



BusinessWatch®

Our Passion is Your Safety & Security

Customer Name: All Sites

Date 28/11/22

Approvals.

Role	Name	Signature	Date
Senior Supervisor	Danny Heeson	<i>Danny Heeson</i>	28/11/2022
Managing Director	Matthew Tolkien	<i>Matthew Tolkien</i>	28/11/2022
Health & Safety Manager	Jolene Taylor	<i>Jolene Taylor</i>	28/11/2022

ACCEPTANCE BY SITE OPERATIVES/ENGINEERS

By signing this document, I agree to the methods of work & the safety controls measures detailed within. Any changes made to the sequence of works (Methodology) will require further Risk Assessments to be carried out & control measures implemented. This will be carried out with the direct authorisation of the Service Supervisor /Engineer and will result in the **CHANGE RECORD** being amended.

Role	Name	Signature	Date
Engineer 1			
Engineer 2			
Apprentice			

Change Record

Issue Number	Date	Comments	By (Name)

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HEALTH AND SAFETY NOTE

Whether you are working inside or out:

- Carry out a Point of Work Risk Assessment (PoWRA).
- Ensure everyone involved in the job has read, understood & signed all required Health & Safety Documentation, including all required Permits to Work.
- Follow Safety Instructions (Safe System of Works).
- Wear the correctly identified Personal Protective Equipment.
- Ensure your safety & the safety of others is assured.
- Keep your mind on the job.
- Keep the work site in a clean and tidy order.

Remember:

Always carry out a Point of Work Risk Assessment (PoWRA)
All operatives have the right to stop a particular work activity under Health and Safety Grounds and will not be subject to disciplinary action. Ensure that your supervisor is fully aware of the issue so that corrective action can be taken in a timely fashion.

1. SITE DETAILS

Client Site Address:	All Sites
On Arrival To Site All Contractors Shall Report To:	Site Manager/ Site Security
Client Emergency Phone No:	TBC
Work Specific Area/Description:	All areas
Planned Date & Time of Work Commencement:	All times
Planned Date & Time of Work Completion:	All times
Site Working Hours:	08:00 – 07:59
Days of the Week Access Can Be Gained:	Mon - Sun

2. SCOPE OF WORKS

Service, Maintenance and Emergency Reactive Works of the:

Intruder
CCTV
Access control

3. PERSONNEL & COMPETENCIES

Senior Supervisor BWG	Danny Heeson ☎ 0808 108 0882, 07590188055 danny.heeson@businesswatchgroup.com
Operations Manager BWG	Craig Wood ☎ 0808 108 0882, Craig.Wood@businesswatchgroup.com
H&S Manager BWG	Jolene Taylor ☎ 0808 108 0882, 07719 564267 Jolene.Taylor@businesswatchgroup.com
Service Engineer BWG	
Service Engineer BWG	

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

The BusinessWatch Group does not sanction unqualified staff working on Security Systems where they may place themselves at risk.


Competencies - Key

1 – Company Competency Review	2 – ECS/CCS Card Holder
3 – IPAF Category 1b & 3b	4 – PASMA
5 – Electrical Assessment	6 – EUSR Card Holder
7 – IOSH Safe Worker Passport	8 – Asbestos awareness
9 - IOSH Managing Safely	10 – CITB SSSTS

Name	1	2	3	4	5	6	7	8	9	10
	Y	Y	N	N	N	N	N	Y	N	N

4. RISK ASSESSMENT HAZARD IDENTIFICATION & CONTROL MEASURES

1. Working at Height
2. Dust Control
3. Vehicle Movement
4. Asbestos
5. General Housekeeping
6. Manual Handling
7. Use of Power Tools
8. Tower Scaffolds
9. Use of Powered Access Platforms
10. Working With Noise
11. Electrocution
12. Loading and Unloading Ladders
13. Manual Hand-Held Tools
14. Vermin
15. Extreme Weather Conditions

<div></div> <div>All Sites- Risk Assessment Service and Maintenance</div>					Assessed by:		Date:		RISK				
					Jolene Taylor		28/11/ 2022		(L) LIKELIHOOD		(S) SEVERITY		
					Review: Service and Maintenance					1. Probable		1. Negligible	
					Work Duration:					2. Unlikely		2. Slight	
Persons at Risk	Employees	Client/ Staff	Visitors/ Public	Other Contractors	Risk Rating			3. Even Chance		3. Moderate			
	X	X	N/A	X	High 16-25	Med 6-15	Low 1-5	4. Likely		4. High			
								5. Almost Certain		5. Very High			

