILS – To be completed by the Permit Requestor</b>		<b>REF:</b>	
Nature of job:			
Site Location:			
<b>Permit Operator Name:</b>		If sub-contractor, please give details:	
<b>PART 2: SAFETY PRECAUTIONS - To be completed by the Permit Requestor</b>			
<b>NB:</b> Work cannot commence without the following information. Tick the boxes below as appropriate to those precautions that have been taken. Those boxes which are not relevant must be marked N/A			
<b>Risk assessment method statement</b>		<b>Yes</b>	<b>No</b>
A signed and dated risk assessment must be submitted (the risk assessment must be suitable and sufficient and relevant to the work being undertaken). Has the content been reviewed prior to work commencing?			
As a method statement detailing the safe system of work been adopted to accompany the risk assessment and has this been signed and dated.			
<b>Part 3 PERMIT AUTHORISER</b> to confirm P1 & 2 complete and that a risk assessment, method statement are attached		<b>SIGN &amp; DATE:</b>	
<b>PERMIT VALID UNTIL:</b> (NB: A new permit will be required if the work specified in Part 1 does not commence on or before this date)			
<b>PART 4: PRECAUTIONS – To be completed by Permit Requestor</b>		<b>Yes</b>	<b>No</b>
1. Has the Permit Operator received an induction/familiar with site?			
2. Has a suitable egress route been identified in case of emergency?			
2.1. Are suitable arrangements in place in case of emergency, for example: alternative methods of raising the alarm?			
2.2. Is there safe means of getting persons, material and equipment to the work area and back out again?			
3. Is there a plan in place during system isolation to allow occupants of the site to evacuate safely?			
4. Are zone/s to be disconnected for a prolonged period?			
5. Is there a safe means of getting waste materials removed from the work area?			
6. Is all equipment used for test and inspection purpose certified and calibrated?			
6.1 Is the calibration in date?			
7. Will the work require entry into a confined space?			
7.1 Has a confined space permit been carried out or planned to be carried out prior to commencement of work?			
8. Is there are sufficient cordon with safety signage in place to prevent persons entering the work area where there is a risk?			
State any other precautions required:			
<b>NAME OF PERMIT REQUESTOR:</b>		<b>SIGN &amp; DATE:</b>	
<b>PART 5: PERMIT OPERATOR</b>	I've read and understood the conditions of this permit.	<b>SIGN &amp; DATE:</b>	
<b>PART 6: HAND BACK: Permit Requestor to complete pink &amp; white copy then notify Permit Authoriser to cancel permit.</b> <i>*delete as appropriate</i>	I certify that the work has been completed/partially* completed and left in a safe condition.	<b>SIGN &amp; DATE:</b>	
<b>PART 7: HAND BACK: Permit Authoriser to complete &amp; file with yellow copy.</b> <i>*delete as appropriate</i>	I certify that the work has been completed/partially* completed and the permit is now cancelled.	<b>SIGN &amp; DATE:</b>	