



Maintenance/Service and Small works	Intruder Alarm System Access Control System	CCTV System Gates & Barriers
Standard to Which Installed	Various	
In accordance with Call Number	Various	

**ALL Site Personnel MUST make themselves fully aware of  
The Client's Site Safety/Environmental Procedures and Precautions.**

**Failure to observe this Method Statement could result in serious injury or even Death.**

**Client Contact Information:**

Name:	ALL SITES Risk/Method Statement/Environmental Assessment
Telephone No.:	
Email:	

**Businesswatch Group (Businesswatch Fire & Security Ltd, Trust Security Ltd, Securiplex Ltd, HomeWatch , Activ Security Limited) Contact information:**

Lee Storey, (Service Manager North) ☎ 01977 680700, 07966 317540 [lee.storey@businesswatchgroup.com](mailto:lee.storey@businesswatchgroup.com)

Nigel Green, (Service Manager South) ☎ 01977 680700, 07936 364794 [nigel.green@businesswatchgroup.com](mailto:nigel.green@businesswatchgroup.com)

Peter Holland, (Operations Director) ☎ 01977 680700, 07875 875113 [pete.holland@businesswatchgroup.com](mailto:pete.holland@businesswatchgroup.com)

Jolene Taylor (Appointed Competent H&S Advisor)- ☎ 01977 680700, 07719 564267  
[jolene.taylor@businesswatchgroup.com](mailto:jolene.taylor@businesswatchgroup.com)

This document covers Businesswatch Group and all security installation and maintenance work associated with this project.

Should any other contractor wish to remove any part of the installation, or disconnect it, prior to handover of the installation they must provide the client with a risk assessment of how they intend to proceed.

Businesswatch Group does not sanction unqualified staff working on installations where they may place themselves at risk.

**THE RA/MS WAS DEVELOPED FROM: Desktop Survey, Previous site visits and knowledge of sites.**

**RA/MS and Environmental Assessment**  
**Site: ALL SITES - Date: 09/10/2020**



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**NAME: P Holland DATE: 09/10/2020**

This Health & Safety Risk Assessment was carried out on the date above and does not account for any changes after the stated date or information not made available to us at this time.

**A Point of Work Risk Assessment (POWRA) must be completed by the persons carrying out the tasks and discussed with the client/Businesswatch Group Management prior to work commencing**

**\*\*Any RA/MS MUST be provided to all parties including Sub - Contractors \*\***








**Personnel involved in this RA/MS/Environmental Assessment are as follows:**

Phase	Name/Detail	Date	Signature	Date
Method Statement and Control Measures Developed By	J Taylor	16/10/2020		
Copy Provided to Client By				
Copy Provided to Subcontractors By				
Client Acceptance By				
Clients Person Responsible for Health and Safety & Environmental Issues				
Contact No				
Email Address				
Businesswatch Group Competent Person/Lead Engineer on Site				
Businesswatch Group Contact Phone No	0330 094 7404			
Document Authorised for Use By	P Holland	10/11/2020		
Site Personnel <i>A signature confirms that each person named has been taken through, understands and commits to following this RA/MS and Environmental Assessment.</i>				

**Project Details:**

<b>Client Site Address:</b>	All sites
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<p><b>On Arrival At Site All Contractors Shall Report To:</b></p>	<p>the Clients Authorised Person   TBC</p>
<p><b>Client Emergency Phone No:</b></p>	
<p><b>Work Specific Area/Description:</b></p>	<p>Whole Site</p>
<p><b>Planned Date &amp; Time of Work Commencement:</b></p>	
<p><b>Planned Date &amp; Time of Work Completion:</b></p>	
<p><b>Planned RA/MS Review Date:</b></p>	<p>12 Months or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or after an incident.</p>
<p><b>Competence Required of Site Personnel (Depending on Task/Site):</b></p>	<p><b>CSCS - Y PASMA - Y</b>  <b>IPAF - Y</b>  <b>OTHER - Confined Space/EUSR/Asbestos Awareness</b></p>
<p><b>PPE Required on Site:</b></p>	<p>Minimum PPE items to be worn during the associated tasks as appropriate:</p> <ul style="list-style-type: none"> <li>• Hard Hat conforming to: EN 397:2012.</li> <li>• Protective Gloves conforming to: EN 420:2003 &amp; where mechanical risks are present EN 388:2003.</li> <li>• Safety Footwear conforming to: EN ISO 20345:2004 with a 200J Toecap.</li> <li>• High Visibility Coat/Vest conforming to: EN 340:2003 &amp; EN 471:2003.</li> <li>• Eye Protection (Goggles/Safety Glasses) conforming to: EN 166:2001.</li> </ul> <div data-bbox="900 1245 1430 1496" style="display: flex; flex-wrap: wrap; justify-content: space-around;">      </div> <p>Where a noise hazard is present:</p> <ul style="list-style-type: none"> <li>• Hearing Protection (Ear Defenders/Ear Plugs) conforming to: EN 352-1: 2002/ EN 352-2:2002.</li> </ul> <div data-bbox="906 1780 1026 1897" style="text-align: center;">  </div> <p>Where a respiratory hazard is present:</p> <ol style="list-style-type: none"> <li>RPE provided will be either disposable mask to standards EN149 (type FFP3) or EN1827 (type</li> </ol>



FMP3); - half mask respirator (to standard EN140) with P3 filter; or - semi-disposable respirator (to EN405) with P3 filter. Face fit testing will be in place for the wearers.