			Uncontrolled						Controlled			
	Hazard/Area	Risk	L	S	Risk	Risk Rating	Corrective Actions / Control Measures		L	S	Risk	Residual Risk
	Working At Height											
		Falls of Materials	5	4	20	H	If the workplace contains an area in which there is a risk of someone being struck by a falling object or person this area must be clearly indicated and that (as far as reasonably practicable) unauthorized people are unable to reach it – establish and police any exclusion zones. All operatives and those working below overhead operations will wear appropriate P.P.E. Barriers and signage to block off work areas		1	4	4	L
		Slips, Trips and Falls	5	4	20	H	Ladders / Stepladders are to be used for short duration periods only, any extended period of work must be carried out on a Mobile Elevated Working Platform (MEWP) Area surrounding work to be carried out to be checked to ensure it is safe to use equipment. Before any attempt to use ladders checks must be made to the condition of: - <ul style="list-style-type: none"> • Treads. • Stiles. • Hinge arrangements. • Restraining rope. Damaged ladders must be taken out of use immediately. All works to be planned and organised All personnel working at height will have received training and instruction. All operatives and those working below overhead operations will wear appropriate P.P.E. Regular refresher training courses TBTs		1	4	4	L

		Weather	4	4	16	H	Weather conditions to be assessed prior to any work commencing. Suspend any works during strong winds, poor visibility or icy conditions Assess the area surrounding the works	1	4	4	L
		Incorrect assembly / use of Ladders	5	4	20	H	All personnel working at height will have received training and instruction. Before use the following instructions and checks are to be carried out:- <ul style="list-style-type: none"> • ensure ladders cannot slip • ensure ladders are tied near to the top • ensure the rungs are clean • Ensure that footwear is clean • use both hands when climbing or descending and maintain 3 points of contact at all times • If ladders cannot be tied at the top then secure ladder by extension feet, otherwise the ladder must be footed by a second person to prevent it slipping outwards or sideways. • Never use a makeshift or homemade ladder • Never overreach • Never stand on a drum or other unsteady base to obtain additional height. • Set ladder at correct angle – One measure out to every four measures up. • Never overload a ladder or support it on its bottom rung on a plank. • Ensure ladder is correct height for task; ladder must reach 1.07m above a platform or step off point 	1	3	3	L
		Incorrect assembly / use of Step Ladders	4	4	16	H	Stepladders are only to be used for light duty work Ensure set on firm level base Work no further than two thirds up the stepladder – maintain 3 points of contact at all times. Boards are not to be hung between treads to provide working platform. Treads of stepladders not to be used as work benches. Stepladders are not to be used to access another level	1	4	4	L
		Vehicle Movement	5	4	20	H	If the workplace contains an area in which there is a risk of someone being struck by a vehicle this area must be clearly indicated and cordons, barriers erected. Only trained operators to use FLT's	1	4	4	L
	Dust Control										
		Dust and fumes created due to working activities	4	4	16	H	Working areas to be clearly demarcated. Barrier systems and signage to be put in to place. Temporary dust screens / partitions to be installed.	1	3	3	L

						Air cubes to be used in sensitive areas to ensure any dust is contained. Vacuum cleaners fitted with heap filters to be used as opposed to brushing / sweeping up. Wear suitable PPE / RPE issued to all engineers. All equipment to be fitted with suitable dust suppressant measures. Areas to be ‘damped down’ where required to minimize dust release. Manufacturers guidance notes to be followed for use of all equipment that may create dust / release fumes					
	Vehicle Movement										
		Being struck by a vehicle	3	5	15	H	Regular monitoring by site supervision High Visibility PPE to be worn at all times whilst on site Engineer to be made aware of site rules relating to vehicle traffic expectancy, in particular to areas of regular traffic Engineer to wear safety hat when working in the vicinity of fork trucks or any other mechanical or vehicular activity where goods are moved above the engineer. The site shall provide detailed information on traffic flow and warning signs in operation All engineers to receive induction prior to working on site. This induction shall cover all traffic rules for the site and all other risks our engineers shall be exposed to.	1	5	5	M
		Restricted movements in working area	3	4	12	M	Assistance to be used to manoeuvre vehicles where location and visibility an issue On site meetings to inform of vehicle usage and locations	1	4	4	L
		Working in close proximity to other trades	3	4	12	M	Barriers/fencing to be installed where possible to cordon off working areas PPE to be worn at all times On site meetings and communication for all site personnel.	1	4	4	L
	Asbestos										
		Exposure to Asbestos Fibres	4	5	20	H	A survey of the premises will be required for any refurbishment work. Asbestos survey to be reviewed prior to any works being carried out All personnel to have received Asbestos awareness training Where any asbestos is identified work is to stop immediately and this is to be reported	1	4	4	L
	General Housekeeping										
		Slips/Trips/Falls	3	4	12	M	At any time where the work area is to be left unoccupied the work area must be left in such a way to not pose a risk to anyone who may access it. Spillages must be cleaned up immediately and signage displayed.	2	2	4	L

