



O. Heap & Son (Derby) Limited
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 Derby
 DE21 7AZ

MD088/2025 Security System Installation

Site address:	All Customer Sites where Security System Installation is carried out	Document created	09/03/26
Location of works	All Customer Sites where Security System Installation is carried out	Document created by	Ioan Ilie
Start date	09/03/26		
End date	09/03/27		

1. Description of work

This Method Statement relates to installation of security systems - Access Control, CCTV and Intruder Alarm systems. Strict adherence to this method statement is critical to the health and safety of all engaged in the work. The Security Manager must authorise any deviation. Operatives will be trained in accordance with NACOSS Gold requirements.

2. Sequence of events

2.1 Security System Installation

Pre-Visit

- It should be noted that during works, the means of alerting the ARC and/or recording facilities may not be in use and effective. Prior to works being carried out, the customer should be made aware of this and an alternative security/fire strategy will need to be devised and put in place by the customer to cover the period of works.
- Any required site induction will be undertaken prior to any engineer starting work.

On-Site

- Engineer will sign in upon arrival to the on-site register.
- Check asbestos register unless building was constructed after 1999.
- Ensure customer is aware of works and supply contact number to use whilst on site.
- If additional works, make sure any automatic transmission equipment has been placed on test to avoid false alarms.

Detection and Warning Device Installation

- Device locations will be identified from the System Design Proposal.
- If an alternative location is required due to building layout etc then the engineer should seek advice from the designer and customer prior to installing.
- Cabling shall be installed from the control panel or expansion units to the new device locations.
- All new cabling shall be installed to the fabric of the building using fixings appropriate to the load and task and in accordance with BS7671.

- All new detection shall be installed to the manufacturers installation instructions and in accordance with the relevant industry standards.

Control and Indication Equipment (CIE)

- All CIE shall be installed at a suitable location previously agreed with the customer.
- CIE should be installed at a suitable height so as to allow service personnel future un-obstructed access.
- CIE will be installed to the manufacturers installation instructions and in accordance with the relevant industry standards.
- 240v AC supplies will have been provided by the customer and our engineer will make the connection locally to the fused spur outlet.

Commissioning

- All devices will be checked for correct operation and transmission of signals/images back to the CIE.
- Where applicable, quiescent and alarm current tests will be carried out and recorded and the engineer will verify that the battery standby period meets requirements.
- Alarm Transmission Equipment where applicable will be connected and all signals applicable to the standard will be sent and verified at the ARC.
- All programming of the CIE will be checked and verified against the System Design Proposal.
- Any cause and effects shall be tested and verified against the System Design Proposal.
- Recorded images where applicable shall be taken and recorded in the customer file.
- All appropriate paperwork in accordance with the industry standard shall be completed and recorded in the customer file.

Before Leaving Site

- Ensure all systems are returned to normal (unless ongoing installation)
- Any disablements/test modes are returned to normal.
- All outputs are operational.
- ARC link is operational and restored to online condition.
- Control panels indicate normal condition.
- Sign out of on-site register.

3. Plant & equipment

Item	Used for	Special requirements
3-section Combination Ladder	Working at Height	Ensure ladder is on ladder register and displays an inspection date less than 12 months ago. Carry out visual inspection before each use to verify that the ladder remains suitable for use.
Electrical Test Meter	Meter is used for testing for Volts and Amps	Ensure the equipment has been calibrated and that the employee has received adequate training in the use of the equipment.

Item	Used for	Special requirements
Step Ladder	Working at height	Step ladders to be inspected and listed on the ladder register. Normal safety precautions to be in place.
Battery Powered Drill	Powered fitting and disassembling of fixings,	
Hand tools (various)	For various tasks	

4. Safety precautions

4.1 Personal protective equipment (PPE)



High visibility warning clothing EN 471



Industrial Safety Helmet EN397



Safety footwear for Professional Use EN ISO 20345 (Class 1 SB, S1, S2, S3)

4.2 Safety responsibilities

Name

Responsibility

4.3 Safety procedures

4.3.1 Asbestos

Any employees who come across any material they believe to contain asbestos are instructed to stop work until it has been established exactly what the material is.