**Plant And Equipment Supplied To Site Personnel:**

All plant i.e. Steps, Ladders, MEWP, Scaffolds will be supplied where required and inspected prior to use.

**Work Permits Required:**

**YES – as and when required by the client and issued by the client.**

**Welfare Facilities:**

**Site facilities/local facilities to be used.**

**General Risk Assessments Provided with this RAMS (place Y (yes) if provided):**

<b>GRA01</b> Fujikura 12 S Splicer	Y	<b>GRA16</b> Use of Hand Tools	Y	<b>GRA31</b> Cable Pulling	Y
<b>GRA02</b> First Aid	Y	<b>GRA17</b> Hand Arm Vibration	Y	<b>GRA32</b> Testing & Commissioning	Y
<b>GRA03</b> Fire on Site	Y	<b>GRA18</b> Spare		<b>GRA33</b> Spare	
<b>GRA04</b> Site Housekeeping	Y	<b>GRA19</b> Driving for Work	Y	<b>GRA34</b> Soldering	Y
<b>GRA05</b> Slips/Trips/Falls	Y	<b>GRA20</b> Use of MEWPS	Y	<b>GRA35</b> Work in Food Prep Areas	Y
<b>GRA06</b> PPE	Y	<b>GRA21</b> Trunking & Trays	Y	<b>GRA36</b> Spare	
<b>GRA07</b> Cordless Drills	Y	<b>GRA22</b> Use of Scaffolding	Y	<b>GRA37</b> Use of Mobile Podiums	Y
<b>GRA08</b> Use of Ladders	Y	<b>GRA23</b> Manual Handling	Y	<b>GRA38</b> Young Workers	Y
<b>GRA09</b> Use of Stepladders	Y	<b>GRA24</b> Electricity	Y	<b>GRA39</b> Confined Spaces	Y
<b>GRA10</b> Spare		<b>GRA25</b> Use of Small Steps	Y	<b>GRA40</b> WEC Delivery/Installation	Y
<b>GRA11</b> Temporary Supplies	Y	<b>GRA26</b> Servicing Towers/Columns	Y	<b>GRA41</b> Mobile Towers	Y

RA/MS and Environmental Assessment  
 Site: ALL SITES - Date: 09/10/2020



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GRA12 Working in Loft	Y	GRA27 PCB's	Y	GRA42 Use of Winches	Y
GRA13 Traffic Movement	Y	GRA28 Work Near Power Lines	Y	GRA43 Res Lids	Y
GRA14 Asbestos	Y	GRA29 Occupied Premises	Y	GRA44 Manhole Covers	Y
GRA15 Storage of Materials	Y	GRA30 Chasing out Cable Runs	Y	GRA45 Working Near Water	Y

**Site Safe Systems of Work Provided with this RAMS (place Y (yes) if provided):**

SSoW 001 Fujikura 12 S Splicer	Y	SSoW 016 Use of Handtools	Y	SSoW 031 Cable Pulling	Y
SSoW 002 First Aid	Y	SSoW 017 Hand Arm Vibration	Y	SSoW 032 Testing & Commissioning	Y
SSoW 003 Fire on Site	Y	SSoW 018 Spare		SSoW 033 Spare	
SSoW 004 Site Housekeeping	Y	SSoW 019 Driving for Work	Y	SSoW 034 Soldering	Y
SSoW 005 Slip/Trips/Falls	Y	SSoW 020 Use of MEWPS	Y	SSoW 035 Work in Food Prep Areas	Y
SSoW 006 PPE	Y	SSoW 021 Trunking & Trays	Y	SSoW 036 Spare	
SSoW 007 Cordless Drills	Y	SSoW 022 Use of Scaffolding	Y	SSoW 037 Use of Mobile Podiums	Y
SSoW 008 Use of Ladders	Y	SSoW 023 Manual Handling	Y	SSoW 038 Young Workers	Y
SSoW 009 Use of Stepladders	Y	SSoW 024 Electricity	Y	SSoW 039 Confined Spaces	Y
SSoW 010 Spare		SSoW 025 Use of Small Steps	Y	SSoW 040 WEC Delivery/Installation	Y
SSoW 011 Temporary Supplies	Y	SSoW 026 Towers/Columns	Y	SSoW 041 Mobile Towers	Y
SSoW 012 Working in Loft	Y	SSoW 027 Spare		SSoW 042 Use of Winches	Y
SSoW 013 Traffic Movement	Y	SSoW 028 Power Lines	Y	SSoW 043 Res Lids	Y
SSoW 014 Asbestos	Y	SSoW 029 Occupied Premises	Y	SSoW 044 Manhole Covers	Y
SSoW 015 Storage of Materials	Y	SSoW 030 Chasing out Cable Runs	Y	SSoW 045 Working Near Water	Y

Task Number	Task Description / Specific Methodology of Work
T1	Contact the clients H&S representative to inform them you are on site.  Ensure relevant site inductions have been attended.  Log onto <b>lonealert</b> if lone working.  Where the work is being carried out under the control of a permit to work a start of shift of briefing must be completed by the <b>Businesswatch Group</b> lead engineer on site.
T2	Ensure client's personnel are aware of work being undertaken in the specific area.
T3	Carry out a ' <b>Point of work risk assessment</b> '. If any hazards are not suitable controlled <b>STOP</b> and contact a Line Manager.
T4	Establish site and cordon the area off from any unauthorised personnel.