						At the end of the working day the waste items must be removed and any dust or debris swept away. Management to ensure compliance with this assessment. Supervisors to check compliance during monitoring visits					
		Blocking escape routes	3	4	12	M	Bagged waste materials must be removed from the work areas and placed in the waste skips provided by the Principle Contractor / Customer. This must not be disposed of into the household waste bins of any residential premises being worked on. Care to be taken to ensure that existing escape routes including access and egress routes are not blocked at any times during or after work.	1	2	2	L
		Sharps	3	4	12	M	Securing any loose materials. Ensuring no sharp objects, cutting tools, off cuts have been left around the work area which could pose a hazard. Appropriate PPE to be worn – including cut five gloves and goggles	1	2	2	L
	Manual Handling										
		The Load	4	4	16	M	Ensure Manual Handling Assessment has been carried out taking into consideration weight and size of load and frequency of operation. Check the condition of the load for hazards such as loose parts, irregular objects, bulky or difficult to handle (sacks, non rigid, unpredictable loads) Where practicable use mechanical aids. Get assistance if required	2	2	4	L
		The Individual	4	4	16	M	All engineers trained on manual handling and toolbox talks issued Before using any mechanical aids check training has been conducted and is up to date. Ensure correct PPE is available and being worn Ensure correct posture throughout the task :- Keep back straight, Keep arms close to the body, Tuck the chin in, Stand facing the direction you intend to go with feet slightly apart one slightly in front of the other, Bend the knees and grip the load with the palm of your hand, not just your fingers Lift straightening the legs, keeping the load close to your body, Turn by moving your feet, not twisting your back	1	2	2	L
		The Task	4	4	16	H	Check items for hazards such as sharp edges Check items are safe to move, containers are fit for purpose Rehearse the lift if necessary Risk assess loose parts, irregular objects, bulky or difficult to handle items	1	2	2	L
		The Environment	4	4	16	H	Ensure that adequate room is available to carry out and complete the task, Ensure destination route is unobstructed both width & height Check the floor surface is in good condition, Consider weather conditions for outdoor works, Ensure lighting is adequate	1	2	2	L

	Use Of Power Tools									
	Electrocution	4	4	16	H	<p>Battery Tools are the preferred use of power tools on all work tasks. Power tools are PAT tested in line with the group testing policy, or as soon as practicable, by competent test engineers. Only equipment operating at 110 volts or less will be permitted on construction sites; higher voltages must be authorized in writing by management prior to use.</p> <p>Site first-aiders will receive training in electric shock treatment. Sub-contractors will be made aware of the above policy concerning use of electrical equipment.</p> <p>Trained first-aider(s) or appointed persons will be available on site at all times when electrical equipment is in use. Management are responsible for ensuring that attention is paid to site electrical requirements, including arrangements for design testing and installation of circuits and their protection by fuses, residual current devices or similar. The use of electrical equipment will be monitored to ensure safe use.</p> <p>Management to ensure compliance with this assessment. Safety advisor to check compliance during monitoring visits</p> <p>All users of the power tools are to conduct a pre-use visual inspection to include condition of flex, plug head and condition of the tools casing for signs of damage or abrasion. Work to be restricted in wet conditions.</p>	1	3	3	L
	Fire	3	3	9	M	<p>Equipment supplied to site will be fit for its purpose with regard to voltage, power and environmental conditions.</p> <p>Intrinsically safe power tools will be requested for working on petrol forecourts in hazardous zones.</p>	1	3	3	L
	Hand /Arm Vibration	3	3	9	M	<p>Choose tools and equipment that omit low vibration levels when available.</p> <p>Use of SDS type drills to be used. Reduce exposure time (possible to job share or job rotation) and taking regular breaks.</p> <p>Follow manufacturer's guidance notes and HSE exposure limits.(Compliance Team can provide information on exposure limits)</p> <p>Use foam gloves to keep your hands warm.</p> <p>Engineers must report any signs of tingling and numbness in their hands to a supervisor/Manager immediately</p>	2	2	4	L
	Slips, Trips & Falls	3	3	9	M	<p>Leads and extension cables are to be routed so as to minimize the likelihood of damage and trip hazards.</p> <p>Cables are to be routed overhead where possible.</p> <p>All work should be carried out from a suitable/stable platform</p> <p>Regular on site monitoring to be carried out by Management /supervision</p>	1	3	3	L

