(To be submitted at Least 5 working Days Prior Commencement of Work)

	Project Name: WSP LOS Camera installation	Project Number:	WSP LOS 20506
	Company: SAS Global Communications	Document Number:	1WSP - RAMS
	Title / Task: Camera install	Revision Number:	0.1
	Date of Issue: 30/06		

Other Trade Contractors to be copied with Method Statements and Risk Assessments for information, co-ordination and interface purposes	

1.0	**PROPOSED START DATE:**	TBC	**PROPOSED START TIME: TBC**
1.1	**EXPECTED DURATION:**	2 Days	
1.2	**EXACT LOCATION (S): ATTACH PLAN** (If Necessary)	Survey document to be sent separately	
1.3	**DOCUMENT PREPARED BY:**	SAS Physical Infrastructure Manager	
1.4	**FULL DESCRIPTION OF METHODOLOGY / SEQUENCE OF WORKS**		

Equipment Installation

All equipment will be installed in line with the information guides supplied by the manufacturer.

Utilising this information the mounting scenarios can be found within the site survey report

To install line of sight cameras and associated CAT5 cabling back to the communications room and the designated cabinets. This work will be carried out by SAS engineers. There are customer expectations and Caveats detailed in survey documentation sent with RAMS

- 2 x Line of sight cameras to be installed on the roof of 16 Holborn and 70 Chancery Lane
- External CAT 5e cable runs form roof to the designated communications room as detailed in the SSR
- All SAS Engineers will work safely in accordance with SAS health and safety practices
- A 3 Meter exclusion zone will be in place around platforms and step ladders as in accordance with site safety procedures

Risk assessments

The majority of work activities associated with the provision and maintenance of SAS services are detailed in standard SAS Generic Risk Assessment and COSHH Assessment documents. Information from these documents has been used to produce generic method statements which detail risks and control measures associated with the tasks involved.

Where the task or conditions at the customer's premises are outside the norm and there are no applicable assessments, or where they do not fully take account of work conditions, SAS carries out Local Assessments, which, if the risk is significant, are documented and appended. All SAS installers are also instructed to undertake on-site unwritten assessments to verify the documented assessments are still applicable before starting work.

If any assessment reveals a significant risk to non SAS people on site information relating to the nature of the risk, and to the precautionary measures that should be taken, will be communicated to the "controlling" employer on site.

High Level Access

Access around the venue is good and therefore access should be able to be provided by podium steps. However, a standard 'scissor' style platform or boom will be provided should SAS come across areas where high level working is required. If the case, SAS will provide the relevant plant hire and trained personnel.

Fire Stopping

Where any cable breaches a fire barrier, the SAS Lead Engineer will firstly notify the venue supervisor of the type and location of the barrier to be breached prior to any attempt to install through the barrier.

GENERAL STATEMENT ON WORK AT HEIGHTS:

1 **PURPOSE:** The purpose of this guide is to highlight safe working practices for:
Step Ladders / Podium steps/ roof works. When cables are to be installed at a working height above floor level, these works will be deemed "Working at Height". All works at height will be carried out using suitable access equipment and appropriate harnesses
THIS INSTRUCTION MUST NOT BE TREATED AS A SUBSTITUTE FOR TRAINING. All persons using TOOLS AND EQUIPMENT must receive appropriate training

2 **PROTECTIVE CLOTHING AND EQUIPMENT**
Operators must wear
- Safety Boots/Shoes incorporating steel toe-caps.
- SAS issued work wear.
- Harnesses

3 **BEFORE WORK**
Carry out a job specific risk assessment prior to carrying out any work. Include the

placing of the steps in relation to the task, and the work area. Is there another way to carry out the work without using steps?
If so, and it is practical use that method.
Carry out 'Prior to work' inspections of all Stepladders/Podiums

4 DURING WORK

Steps are only to be used where short-term (under ten minutes) tasks are to be carried out at a single location. i.e. to reach up to pass a cable through a wall, or over a tile.
Inspect steps prior to every use. If found to be damaged remove them from the site, and make them un-useable.
Never place steps where they will be a hazard to others. Always place signs to warn others of the work.
Never block a doorway or stairway with any access equipment. Always follow the manufacturer's instructions when using steps.
When hired inspect them for damage before signing to accept the hire agreement. Always place the steps so that you are working directly in front of you.
Never climb so high that your waist is above the top of the stepladder. Never lean over to reach, climb down, and then move the steps.

5 AFTER WORK

Always remove the steps from the work area as soon as the task is completed.
Store the steps safely, in the store area, or back on the van.
Inspect the steps for any damage that has occurred during the works. Report all damage.

