METHOD STATEMENT
PROPOSED INSTALLATION OF
ADDITIONAL CAMERAS TO YOUR CCTV
SYSTEM.

PREPARED BY
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FOR WORKS AT
Subject: Method Statement

1. The systems will be installed generally as per the specification reference 6 for the installation of (additional equipment to the System).

1.2. Applicable Drawings: N/A

2. All our employees are responsible for their own safety, as well as the safety of others who may be affected by their acts or omissions.

2.1. A common source of accidents is the condition & operation of equipment used on site. In order to minimise the probability of accidents, all equipment carried by Company Engineers will be formally audited on an annual basis & supplemented by an additional, random safety inspection carried out by their Manager.

3. Our engineers will ensure the work is being carried out in an efficient, safe manner.

   Only the highest standards of behaviour are expected of Company Employees whilst on client’s premises on their Health & Safety.

   On entering the site our Engineers must:-
   ❖ Report / Sign in.
   ❖ Determine the nature (if any) of hazards, they may be subjected to in carrying their assigned tasks.
   ❖ Ensure it is safe to carry out the work before proceeding.
   ❖ Read & comply with all relevant instructions regarding emergency procedures & local rules.
   ❖ Determine the location of control areas, including first aid posts.

   Good housekeeping is essential in maintaining a courteous & working relationship with the client. Accordingly, Engineers are encouraged to clear away their waste, correctly store tools & clothing, keep gangways clear for emergencies & generally demonstrate a positive attitude to site safety. Instances of hazards beyond the Engineers control must be reported to the Client immediately.

   Company Employees will NOT operate specialised lifting equipment such as forklift trucks, cranes, hydraulic equipment, etc unless licensed to do so.

   Engineers should inform Client of their departure from site & advise the Client of any critical information regarding the state of his system.
4. **First Aid**

If you have an accident:

- Report to the Client or his employees for treatment, if possible, otherwise seek appropriate medical attention.
- Advise their Manager.
- Ensure the incident is recorded on the Client’s site & at our Office.

In the case of serious injuries, the Company Safety Officer must be informed.

4.1. **Personal Protective Equipment**

PPE is issued as a minimal protection & as a last resort to protect Engineers from specific hazards & Engineers **MUST** wear it where conditions require. It is the Engineer’s responsibility to obtain from his Manager the correct items of PPE to perform specific tasks. This equipment will be checked on audit.

As a general guide, safety goggles should be worn when drilling or other activities potentially dangerous to the eyes. Hard hats, high visibility jackets and safety shoes will be worn whilst in hazardous areas.

All safety equipment should be in accordance with current British Standards.

4.2. **COSHH**

We are not aware of any hazardous substances to be used on this job.

4.3. **Smoking**

Engineers **MUST** comply with the Client’s Policy on smoking at all times when on site.
4.4. **Portable Electrical Equipment.**

Electrical equipment has the greatest lethal potential than any other hazards the Engineers has to deal with. It is therefore essential that a safe system of work be complied with.

Engineers **MUST** comply with the Electricity at Work Regulations 1989 when working with electrical systems.

A qualified electrician or ‘competent person’ may only make panel connections to an isolated mains supply.

Where possible, Engineers are encouraged to use battery – powered tools.

Whatever electrical powered tools are used, they **MUST** be suitable for the environment. Where locations are wet, dusty, flammable or explosive, electrical equipment must be compatible with the hazard.

All electrical installation work must be in accordance with the current edition of the IEE Regs.

4.5. **Safety Harness**

Engineer’s safety harnesses are audited annually, but the person using it must inspect the harness every time it is used. The inspection should include a close examination of the stitching, buckles, hooks & the ropes.

Where there is a cause for concern as a result of the examination, the harness should be conspicuously labelled & returned to their Manager.

Only harness approved to British Standards are to be used & no unauthorised attachments are to be added.

Fixing points on buildings & other structures must be of adequate strength & suitable for the purpose. Approval for their use must be obtained from the Client.
4.6. **Working on Roofs**

Correct permits must be obtained before access to the roof will be allowed. Our engineers will ensure that there fully comply with the sites rules on roof work.

4.7. **Use of Equipment**

Only Company owned equipment, or that hired from Hiring Firm approved by the Company, is to be used on site.

All equipment is to be visually examined for defects. Suspect equipment is not to be used. We intend to utilise mechanical access equipment during our works, all our operations are fully trained & licensed.

Ladders & steps are a major source of serious accidents. Considerable care is required to ensure they are correctly sited on safe ground in a safe area & can be used with minimum risk.

Current Statutory Provisions state that ladders should only be used for access to a work area, or for short periods, no more than 10 – 15 minutes.

Great care is taken to avoid tools & equipment falling from a height. The safest way is to hoist items by rope. Small tools may be carried by a belt.

Ladders should be erected at an angle of 75 degrees (1 out to 4 up). They are to be firmly secured near the top to prevent falls & should extend at least 1.05m above the access point.

Areas immediately below the ladder should be roped off to prevent access & hence injury, by falling objects.
4.8. Waste Management

Client’s waste is to be disposed of on the Client’s site. Under no circumstances any non-Company waste to be removed from site by a Company Employee.
Company waste, except for batteries & ionisation detectors, may only be:-

- Disposed of on site with Client approval.
- Removed from site by a registered Waste Company.
- Removed from site & returned to the Branch.