		Injury due to entanglement / contact with power tool / flying debris	3	3	9	M	Only Trained personnel to use power tools. Check tool is appropriate for the job and used in accordance with manufacturer's instructions. Power tools to be securely stored when not in use. Loose clothing, jewellery and long hair to be kept clear of moving parts. Use guards where appropriate, never remove guards on power tools. Secure all work pieces when cutting or drilling items that could move Only use approved accessories and attachment with power tools. Ensure that there is adequate room to do the task at hand.	2	2	4	L
		Noise / Dust	3	3	9	M	Hearing protection must be worn at all times during use of power tools. FFP 3 dust masks (if appropriate) and goggles to be used when using power tools. Engineers are to report any defective PPE being worn	1	2	2	L
	Tower Scaffolding										
		Collapse of structure due to incorrect assembly or conditions on site.	4	4	16	H	Only authorized and trained personnel (PASMA) will erect, modify or dismantle scaffolding. Staff working on the tower will have been trained on working at heights. Safe working load to be marked on equipment. All mobile towers are to be erected on solid ground, or load bearing surfaces. Tower scaffolds that are free standing comply with the manufacturer's maximum height to base ratio. Operatives should be up to date with latest changes to safety guidance and good working practices. Scaffold must be erected by competent persons, Businesswatch personnel will not interfere with the construction of the tower.	1	4	4	L
		Contact with overhead electrical services.	3	5	15	H	The absolute minimum distance, measured from furthest point of outreach to the point directly below the outermost conductor on an overhead power cable is 6.0m. Note that high winds can cause cables to sway and reduce this distance. No part of a machine should be closer than 15.0m to an overhead line on steel towers (9.0m if on wooden poles). On site audits/risk assessments to identify any dangers/obstructions	1	5	5	M
		Persons or vehicles colliding with scaffolding	3	4	12	M	Scaffold tied to structure, must be approved anchorage Traffic and pedestrians must be controlled and area should be fenced off. Head protection worn by all personnel using the tower or in the vicinity of the tower	1	2	2	L
		Unsafe movement of the tower	3	4	12	M	Excavations close to scaffold must be monitored to ensure the stability of the scaffold Brakes to be applied, tools and persons removed before movement, dismantling in accordance with training and guidance material.	1	4	4	L

						No throwing Materials off the scaffold, No use of chutes. Monitoring of weather conditions and dismantling where appropriate. The access to the working platform is via the narrowest side of the tower. Employees do not climb the frame unless it has a built in ladder section. If the frame can be used, climb from inside, if not use internal ladders or stairways fixed firmly to the tower. All towers fitted with toe boards, handrails and intermediate rails. The towers only used on firm level ground with the castors locked before use. No person, tools or materials to be on the scaffold when moving					
	Use of Powered Access Platforms										
		Platform overturning	4	5	20	H	Only trained and competent persons are allowed to operate platforms (IPAF) (MEWP) The operator must be physically fit, authorized, adequately trained and instructed in the use of the platform. Platforms must not be operated outside the limits set by the manufacturer. Outriggers and stabilizers must always be used, where available on the machine. Platform must be on firm level ground. Where applicable ground below outriggers / stabilizers should be checked for hazards. The platform capacity should be checked to ensure sufficient height and SWL for the work undertaken. Licence expiry dates to be monitored, all MEWPs are to have a certificate of thorough examination & test every 6 months. A visual inspection should be carried out before each use. Only use access platforms where permanent access is not reasonably practicable due to nature and duration of work Ensure weather conditions are within acceptable limits, Keep platform tidy A banksman, qualified to the correct IPAF rating for the machine is to be available at all times the MEWP is in use	1	5	5	M
		Failure of Platform / collapse of platform.	4	5	20	H	The platform requires regular maintenance and servicing – proof of servicing should be obtained and records kept. The platform requires daily inspections before use. Defects to be reported immediately and platform taken out of service until checked for safety. Ensure platforms are supplied by competent supplier and have relevant inspection and test records. A banksman, qualified to the correct IPAF rating for the machine is to be available at all times the MEWP is in use	1	4	4	L
		Falls of personnel and materials	4	5	20	H	Safety harnesses are required for cherry pickers and should be attached to a secure anchorage point via a restraint lanyard within the platform. The safety harness must never be attached to	1	4	4	L