	COSHH: *A comprehensive list of materials is to be entered here. This will highlight which COSHH Assessments and manufacturers Data Sheets should be attached to the Method Statement.*	Not Applicable: not present and no contact with.	 explosive
		Not Applicable: not present and no contact with.	 oxidising
		Not Applicable: not present and no contact with.	 extremely / highly flammable
		Not Applicable: not present and no contact with.	 very toxic toxic carcinogen mutagens reproductive toxins
		Not Applicable: not present and no contact with.	 Harmful / irritant
		Not Applicable: not present and no contact with.	 corrosive
		Not Applicable: not present and no contact with.	 dangerous for the environment
	MANUAL HANDLING: *What activities req manual handling. How will you minimise manual handling, what training will your operatives receive ?*	Not Applicable: the work being undertaken will not involve the manual handling of any heavy equipment - by which we mean the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force – that could involve a risk of injury. As such an assessment per Schedule 1 of The Manual Handling Operations Regulations 1992 is not required.	

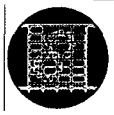
	HAND ARM VIBRATION:	Basic power tools only required , this is not heavy cutting tools and therefore no exposure to Hand Arm vibration. The work being undertaken will not result in exposure to either whole body vibration or hand-arm vibration, as such the work does not require an assessment of the risk per section 5 of The Control of Vibration at Work Regulations 2005.
	NOISE: *What activities will generate noise. How will you minimise noise? How will you define noisy areas? Will you undertake a noise assessment?*	Not Applicable: the work being undertaken will not expose (per the daily personal noise exposure level) team members to any audible sound at or above the lower / upper exposure action value, as such the work does not require an assessment of the risk per section 5 of The Control of Noise at Work Regulations 2005. Notwithstanding the above personal hearing protectors will be available upon request to any team member, and a low noise MEWP will be used (if required).
	ACCESS / EGRESS: *Describe access, both on to site and to the workplace once on site. Reference should be made to road names, width restrictions, entry/exit points, suitability for unloading, restrictions on stopping, parking etc. On site consideration should be given to one-way circuits and the separation of pedestrians and vehicular traffic. This section could also be used to describe availability of on- and off-site parking for contractors. Consideration of movements of material, operatives, vehicles, waste.*	TBC by site

	WORK AT HEIGHT *Apply the hierarchy of controls as detailed in the Work at Height Regulations 2005 and describe the measures taken to ensure your operatives can work safely at height.* *Fall prevention: You will need to consider all site activities that may involve working at height including: loading and unloading vehicles, slinging and un-slinging loads, working adjacent to leading edges etc. Provide details of any Work at Height Training including harness inspection and training records.*	Please see the GENERAL STATEMENT ON WORK AT HEIGHTS in the Method Statement above

	No OF PERSONNEL/JOB TITLE (NAMES IF APPLICABLE):	**WLAN Engineers** Allan Klein The above resource will be used during the Installation.

PLANT / EQUIPMENT/TOOLS: *This section is purely a list of plant and equipment that it is proposed to use on site. It may be useful to include dimensions, weights etc. This box can then be referred to later when specific risk assessments are attached for the various operations/activities. Copies of Plant/Equipment and maintenance and inspection records will be required including competency certification for all Operative.:*  MEWP Emergency Rescue Plan.docx  Working At Height - Powered Access.doc	Hand Tools 24 volt battery drill 110 volt transformer
MATERIALS: *List of materials to be used*	As listed on a previous supplied documentation survey document – 2 x line of sight cameras LB-PX-P0400E1000/TPGIGA PICO NEXT link with MFB (Manual Beam focus) 400m Cat5e cable Brackets
TECHNICAL INFORMATION: *Any information that is critical to the Health & safety of the project; this may include elements of the structural engineer's reports, previous Health & Safety plans, any design drawings or specifications that may be available.*	None
WASTE REMOVAL: *How will waste be removed from site? Consider location of skips, provision of bins and what collection arrangements will be put in place.* *Disposal of controlled waste?*	All rubbish will be removed from site at the end of each day.
HOUSEKEEPNG and STORAGE: *How will materials be stored on site?* *How will you maintain the required standard of housekeeping?*	If requested a Safe area be set aside for the duration of the installation to store all equipment and materials. This will be agreed on first day of install with an onsite meeting with lead engineer

PERMITS REQUIRED: YES / NO	TBA
PERMIT TYPE:	
ISSUED BY:	Site
SECURITY ARRANGEMENTS:	To be advised by site
TRAINING OF PERSONS INVOLVED: *Outline clearly activities requiring training that are going to take place on site. If a certain standard of training is required, then ensure it is detailed here. Operatives must be competent to undertake the tasks they are expected to carry out (all training requirements must be fulfilled prior to operatives being set to work) and ISG IntExt will require copies of certification.*	Installation personnel will hold a mix of certifications in IPAF and as such these persons are trained to work at height.