To avoid later disputes, the Engineer should report what has been removed on Docket or Handover Certificate.

Dry fit batteries are to be returned to the Branch for transit to the Warehouse.

Sub-Contractors are responsible for disposing of their own waste.

4.8. The Employee

Engineers on site must conduct their business with respect to the Client. They should demonstrate courtesy to other site personnel at all times. Horseplay & pranks cause accidents & this behaviour is unacceptable.

Company Employees are not to drink alcohol during working hours, nor should arrive for work whilst under the influence of alcohol.

Abuse of drugs or solvents will justify disciplinary action.

Company Employees will be expected to be equipped with the necessary kit & tools to carry out their duties on the Client’s site. They will also be expected to demonstrate their competence for the job in hand & advise their Managers when circumstances prevent their normal routine or when unplanned risks are identified.

Apprentices & Trainees are to be adequately supervised at all times.

“Loner workers” must be advised of precautions to be observed during their work & of emergency procedures that may be needed.
Working Hours – Employees must ensure they do not risk their own health or safety, or that of others, by working excessive hours. The Company will at all times abide by the statutory regulations & guidelines pertaining to work time. The Company, where required, will seek guidance from the Employees Federation.

The system will be installed generally as per the Client i.e. submitted for approval based on the agreed standard specification. No procurement will take place until design has been approved.

Liase with the electrical contractor on the design of the containment system & preparation of drawings for approval to enable installation of trunking, conduits & 240 volts mains supply feeds to the correct locations.

5. **ON SITE WORK BY PHASE**

Installation of cables would commence in line with agreed programme of works.

**PHASED PROGRAMMING**

Liaise with Project Estate Department.

**SECOND FIX BY PHASE**

The installation of electronics & devices would commence.

As each point comes on line with power, its local operation is tested with all the associated hardware. This ensures all local wiring is correct.
**TESTING & COMMISSIONING**

Test & commissioning of the system will take place when the cabling & all devices have been fully installed.

The commissioning of the system will be carried out with approved design parameter checklist documentation.

5.1. Wherever possible, completed goods are to be delivered to site without delay. It is the responsibility of the Installation Manager to ensure that:

1) Any special instruction for packaging & also case marking are complied with.
2) Packaging is of suitable quality to afford the protection required in transit & on site. Due consideration is given to environmental conditions, time in transit & handling methods en route.
3) Safe & secure modes of transport are used. (Under normal circumstances Smarter Security Solutions Limited transport is to be used although on practical & economical grounds approved carriers may be used).

It is the responsibility of the Client to provide on site storage facilities. In the event that on site storage is not available, bonded storage arrangements will be made by Smarter Security Solutions Limited & an invoice raised on the Client for any goods stored therein. It is our policy to store the minimum of equipment on site necessary to maintain the smooth running of the contract.

All appropriate personnel are instructed in the need for extreme care when handling material, particularly as some items are of a fragile nature. Special emphasis is placed on ensuring that:

1) Material is afforded adequate protection during its movement through the works, in transit to site & during movement around site.
2) Special materials & components cannot become mixed with those of unknown or dissimilar quality.
5.2. **ON SITE QUALITY CONTROL**

This will essentially be the responsibility of the Installation Manager. He will ensure that the system is being installed to specification at all times. He will also ensure that:

A) The system is installed to British Standards.
B) Correct drawings are in circulation & being worked to at all times.
C) Obsolete drawings are removed from circulation.
D) All work is carried out in a neat & professional manner. (This responsibility will be delegated by Installation Supervisor when appropriate).

6. **ON SITE WORK BY PHASE**

The work as per specification reference is schedule for a maximum of 14 day.

7. **HEALTH & SAFETY RISK ASSESSMENT**

**DETAILS OF HIGH RISK**

8. Ceiling level work carried out from ladder/steps/mobile tower scaffold/mechanical access equipment.
8.1. Working on/with equipment connected to 230v ac supply
8.2. Head injury from falling or falling objects
8.3. Personal injury from the misuse of hand tools or incorrectly completed installations.

**PROPOSED ACTIONS OR REMEDIES**

8.4.
   a) Extension ladders to be raised or lowered from base.
   b) Ladder should be placed on a firm level surface at an angle of 75°.
   c) Ensure ladder correctly secured.
   d) Mobile scaffold tower will be erected & used by our qualified engineers.
   e) All engineers trained on use of mechanical access equipment & hold valid licence.
8.5.
a) Live working on 230v ac powered equipment prohibited.
b) Suitable equipment isolation supplied.
c) Separation of 230v ac & low voltage wiring.
d) Training of all staff.

8.6.
a) Issue of relevant staff with head protection.
b) Regular inspection to ensure hard hats serviceable.
c) Training of all relevant staff.

8.7.
a) Training for all relevant staff on correct methods of using hand tools & installation techniques.
b) Training of all relevant staff on the importance of completing installation & leaving the work place clean.
c) Training to all relevant staff in equipment & maintenance.

8.8.
a) Emergency Telephone Number is 08452577318
   24 hour number.