							anything outside the platform. Do not allow loose materials to accumulate on platform. Traffic and pedestrians must be controlled and area should be fenced off. Steps, ladders, hop-ups or boxes must never be used on the platform to gain extra height or reach. The Safe Working Load (SWL) must be clearly marked on the platform and observed. All MEWP's must have suitable edge protection and slip resistant floors. Devices must be fitted to the MEWP to prevent free fall of the platform. In windy conditions the manufacturer's recommendations must be observed. Operators must work wholly from inside the platform and do not lean out or climb on the guard rail. Ensure area immediately below and around the platform is cordoned off to prevent people working underneath it. Daily checks to include guard rails and toe boards. Checks on safety harnesses and anchorage points to be included in daily checks. Inspect platform before use after severe weather A banksman, qualified to the correct IPAF rating for the machine is to be available at all times the MEWP is in use				
		Restricted or enclosed spaces	3	3	9	M	Extra care should be taken in restricted or enclosed areas to avoid collisions and entrapment. In enclosed areas a check on exhaust fumes should be made. A banksman, qualified to the correct IPAF rating for the machine is to be available at all times the MEWP is in use	1	2	2	L
		Overhead obstructions and power cables	3	5	15	H	The absolute minimum distance, measured from furthest point of outreach to the point directly below the outermost conductor on an overhead power cable is 6.0m. Note that high winds can cause cables to sway and reduce this distance. No part of a machine should be closer than 15.0m to an overhead line on steel towers (9.0m if on wooden poles). On site Point of Work audits/risk assessments to identify any dangers/obstructions A banksman, qualified to the correct IPAF rating for the machine is to be available at all times the MEWP is in use	1	5	5	M
	Working with Noise										
		Damage to ears (short and long term)	4	4	16	H	Ensuring induction training of new starters includes the issue of ear protection and when to use them (as stated in the hazard identification). Hearing protection must be always available, Ear protection must be worn when noise levels reach of 85db. Operative to report loss or damage of ear defenders to line manager. Signage to be displayed where necessary to warn ear defenders to be worn when entering specific locations. Regular TBTs on the effect of Noise carried out.	1	4	4	L

							Limit the amount of time using noise equipment or spending in noise environment by cutting time used in to short sections. Staff are to report any ringing in the ears from work induced noise exposure. Health surveillance may be considered.				
	Electrocution - working inside a control panel										
		Electrocution / burns	5	5	25	H	<p>All electrical works will be carried out by qualified tradesmen. Electrical supplies will be planned to take into account foreseen load requirements, environmental conditions, progress of work and compatibility/maintenance of equipment. The installation will be certified before being brought into use. Locked supply cabinets will form part of the system.</p> <p>Supply and distribution units will be lockable and the keys controlled. Signs warning of electrical hazard will be displayed on supply units, conforming to Safety Signs Regulations. Permit to work system or other suitable means of control to be used when work on live systems is foreseen.</p> <p>Only competent electricians are authorized to install or modify temporary supplies</p> <p>Inspect all equipment before use. The Contracts supervisor on site will check and review method statement and attached risk assessment before and as the work proceeds, updating and amending them as necessary. Appropriate goggles / rubber insulated footwear and gloves are to be worn .</p> <p>Checks to be conducted by engineer to ensure that no change that would affect safe use has been sustained.</p> <p>Ensure all wire insulation is unbroken and correctly connected.</p> <p>Ensure all earth wires are disconnected prior to carrying out any works.</p> <p>Ensure any tools used are of the correct design for the job in hand, e.g. multimeters.</p> <p>Report to customer any mains supply fault so a qualified electrician can repair. Ensure no water is present in or in the immediate area of the control panel</p> <p>Ongoing monitoring by the site supervisor. Consult HSE booklet Working with electricity – safe working practices</p> <p>Engineers trained in use of lock out/ tag out kit where required.</p>	1	4	4	L
		Fire	3	4	12	M	<p>Fire extinguishers (carbon dioxide) will be available adjacent to distribution units.</p> <p>Engineers to familiarise themselves with evacuation plan on entering premises.</p>	1	4	4	L
	Loading/Unloading Ladders										