	MANDATORY SITE PPE (AS PER BRITISH AND EUROPEAN STANDARD:	Yes (All Persons)	
		Yes (All Persons)	
		Yes (All Persons)	
		Yes (All Persons)	
		Yes (All Persons)	
		No	
		No	
		No	
		No	
		Yes (all persons).	
	TASK SPECIFIC PPE: *Identified as per risk assessment.* *State grade and standard. Note: Consideration of working environments will need to be included and additional PPE may be required e.g. cut resistant arm protection for work in ceiling voids etc.*	None.	

	EMERGENCY ARRANGEMENTS FOR: ALL TEAM MEMBERS: The site installations team will assemble at the nearest assembly point notified during site induction.	
	RESCUE: *This should include address, phone where the first aid kit is held, a rescue plan for specific operations* *e.g Confined space* *Falls from Height* *Isolated work areas*	All accidents and emergencies will be assessed by persons on hand to assist the injured (i.e. the minimum level of first aid cover will be provided by the site). Common sense will dictate whether the injury can be handled by the Venues first aid officer, or whether injuries are of a more serious nature requiring the emergency services to be called and directed to the scene of the accident.
	FIRST AID ON SITE (QUALIFIED PERSON): First Aid Equipment and certification required	The Site Installation team will have at hand a portable first aid kit to deal with cuts and bruises, but in the case of more pressing first aid issues the procedure will be as per the Venue's induction and Health and Safety Plan.

	PEDESTRIAN / TRAFFIC REROUTING ARRANGEMENTS: *Will your works interfere with current pedestrian / traffic arrangements.*	Not Applicable - Work will be happening inside an enclosed building and segregated areas.
	FIRE SAFETY ARRANGEMENTS: Will your works create additional fire risks or additional requirements E.G Hot Works	Not Applicable – the work being undertaken does not bring any person into contact with any dangerous substances or an explosive atmosphere as defined in the The Regulatory Reform (Fire Safety) Order 2005, as such the safety of persons from fire will be covered under the Venue's general fire precautions.
	RESPONSIBILITY FOR TASK LIGHTING: *Consideration should be given to site hours; this may immediately highlight the need for artificial lighting if work starts before first light or continues after dusk. Additionally the requirement for general site lighting and specific task lighting would be inserted here*	Venue lighting and day light are suitable for the work.

	TO WHOM THE INFORMATION / WILL BE COMMUNICATED AND HOW?	All team members will be briefed on the method statement.
	CONFIRMATION OF OPERATIVES BRIEFING:	As per site requirement

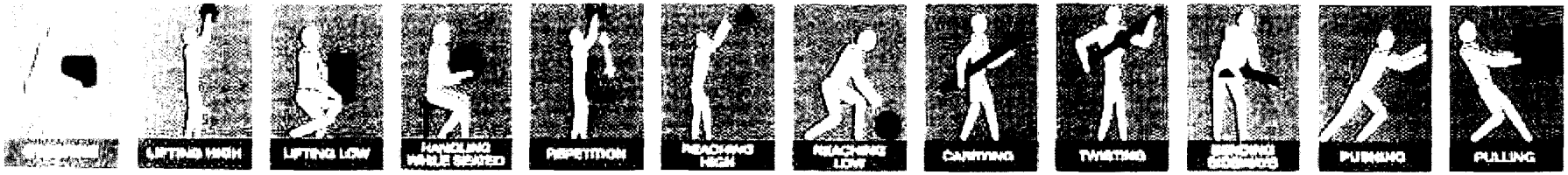
	PERSON RESPONSIBLE FOR MONITORING/REVIEW OF THE SAFE SYSTEM OF WORK AND ENSURING COMPLIANCE: *Show here who is responsible for this operation/task, and their contact numbers.*	
		Team Lead and Primary Site Contact
	REVIEW DATES:	
	AMENDMENTS AUTHORISED BY:	
	AMENDMENTS COMMUNICATED TO:	
	DATE:	
	REVISION STATUS:	

