



Method Statement

For

Line of sight camera installation

At

WSP
70 Chancery Lane
And
16 Holborn



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Section 1

Introduction.

The purpose of this document is to provide a method statement and guidance on working practices for the installation of the LOS cameras and associated cabling infrastructure at 70 Chancery Lane and at 16 Holborn. This document should be used in conjunction with the embedded / attached risk assessments.

All engineers are to be fully briefed on its contents and implications before beginning work on site.

Client

WSP

Main Contractor

SAS Group of Companies Ltd

Section 2

Method Statement.

1. Introduction

- 1.1 Only skilled and competent operatives will be carrying out these works. They will have received all necessary information, instruction and training to enable them to work safely and to co-operate with other parties within the working area. All engineers will have SAS ID on them.

2. Preparatory work

- 2.1 All relevant specifications and plans will be readily available onsite. A copy is on the fully survey that engineers will hold in the event they are not, but these are only small versions.
- 2.2 All materials will be correct as specified and free from damage.
- 2.3 A survey and risk assessment of the work area will be carried out prior to commencement of works. This will be done prior to starting work every day.
- 2.4 ALL HSE paperwork will have been sent to site prior to any work starting on site.
- 2.5 All staff shall complete any relevant 'On-Site' inductions before accessing site. If this is required in hours, please advise as out of hours work needs to start on time due to constraints.
- 2.6 All working tools will be inspected for damage / defect by engineers. Should any tools be found to be damaged / defective, they shall be removed from site.

3. Installation / Removal

- 3.1 When installing the cable, regardless of the building type, the following must be achieved:
- *Maintain minimum bend radii during pulling.*
 - *As defined by the standards and Manufacturers.*
 - Any Fibre cables installed the bend radii must not be less than ten times the diameter of the cable.
- 3.2 Cables shall not be exposed to humidity and temperature exceeding their specified limits; this includes localised heating such as hot air blowers or gas burners
- 3.3 No forces shall be allowed that will cause pressure marks (e.g. through improper fastening or crossovers) on the cable sheath or the cable elements
- 3.4 The maximum pulling tensions of cables must not be exceeded. As defined by the standards and Manufacturers
- 3.5 Cables must not be kinked

4 Record information

4.1 All tests will be documented and recorded and supplied subsequent to the installation.

4.2 Handover to be completed at end of install and sent to BTOZ. A customer version can be requested if required via the project manager

5 Method of Works

1. To install 1 x external grade Cat5e cable to the proposed camera location at 16 Holborn as detailed in the embedded site survey report in section 3 of this document. The cable will need to be routed from the roof location through the risers in to the basement communications room.
2. To install 1 x external grade Cat5e cable to the proposed camera location at 70 Chancery Lane as detailed in the embedded site survey report in section 3 of this document. The cable will need to be routed from the roof location through the risers in to the communications room which is located on the 5th floor
3. To install 1 line of sight camera at 16 Holborn to be mounted using a wall bracket and the appropriate fixings to the location as described in the embedded site survey report in section 3 of this document.
4. To install 1 line of sight camera at 70 Chancery Lane to be mounted using a 2m scaffold pole and the appropriate U bolts to the location as described in the embedded site survey report in section 3 of this document.
5. Tools, equipment and materials will be brought on site as required and stored as agreed. No tools or kit will be left on site where public access is at end of shift.

6 Key Contacts

- | | |
|-------------------------|--------------------------|
| 1. SAS – Alvin Thompson | P.I Manager 07788425607 |
| 2. SAS – Allan Klein | SAS Engineer 07920517638 |



10 Managerial/Supervisory

The lead engineer will check all work for quality and adherence to the specifications and any non-conformance or potential issues shall be reported through to the nominated project manager.

The project manager will oversee the adherence to the SoW's (and all specifications) and will assume overall responsibility for the project. This person will independently check all work for quality and adherence to the specifications and any non-conformance or potential issues shall be reported through to the nominated contract manager.

Section 3

1. Cabling through building risers



Risk Assessment for
cabling in building rise

2. Site Risk Assessment and CCOSH



WSP RA
COSH.docx

3. Working at Height



WSP RA.docx

4. All engineers have a hard copy with them upon request.

Survey Documentation



WSP Survey.xlsx

Insurance Documentation



Customer Liability
insurance.pdf