		Loading ladders and steps, on to the roof rack of company vehicles. Sprains / strains of muscles & tendons. Cuts to hands / fingers	3	3	9	M	Where available use rhino fixing brackets to secure ladders to vehicles, with integrated locks. Report and replace any damaged existing roof rack clamps i.e.; rusty, physical damage. Wear Gloves, to secure ladders / steps. Engineers are to be physically fit to carry out this task. Place ladders / steps in the vans if possible. Manual Assessment to be carried out. Report any defective ladders	1	3	3	L
		Falls from heights, accessing roof racks, Sprains / fractures.	3	3	9	M	Use a hop up, or steps to access roof rack clamps. (For Triple ladders) Ensure vehicle is parked in a safe place whilst loading / unloading. Use suitable footwear in good condition.	2	2	4	L
		Ladders falling off vehicles whilst travelling at speed. Impact injury's, causing RTA, fatalities	3	5	15	H	Engineers are to check the load between journeys. Observe any chattering / rattling of ladder movement. Lock the ladders / steps to the clamps at all times. No ladders are to protrude over the length of the vehicle. Only transport company approved ladders / steps. Drivers are to have means of contacting the emergency services / head office in the event of emergencies	2	5	10	M
	Manual Hand Held Tools										
		Physical Injury	3	3	9	M	Engineers are to use their own equipment and ensure; The correct tool is selected for the job and is used in the appropriate manner. Tools are subject to a visual inspection to ensure they are serviceable; any damaged tools should be replaced (or where possible repaired) immediately. If fitted, guards should be examined for security and integrity. If required the correct PPE should be worn, ie protective eye wear, gloves. Any sharp blades, such as knives, should be guarded when not in use and used blades be disposed of in a safe manner. When not in use tools should be stored securely and where practicable placed back in original packaging.	1	2	2	L
	Vermin										
		Exposure to bites, scratches, infestation and excrement	3	3	9	M	Personnel carry out a dynamic Risk Assessment of area prior to starting work. Personnel wash hands and arms thoroughly after finishing work and before eating, drinking or smoking. All scratches, cuts and abrasions are covered with waterproof dressings If contact is made personnel to seek medical advice immediately should they develop flu like symptoms – headache, fever and chill.	1	3	3	L

	Extreme Weather Conditions										
		Heat Stress	3	2	6	M	Eliminate or minimise the need to work at high temperature where possible (Direct sunlight at the hottest times of the day) by planning work PPE is worn at all times (including sun cream) Personnel to ensure they take regular breaks out of direct sunlight and drink plenty of fluids Personnel carry out a dynamic risk assessment prior to work commencing.	1	2	2	L
		Cold Stress	3	2	6	M	Eliminate or minimise the need to work at low temperature where possible by planning work. Personnel to ensure they are wearing all supplied uniform. Regular breaks are taken out of direct inclement weather. PPE is worn at all times. Personnel are to Avoid touching cold metal surfaces with bare skin	1	2	2	L

5. ADDITIONAL CONTROL MEASURES (Permit to Work)

TBC on arrival to site

6. PERSONAL PROTECTIVE EQUIPMENT

Mandatory PPE items to be worn during the associated tasks as appropriate:

5 Point of PPE:

- Hard Hat conforming to: EN 397:2012.
- Protective Gloves conforming to: EN 420:2003 & where mechanical risks are present EN 388:2003. (These maybe removed only for delicate connections and intricate work only).
- Safety Footwear conforming to: EN ISO 20345:2004 with a 200J Toecap and steel mid-sole.
- Class 3 High Visibility jacket or Class 3 long sleeved waistcoat or Class 3 coveralls in accordance with BS EN 471: 2003.
- Eye Protection (Goggles/Safety Glasses) conforming to: EN 166:2001.



