

CCTV Installation Method Statement

Guidance Note No. 4

Jan 14



accreditation

www.santia.co.uk/accreditation

Santia Accreditation, Santia House,
Parc Nantgarw, Cardiff CF15 7QX

CCTV Installation Method Statement **A Basic Guide to preparation**

Introduction

This Guidance Note gives practical information about creating a method statement.

A completed sample template has been included in Appendix 1 and a blank template in Appendix 2. If you wish to use the template in Appendix 2 to construct your own documents, you must ensure that all references to **Santia Accreditation** have been removed and the final documents are clearly incorporated into your existing safety management system.

A method statement is an ideal way of recording the hazards involved in a specific work activity and communicating the risk and precautions required to all those involved in the work, including those undertaking the work and their immediate managers.

A method statement should be developed in conjunction with a risk assessment and together these demonstrate a safe system of work. The method statement needs to be clear, no longer than necessary, and not over complicated. The document should avoid ambiguities or generalisations, which could lead to confusion, and layout a step-by-step sequence of work to describe how the activity is to be carried out safely.

Format

The actual format is dependent on the work being undertaken and the organisational arrangements in place but generally the following headings should be present:

- Organisation/company in control of the operation
- Named individual responsible for the activity and its safety
- Name of method statement originator and authorisation date
- Arrangements for changing/deviating from method statement
- General description of activity
- Location of activity including access and restrictions
- General working environment considerations, e.g. temperature and wind speed
- Protection of others, e.g. members of the public
- Emergency procedures, including location of emergency equipment
- Identity of operatives (and any specific training or certification required)
- Requirements for Personal Protective Equipment
- Plant and equipment used, including safety precautions and restrictions
- Materials information e.g. hazard information and storage/transport requirements
- Work sequence, including associated risks and required control measures for each stage
- Safety checks/clearances at specific stages
- Final clearance that activity is completed to specification
- Any other additional information that may be relevant.

The list above is not exhaustive and a method statement may or may not include each and every item. However, as a minimum it must achieve the following objectives:

- It should be up to date, identifiable and its source accountable.
- It should contain the sequence of works.
- It should identify the associated risks and control measures.
- It should state actions/authorisation required to deviate from method statement.

Appendix 1 is a sample method statement for relatively low risk CCTV Installation activities. It can be as simple or as detailed as the job/risk requires, so long as it meets the four main objectives.

Appendix 1

CCTV Installation Method Statement

| | | |
|---|------------------------------|------------------|
| Contract Manager: Joe Bloggs | Site Supervisor: David Jones | |
| Originator: Joe Bloggs | Position: Contracts Manager | Date: 01/11/2013 |
| <p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p> | | |
| <p>Planned Task/Activity Description:</p> <p>Installation of New CCTV Equipment at Existing Points.</p> | | |
| <p>Location and Access: (attached plan as appropriate)</p> <p>Located at right side of building, Access via car park.</p> | | |
| <p>Working Environment & Restrictions:</p> <p>Exterior to main building in car park area.</p> | | |
| <p>Protection of others:</p> <p>Immediate area around camera to be cordoned off with cones and safety tape.</p> | | |
| <p>Emergency Procedures:</p> <p>Normal site evacuation procedure to apply.</p> | | |
| <p>Operatives/Competence:</p> <p>IPAF trained operatives in attendance.</p> | | |
| <p>Personal Protective Equipment:</p> <p>Safety Harness, High Visibility Vests, Safety Footwear, Hard Hats, Goggles.</p> | | |
| <p>Plant & Equipment:</p> <p>Mobile Elevating Work Platform, Cordless Drill.</p> | | |
| <p>Materials Handling/Storage & Safety Information:</p> <p>All material stored in MEWP either secured by lanyards or placed in fixed containers.</p> | | |

Critical Stages: (must be undertaken in correct sequence)

1. Contact site representative on arrival and undertake induction
2. Isolate electrical circuit to existing CCTV camera at circuit protective device, remove and keep fuse and place warning sign
3. Transport Mobile Elevating Work Platform (MEWP) to location of camera
4. Cordon off immediate area with cones and safety tape
5. Enter MEWP, ensuring that safety harness is attached to anchor point and all equipment is attached to lanyards
6. Ensure that MEWP is level on ground and that outriggers are in place
7. Carefully manoeuvre MEWP to required height
8. Carefully remove existing cabling from old camera, and remove camera from brackets by undoing fixings and place into fixed containers
9. Install new CCTV camera to bracket with new fixings and reattach pre-existing wiring
10. Inspect cable tray for damage or uncoupling and either replace or reconnect cable tray to the structure
11. Re-energise circuit and undertake testing in accordance with B.S.7671 17th Edition I.E.E. Wiring Regulations
12. Return MEWP to ground level
13. Remove MEWP and safety cordon from location of CCTV camera

Contact Site Representative and issue handover certificate.

Final Clearance: (Work/Activity completed to satisfaction).

Name

Position:

Date:

Appendix 2

Blank Method Statement Template

| | | |
|---|-----------|------------------|
| Contract Manager: | | Site Supervisor: |
| Originator: | Position: | Date: |
| <p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p> | | |
| Planned Task/Activity Description: | | |
| Location and Access: (attached plan as appropriate) | | |
| Working Environment & Restrictions: | | |
| Protection of others: | | |
| Emergency Procedures: | | |
| Operatives/Competence: | | |
| Personal Protective Equipment: | | |
| Plant & Equipment: | | |
| Materials Handling/Storage & Safety Information: | | |
| Critical Stages: (must be undertaken in correct sequence) | | |
| Final Clearance: (Work/Activity completed to satisfaction). | | |
| Name | Position: | Date: |

© Copyright Santia 2014

This publication may be freely reproduced, except for advertising, endorsement or commercial purposes.