Manual Handling Operations Checklist

Mark boxes as appropriate. Every activity must be marked

Company SAS group	Project/premises Galleries Washington	Activity Installation
Materials to be handled General Equipment	Hazardous contents NONE	
Can manual handling be eliminated: Light weight manual handling of equipment only		

TASK

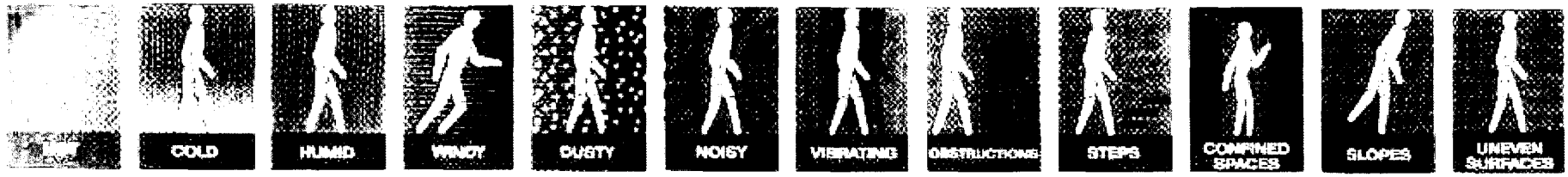


YES ☒NO☐ YES ☒NO☐ YES ☒NO☐ YES ☐NO☒ YES ☐NO☒ YES ☒NO☐ YES ☒NO☐ YES ☒NO☐ YES ☐NO☒ YES ☐NO☒ YES ☐NO☒ YES☐NO☒

LOAD

YES ☐NO☒ YES ☐NO☒ YES ☐NO☒ YES ☐NO☒ YES ☐NO☒ YES ☒NO☐ YES ☐NO☒ YES ☐NO☒ YES ☐NO☒

ENVIRON



YES ☐NO☒ YES ☐NO☒ YES ☐NO☒ YES ☐NO☒ YES ☐NO☒ YES ☐NO☒ YES ☐NO☒ YES ☐NO☒ YES ☒NO☐ YES ☐NO☒ YES ☐NO☒ YES ☐NO☒

PERSON

YES ☐NO☒ YES ☐NO☒ YES ☒NO☐ YES ☒NO☐ YES ☐NO☒

Control measures The work being undertaken only involves light weight manual handling of standard equipment, the transporting or supporting of heavy loads by hand or requiring bodily force are not required. As such an assessment per Schedule 1 of The Manual Handling Operations Regulations 1992 is not required.

Assessor Name **Signature:** **Date:**

COSHH Assessment Form

This form provides details of the hazards and risks associated with the task/substance identified below. You must read the information provided and implement the measures specified on the form.

Project Name: WSP				Project Number: 20506		
Assessment Number:	Assessment Date:30/06/14			Review Date:TBC		
Product/substance name(s): Synonyms:				Chemical name: Hazard phrase:		
Appearance:						
How is the Substance used:						
Area:	Work Activity:					
Risks to Health:						
Factors which increase risks:						
Exposure routes:	Inhalation	Ingestion	Eye contact	Skin contact	Absorption	Injection
Symptoms of harmful exposure:						
Storage precautions:						
Transport precautions:						
Handling/use precautions:						
Personal protective equipment required:						
Disposal precautions:						
Emergency action Spillage: First aid: Fire:						
Emergency action contact:						
Additional information: Relevant Risk Assessment form number: Medical advice:						
Name, address and telephone number of supplier of substance: **Datasheet included** Yes/No						

Assessment By: Date:

Risk Assessment Log

Project Name: WSP

Document Status			
Rev No:	**Date**	**Reviewed**	**Document Prepared By**
0.1	30/06/12	Yes	SAS Physical Infrastructure Manager

Risk Assessment

Date: 30/06/2014	**JOB/TASK:** WSP
Assessor:	
RA No.	**Sheet 1 of 2**

Persons Affected; Employees [Y] Contractors [Y] Client Employees [N] Public [N]

Project Address
70 Chancery Lane and 16 Holborn.