Where a noise hazard is present:

- Hearing Protection (Ear Defenders/Ear Plugs) conforming to: EN 352-1: 2002/ EN 352-2:2002.




Where a respiratory hazard is present:

- 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.



7. METHODOLOGY

Task Number	Task Description / Specific Methodology of Work
T1	<p>Pre-Start Activities:</p> <ul style="list-style-type: none"> • Acceptance of the associated RAMS. • Ensure Site personnel are aware of work being undertaken. • Sign In • Put the site on test with the ARC • Engineer must complete a POWRA before commencing work using his PDA. A blank copy is provided at the end of this document • Make yourself aware of the site emergency procedures including assembly points and person(s) to contact in the event of an emergency including contact number(s). As per Principal contractor site induction. • Check for any hazard warning labels. • Put on PPE required.
T2	<p>Plant to be used:</p> <ul style="list-style-type: none"> • Electricians Hand Tools • Battery Operated SDS Drill & Driver • Step Ladders / Ladders • Multi meter • Test Monitor • Battery tester • Fire testing kit <div data-bbox="261 1115 1185 1534">  </div> <ul style="list-style-type: none"> • Inspect hand tools and portable electric tools for signs of damage. If damaged remove from service and advise your supervisor • Only use tools for the tasks they are designed for. • Ladders and step ladders should carry a valid inspection tag. • Carry out a pre-start inspection of ladders and step ladders prior to use. If any defects are seen, remove from service and advise your supervisor.

T3	<p>Set Up Site</p> <ul style="list-style-type: none"> • Safely bring tools and equipment onto site. Only bring in what is required. • Set up a base in a place that will not cause harm or injury to others. • Assess the area of work and carry out a local Point of Work Risk Assessment. Look for anything likely to cause injury or harm to anyone in the area that is not covered by this SSoW. <p>Only use ladders for short duration work (maximum of 30 mins).</p>
T4	<p>Service and Maintenance of all Electronic Security Systems</p> <ul style="list-style-type: none"> • Test voltages and Batteries connected to all electronic security systems onsite • Inspect all flexible connections • Position any steps / Ladders on flat ground adjacent to the equipment being tested. • Second man to foot the ladders (if ladders are used) during the works. • Complete a full walk test of the system • 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. • 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. • Ensure any camera towers are winched down carefully and your work area is barriered off if needed and they're back in their original positions and bolted up once finished • Check time and date on all systems are correct • Any disconnections made to enable you to complete the works must be reconnected before leaving site • The System is to be left in full working order where practicable • Check all audible warning devices are functioning correctly. • Ensure all control equipment including, signalling devices and low voltage 12 volt dc powers supply unit enclosure lids are re-secured. • Report to the Client's site representative that you are leaving site. Ensure any Permits to work are closed and that the Alarm receiving Centre has been informed that testing is now complete and to respond to any further calls
T5	<p>Leaving Site:</p> <ul style="list-style-type: none"> • Ensure all areas are left in a clean and tidy state. • Ensure all waste is removed from site • Contact the ARC and advise them that your work is complete. • Wash off and remove PPE. • Sign out. • Leave site.

8. EMERGENCY ARRANGEMENTS

- Check with site if there are first aiders on site.
- First Aid kits are present in engineer's vehicles.
- All incidents, accident and near misses to be reported to site manager and Businesswatch Service supervisor, Complete the near miss/ accident forms on the PDA
- If any incident requires an emergency response call 999 from any phone.

9. COSHH ASSESSMENTS

- COSHH Assessment register can be supplied to site upon request

10. WELFARE ARRANGEMENTS

- Toilets & wash facilities may be available on site.
- COVID rules are to be followed at all times.

11. ENVIRONMENTAL

- All waste to be removed from site
- All batteries to be disposed of at the head office in line with WEEE regulations

12. MEWP ESCAPE PROCEDURE

Emergency Situation Proposed

Action Failure of upper control functions while elevated

Where the normal upper control functions fail, the operator will use the auxiliary controls from the platform to lower the boom safely to the ground.

Failure of the operator to be able to operate the MEWP functions while elevated due to the following reasons:

A. Operator incapacitated

B. Auxiliary functions fail to operate from upper control station.

Where the operator is incapable of lowering the MEWP using the upper controls, an appointed person familiarised in the use of the lower 'ground' controls will lower the platform safely to the ground using the lower ground controls.