If any existing surfaces are to be disturbed by the works, and if the building was constructed in 1999 or earlier, the operative will request a copy of the site asbestos survey report which must be provided by the duty holder.

4.3.2 Working Environment & Restrictions

Operatives will work from ladders or steps in accordance with HSE guidance INDG402. The work to take place while using a stepladder will be light and short duration.

4.3.3 Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling and have received manual handling training.

Staff and contractors will not lift items/ tools or equipment beyond their capabilities.

Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible.

It is the responsibility of the Supervisor to identify and control potentially dangerous manual handling situations as they occur on-site on a day to day basis.

5. Further information

5.1 Related risk assessments

MD112/2025 Installation & Servicing of Intruder Alarm, CCTV and Access Control Systems

5.2 Facilities affected by works

The client premises may not have a functioning alarm and detection system whilst the works are being carried out. further control measures will be put into place dependant on the complexity of the premises.

5.3 Foreseeable adverse affects and controls

There are no foreseeable adverse effects.

5.4 Monitoring systems

6. Supporting documentation

O. Heap & Son (Derby) Limited















Risk Assessment for










Installation & Servicing of Intruder Alarm, CCTV and Access Control Systems








This Risk Assessment relates to the Installation and routine servicing of all Intruder Alarm, CCTV and Access Control Systems.





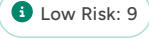
Reference number	MD112/2025
Assessor	Ioan Ilie
Date completed	28/03/25
Review Schedule	Annually
Review date	28/03/26
Approved date	28/03/25
Approved by	Ioan Ilie
Affected site(s)	O. Heap & Son (Derby) Limited (DE21 7AZ)






Hazards and controls








 Hazard: Work at Height (Max 5 metres)		
Who can be harmed/how?	Controls in place	Risk rating
<p>Members of the Public, Operators, Visitors</p> <p>Risk of falls whilst working at height</p>	<ul style="list-style-type: none">  Correct Type Of Ladder Is Used At All Times Correct Type Of Ladder Is Used At All Times  Employees Are Trained In The Use Of Ladders Employees are trained in the use of ladders  Ladder Register & Inspection Regime In Place All ladders and equipment are inspected at regular intervals and checked before use  Ladder/Step Ladder Visually Inspected Prior To Use Ladder/Step Ladder Visually Inspected Prior To Use  Ladders are not used in extreme weather conditions Ladders are not used in extreme weather conditions due to the risk posed by winds, lightning etc.  Ladders Stored Securely Ladders are stored securely to prevent unauthorised use  Only Authorised Employees Work At Height Only persons that have received adequate training are authorised to work at height 	<p> Medium Risk: 18</p> <p>Likelihood: 2/9 Severity: 9/9</p>
 Hazard: Asbestos		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of ill health due to exposure to asbestos dust whilst working with or close by A.C.M.'s.</p>	<ul style="list-style-type: none">  Asbestos Awareness Training Given Operatives are provided with asbestos awareness training to recognise Asbestos Containing Materials.  Asbestos Management Survey Carried Out Asbestos Management Survey Carried Out  Asbestos Register Briefed/Observed Operatives are provided with information on the whereabouts of Asbestos Containing Materials on site 	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>




 Hazard: Electricity (240 volts)		
Who can be harmed/how?	Controls in place	Risk rating
<p>Operators</p> <p>Risk of injury due to contact with live electrical components.</p>	<p> Damaged Electrical Equipment Taken Out Of Service If electrical leads on equipment are damaged the item is taken out of service immediately</p> <p> Electrical Cable Management In Place Electrical cable management in place ensuring no trailing wires in the workplace reducing trip risks</p> <p> Electrical Distribution Board Access Is Secure Unauthorised access to the electrical distribution board is prevented</p> <p> Electrical Equipment Visually Checked Before Use Electrical equipment is visually examined for damage before use.</p> <p> Electrical Lock Off Procedures In Place Electrical lock off procedures In place with operatives suitably equipped & trained</p> <p> Electrical Supply Isolated At Mains/Breaker Electrical Supply Isolated At Mains/Breaker</p> <p> Electrical Work Carried Out By Competent Workers Electrical Work Carried Out By Competent Workers</p> <p>Isolate power The fire alarm panel is fitted with a keyswitch to isolate it from the mains supply. Once this is switched off, the panel can be worked on safely. The remainder of the system works on very low voltage and there is no risk of injury arising.</p>	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>