Project Number -

Management Systems Required

Permit to Work Reference Numbers

Risk Assessment Matrix

X	5	4	3	2	1
5				10	5
4			12	8	4
3		12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Low 1-6 Medium 8-12 High 15-25

Standard Control Measures

No.	Hazard	Risk	S	L	R	Control Measure	S	L	R
1	Working on roof	Fall due to over-stretching/reaching	4	2	8	Wear safety harness and attach securely to roof anchor point	4	1	4
2	Working within Scaffolding	Fall due to scaffolding failure.	4	2	8	Use of correct platform to obtain comfortable access	4	1	4
3	Working within Scaffolding and on roof	Fall due to adverse weather conditions	4	2	8	Use supplied measurement tools, and if the conditions jeopardise safety, withdraw from within scaffolding/roof.	4	1	4
4	Trailing cables	Trip due to obstructions	2	2	4	Clear obstructions prior to commencing work. Place barriers around obstructions where it is not possible to clear them, leaving sufficient room for access/evacuation. Withdraw until obstruction can be cleared.	2	1	2

New Control Measures

Residual Risks	*Additional Control Measures*	S	L	R	Completion Date & Signature

5	Trailing cables	Trip due to obstructions	2	2	**4**	Clear obstructions prior to commencing work. Place barriers around obstructions where it is not possible to clear them, leaving sufficient room for access/evacuation. Withdraw until obstruction can be cleared.	2	1	2
6	Tasks requiring the use of access podium equipment.	Injury resulting from the failure of the access equipment due to poor maintenance.	4	2	**8**	All access equipment is checked by the user prior to use to identify any failure points. Access equipment is quarantined out of use as soon as any issue is identified. All access equipment undergoes a regular inspection routine.	1	3	3
7	Any task requiring the use of podium equipment.	Person falling from the podium, items falling from the podium.	4	2	**8**	Only trained engineers use podium equipment. Podiums are always moved / erected by a team of two men. Engineers are trained to remove all equipment from the podium before moving it. Items are not stored on or hung from the podium equipment.	1	3	3
8	Falling objects	Injury to workers from scaffolding/roof and below from falling objects	4	3	**12**	Require all persons to wear hard hats, all tooling to be secured on Lanyards.	4	1	4

SEVERITY		LIKELIHOOD
No Injury	1	Almost Never
Minor Injury	2	Seldom
>3 day Injury	3	Possible
Major Injury	4	Probable
Death	5	Frequently

WSP RA WAH					Issue 1
TASK	**HAZARDS**	**PERSON AFFECTED**	**INITIAL RISK LEVEL**	**CONTROL MEASURES**	**REVISED RISK LEVEL**
Lifting ceiling tiles	Manual Handling injuries, trapping injuries.	Engineer	Likelihood 3 Severity 3 Total 6	Engineers are trained in lifting tiles. Goggles should be worn in case of debris . Care will be taken to check that there is nothing on the tile out of site	Likelihood 2 Severity 2 Total 4
Ladders	Manual Handling Injuries/ falling / trips	Engineer / Passersby.	Likelihood 3 Severity 3 Total 6	Ladders to be footed at all times Height to not exceed manufactures guidelines Barriers to be used Not to be used when site is open for business Ladders to be stored safely at end of shift and when not being used. Or behind barriers	Likelihood 2 Severity 2 Total 4
Roof work	Injuries/falling/trips	All	Likelihood 4 Severity 5 Total 9	Harnesses are inspected prior to works commencing. All tools at risk of falling are suitably contained A thorough assessment of the working area is to be completed prior to commencement of work.	Likelihood 2 Severity 2 Total 4
Working in an open tile position	Trips and falls into the hole	Engineer / Passersby.	Likelihood 4 Severity 4 Total 8	Open tiles are never left unattended. Barriers are placed around openings in the floor prior to tile removal. Barriers remain in place until tiles are replaced. Warning signs are used to inform others of the hazard. SAS engineers verbally warn others of the hazard, and monitor the area.	Likelihood 2 Severity 2 Total 4
Works in floor void.	Failure of the floor structure due to damage.	All	Likelihood 4 Severity 4 Total 8	Engineers inspect the legs of the floor when each tile is removed. If damage is found the tile is marked, it is then replaced, if safe to do so. The work is stopped, and the client informed.	Likelihood 2 Severity 2 Total 4
Works in ceiling voids	vermin/ rodent faeces	All	Likelihood 4 Severity 4 Total 8	Glove hands if possible, gloves to be bagged and binned after use. Hands to be washed after all work in ceil voids	Likelihood 2 Severity 2 Total 4
Heavy lifting	Back injuries – knee injuries	Engineer	Likelihood 4 Severity 4 Total 8	All heavy lifting to be done with correct equipment if required, training has been given to engineers on how to lift, and this available if required	Likelihood 2 Severity 2 Total 4
Electrocution	Existing poorly maintained wiring,	Engineers	Likelihood 2 Severity 2 Total 4	Increase engineer awareness. Health and safety awareness (SAS ENGINEERS DO NOT WORK WITH LIVE CABLES)	Likelihood 2 Severity 2 Total 4