Failure of lower ground controls Where the lower ground controls fail to allow the boom to be lowered safely to the ground, the appointed person will use the auxiliary ground controls to lower the boom safely to the ground.

Failure of ALL normal and auxiliary lowering functions Where all normal and auxiliary functions have failed, the appointed person on the ground should contact the company who the lifter has been hired through, or if our own contact Versalift – If in doubt speak with the H&S Department.

Point of Work Risk Assessment

Site:

Date:

Hazard / Note No	Hazard or Note of Caution	Safe X	Unsafe X	N/A
H1	Access to site – has the induction covered the evacuation procedure and all health and safety processes?			
H2	Work at Height – does the work area cause any problems, e.g. to utilise steps, ladders or MEWP etc.? – is the chosen access equipment suitable for the work task & environment?			
H3	Slips, Trips and Falls – is the area clear of obstacles?			
H4	Manual Handling – does the work area cause any problems for lifting and carrying?			
H5	Moving Vehicles , e.g. Fork lift trucks – is the work area clear of moving vehicles?			
H6	Confined Spaces – If entry is required are appropriate precautions including a site specific risk assessment in place?			
H7	Dust or Unknown Fumes – are they present in the work area?			
H8	Unsafe Roof Voids – are the roof void area(s) safe to walk in with an accepted working load?			
H9	Noise – do you have the correct hearing protection for the job and working environment – are they in good condition?			
H10	Lighting – is it adequate for the job – is your emergency exit route clear and visible?			
H11	Electrical – does the work area cause any problems – can safe isolation be attained?			
H12	Hazardous Materials/chemicals COSHH – are there any unknown substances?			
H13	Asbestos & ACMS – have you checked the asbestos register and checked that the area is free of asbestos containing materials?			
H14	Chlorine and/or flammable substances – do any storage systems require isolating?			
H15	Permits to Work – are permits to work required for work in higher risk areas?			
H16	PPE do you have the correct protection for the job and working environment. Are they in good condition? e.g. Gloves, Overalls, Ear Defenders, Safety Footwear, Hard Hat, Wet Weather Clothing, Face Fitted Mask, Knee Pads, Goggles and Eye Protection?			
H17	Deep Water – does the work area cause any problems?			
H18	Hot Working – have you identified all hot work which could cause burns, and/or fire hazards?			
H19	Weather Conditions – does the prevailing weather have potential to introduce hazards?			
H20	Client Specific Hazard – Are there any specific health & safety requirements. (E.g. Contamination of food storage areas, Potable water storage and Clinical Areas etc.)			
H21	Explosive Atmospheres			
H22	Working in Ozone Areas			
H23	Use of Cordless Drills			
H24	Use of General Hand tools			
Note 1	Does the Risk Assessment/RAMS cover the hazards associated with the task – are the details correct?			

Point of Work Risk Assessment

Site:

Date:

Hazard / Note No	Hazard or Note of Caution	Safe X	Unsafe X	N/A
Note 2	Work Equipment – are all tools, equipment and vehicles in good order – do you know how to use them safely?			
Note 3	Emergency Exit – have you identified the exit route from the work area if an evacuation is called?			
Note 4	Emergency Assistance - does everyone in the work team know the client's emergency procedures, evacuation assembly point and where the nearest phone is to call for assistance?			
Note 5	Warning Signs – are they required to comply with the work method? Adhere to all signage on site.			
Note 6	Taking All of the Above into Consideration Can the task be completed Safely?			

Discuss with the client/BusinessWatch Group management if any of the above points are deemed unsafe. Agree any actions that need to be taken by either the client or BusinessWatch Group.

List Items Discussed & Identify Agreed Risk Controls

Agreement to RAMS Amendments:

BusinessWatch Group Representative Name & Signature:

.....

OR

Subcontractor Company Name:

.....

Signature & Print Name of person completing the work:

Date:

****If at ANY time you feel unsafe please stop work immediately and contact your immediate supervisor****

Point of Work Risk Assessment

Site:

Date:

Record additional workdays on site below after rechecking the point of work risk assessment form:

Date	Completed By	Still Safe to Work? (tick as appropriate)		List Any Remedial Action Taken
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	