 Hazard: Fire		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.</p>	<p> Fire Assembly Point Place of safety in the event of a fire or another emergency situation</p> <p> Fire Marshals In Place The appointment of fire marshals and appropriate training given</p> <p> Fire Monitoring while alarm system disabled The customer will be made aware whenever the alarm system is disabled and will be asked to put in place alternative arrangements for raising the alarm in the event of a fire .</p> <p> Fire Risk Assessment In Place A fire risk assessment has been carried out denoting the fire hazards & appropriate control measures</p> <p> Fire Training Carried Out Fire training (including evacuation) carried out at Induction and refreshed periodically</p>	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>






 Hazard: Vehicle Movement		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of injury through coming into contact with vehicles and plant moving around the area.</p>	<p> Hi Visibility Clothing Must be Worn Hi Visibility Clothing Must be Worn</p> <p> Segregated Vehicle & Pedestrian Routes Pedestrian and vehicle routes are marked and physically separated where possible</p> <p> Site Traffic Management Plan Training Given Site Traffic Management Plan training is given as part of the induction in to the site.</p>	<p> Low Risk: 9</p> <p>Likelihood: 1/9 Severity: 9/9</p>







 Hazard: Adverse Weather		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of injury due to lightning strikes, high winds/heavy rain, snow and ice.</p>	<p> Ladders are not used in extreme weather conditions Ladders are not used in extreme weather conditions due to the risk posed by winds, lightning etc.</p> <p> Weather Conditions Checked & Planned For Weather conditions are considered, planned for and suitable clothing and equipment are provided.</p> <p> Work Is Postponed In Adverse Weather Conditions Work shall be postponed if weather conditions endanger health or safety</p>	<p> Low Risk: 8</p> <p>Likelihood: 1/9 Severity: 8/9</p>








 Hazard: Brick/Concrete/Silica Dust (RCS)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of ill health due to harmful Silica dust created through cutting/sanding/carving brick, stone</p>	<p> Eye Protection Worn Eye protection supplied to BS EN 166 & relevant to the work activity hazard</p> <p> Eye Wash Station Provided Eye wash station provided for first aid treatment for debris/dust etc. in eyes.</p> <p> Natural Ventilation Provided For The Task Natural Ventilation Provided For The Task</p> <p> RPE - Disposable Respirator FFP 3 Protects against fine dust, mists & fumes (FFP1 - APF of 4; FFP2 - APF of 10 & FFP3 - APF of 20)</p> <p> Training For Respirable Crystalline Silica Given Training given for Respirable Crystalline Silica dust during working activity to CIS 36</p>	<p> Low Risk: 8</p> <p>Likelihood: 1/9 Severity: 8/9</p>






 Hazard: Noise levels at/above 85 dB(A)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of hearing damage due to exposure to excessive levels of noise.</p>	<p> Hearing protection provided & worn Hearing protection available and to be worn whilst carrying out noisy work activities</p>	<p> Low Risk: 8</p> <p>Likelihood: 1/9 Severity: 8/9</p>




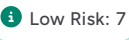
 Hazard: Working On Client Sites		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of injury/ill health etc. due to the lack of safety awareness on unfamiliar sites/surroundings.</p>	<p> All Employees Receive Induction Training All employees receive induction training upon commencement with the Company</p> <p> Visitor Rules System Operated Visitor Rules System Operated</p>	<p> Low Risk: 8</p> <p>Likelihood: 1/9 Severity: 8/9</p>