T5	Ensure relevant permits have been obtained for the tasks to be undertaken.
T6	Inspect all tools & plant prior to use to ensure they are safe to use for the work task involved.
T7	Make yourself aware of the client's emergency procedures including assembly points and person(s) to contact in the event of an emergency including contact number(s).
T8	<p>Minimum PPE items to be worn during the task:</p> <ul style="list-style-type: none"> <li>• Hard Hat conforming to: EN 397:2012.</li> <li>• Protective Gloves conforming to: EN 420:2003 &amp; where mechanical risks are present EN 388:2003.</li> <li>• Safety Footwear conforming to: EN ISO 20345:2004 with a 200J Toecap.</li> <li>• High Visibility Coat/Vest conforming to: EN 340:2003 &amp; EN 471:2003.</li> <li>• Eye Protection (Goggles/Safety Glasses) conforming to: EN 166:2001.</li> </ul>  <p>Where a noise hazard is present:</p> <ul style="list-style-type: none"> <li>• Hearing Protection (Ear Defenders/Ear Plugs) conforming to: EN 352-1: 2002/ EN 352-2:2002.</li> </ul>  <p>Where a respiratory hazard is present:</p> <p>b. RPE provided will be either disposable mask to standards EN149 (type FFP3) or EN1827 (type FMP3); - half mask respirator (to standard EN140) with P3 filter; or - semi-disposable respirator (to EN405) with P3 filter. Face fit testing will be in place for the wearers. Wearers to be clean shaven.</p> 
T9	Tasks for job to be carried out adhering to <b>Businesswatch Group</b> SSOWs and general risk assessments.
T10	The maintenance, service and / or small works must only be completed once the client has given approval for the work to be completed, all personnel in the area of the work have been informed and when it is safe to do so.
T11	The task will be completed in conjunction with the original as fitted specification.  The equipment will be maintained in conjunction with the specification, which will include the location for each item.
T12	The mains electricity will be isolated at the fused spur by removing the fuse at the panel/PSU spur. The engineer will also place tags/signs at the fused spur showing that we are working on the appropriate equipment.
T13	Wherever practical we expect our Engineers to avoid work at height.



	<p>Where this is not practical then the items of work equipment to be used or these tasks will be steps and/or Ladders for short duration use (maintaining three points of contact at all times and light duty tasks only).</p> <p>For any work at height tasks that are;</p> <ul style="list-style-type: none"> <li>• Not of a short duration (short duration is up to 30 minutes),</li> <li>• Where three points of contact cannot be maintained at all times; Or</li> <li>• The tasks are not of a light nature.</li> </ul> <p>Then the following equipment must be used:</p> <p>Podium steps and/or mobile scaffold towers; or (where appropriate); Mobile Elevated Work Platform (MEWP).</p> <p><b>Where podiums/mobile scaffolds/MEWPs are not available at site and they are required then the work must stop and arrangements for a return visit will be made as necessary.</b></p> <p>All work at height access decisions will be arrived at by risk assessment./ POWRA.</p>
T14	Access all control equipment including signalling devices and low voltage 12 volt dc powers supply units and check the 12 volt battery is maintaining the correct voltage with the mains 240 volt supply connected and disconnected and record the voltages in the onsite document register.
T15	Inspect all flexible connections.
T16	Ensure all control equipment including, signalling devices and low voltage 12 volt dc powers supply unit enclosure lids are re-secured and that the mains 240 volt ac supply is reconnected.
T17	Access the as fitted specifications and check the installation, location and siting of all equipment and devices against the specification at the same time noting any changes to the site that may affect the operation of any of the systems i.e. obstructions and loose devices etc.
T18	Check the satisfactory operation of all devices, including detectors, cameras, locking devices and switches.
T19	Check the control equipment, recording equipment, any associated access control unit processor control units and any associated software control systems for correct operation.
T20	Test all alarm signals and where applicable the Intruder alarm, transmission of any CCTV images or access control information is received correctly at the Alarm Receiving Centre.
T21	Check all audible warning devices are functioning correctly.
T22	The system will be fully tested and left working (where practical) by the <b>Businesswatch Group</b> engineer on completion.
T23	Appropriate paperwork will be completed by the <b>Businesswatch Group</b> Engineer and signed off by the Client's site representative to the relevant standards, when no representative is available on site then this should be noted on the documentation which shall be returned to <b>Businesswatch Group</b> .
T24	The work area will be left safe and tidy by the <b>Businesswatch Group</b> Engineer prior to leaving site and any rubbish must be disposed of in an environmentally friendly way.