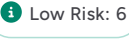
 Hazard: Hand Arm Vibration Dosage Level > 2.5m/s²		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Excessive exposure to vibrating tools may cause health issues such as Hand Arm Vibration Syndrome</p>	<p> Hand Arm Vibration exposure monitored Hand Arm Vibration is controlled through the avoidance of power tool usage other than occasional usage of a drill for a few seconds at a time.</p> <p> Hand Arm Vibration Training Given Information, instruction and training is given to employees using vibrating tools in the workplace.</p> <p> Selection & Use of Low Vibration Equipment Company policy is to select & procure low vibration dosage tools & equipment</p>	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>






 Hazard: Lone working		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>The health, safety & welfare of Lone Workers could be compromised without an assessment of risk.</p>	<p> Lone Worker Risk Assessment Is Carried Out Lone Worker risk assessment is carried out and appropriate control measures applied accordingly</p> <p> Lone Workers Contactable By Mobile Phone Lone Workers contactable by mobile phone to ensure that there are no health & safety issues.</p> <p> Lone Workers In Regular Contact With Supervisor Lone Workers are in in regular contact with their Supervisor</p> <p> Tracker Fitted To Vehicles Trackers fitted to vehicles for breakdown, training and safety purposes.</p>	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>

 Hazard: Manual Handling Activities (General)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of injury whilst undertaking general manual handling activities.</p>	<p> Manual Handling Risk Assessment Carried Out An assessment of the manual handling risk has been carried out for the task.</p> <p> Manual Handling Training Given All relevant employees have received training on correct manual handling techniques</p> <p> Protective Footwear Worn Whilst Manual Handling Suitable protective footwear is worn whilst carrying out manual handling activity.</p> <p> Smaller Packages To Help Manual Handling Tasks Packs are broken down into smaller units/packages to make them easier to store and carry</p> <p> Split Loads To Reduce The Manual Handling Risks Loads are split into lighter load weights to reduce manual handling risks</p>	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>

 Hazard: People Movement (Risk of Trips & Falls)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of injury due to a variety of access/egress hazards that can cause trips & falls</p>	<p> Aisles & Gangways Kept Clear For Good Housekeeping All aisles and gangways kept clear to avoid slips and trips</p> <p> All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace</p> <p> Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p>	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>

 Hazard: Poor Housekeeping		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of injury during access & egress due to poor housekeeping.</p>	<p> All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace</p> <p> Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task</p>	<p> Low Risk: 7</p> <p>Likelihood: 1/9 Severity: 7/9</p>

 Hazard: Work Equipment (Power Tools - Electrical)		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of injury by using electrically powered work equipment</p>	<p> First Aid Needs Assessment Carried Out Appropriate first aid facilities & personnel provided as a result of a First Aid Needs Assessment.</p> <p> Instruction Manual Has Been Read & Understood Users of the equipment work to the safe operating instructions in place for the equipment</p> <p> Low Voltage/Battery Electric Tools/Equipment Used Low Voltage/Battery Electric Tools/Equipment Used</p> <p> Only Competent Persons Can Operate The Equipment Only personnel with sufficient information, instruction and training can operate the equipment.</p> <p> Power Tools Carried Safely Power tools are carried about the workplace in their respective tool cases to prevent damage/falling</p> <p> Suitable & Sufficient Lighting Provided Suitable & sufficient lighting provided for the workplace activities</p>	<p> Low Risk: 6</p> <p>Likelihood: 1/9 Severity: 6/9</p>

 Hazard: Hand Tools		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Operators, Visitors</p> <p>Risk of injury whilst using hand tools</p>	<p> Appropriate First Aid Provided Casualties treated by first aider until emergency help arrives</p> <p> Hand Tools Carried Correctly Hand tools are carried in a shoulder bag or holster attached to a belt to stop them falling.</p> <p> Only Competent Persons Can Operate The Equipment Only personnel with sufficient information, instruction and training can operate the equipment.</p>	<p> Low Risk: 4</p> <p>Likelihood: 1/9 Severity: 4/9</p>

Assessor's signature: Ioan Ilie

Approved by signature: Ioan Ilie