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RISK ASSESSMENT AND METHOD STATEMENT

# CCTV installation, Unit 3, Canal Side Business Park, Stockport: warehouse and yard

Hollins & Reed Security Systems Ltd · 12 to 13 October 2026 · In charge: Dan Hollins

## Job details

| | |
|---|---|
| **Company** | Hollins & Reed Security Systems Ltd |
| **Site and work area** | Unit 3, Canal Side Business Park, Stockport: warehouse and yard |
| **Planned dates** | 12 to 13 October 2026 |
| **Customer** | Thornley Vale Estates Ltd |
| **In charge on site** | Dan Hollins |
| **Team** | Two fitters: Dan Hollins leads and commissions the recorder; Priya Shah works with him. |
| **Work** | CCTV installation |
| **Prepared by** | Dan Hollins |
| **Signature** | |
| **Date** | |

## Work and boundaries

Mount and connect devices. Areas: Loading bay and goods-in; Warehouse aisles 1 to 4; Yard elevation

## Working arrangement

- Access: a podium.
- Working height: cameras at about 3 m on walls and soffits.
- Ground or floor: level, sealed concrete.
- Other people will be using the area.
- Staff keep working; we work one bay at a time behind barriers.

## Emergency arrangements

Continuous siren; assemble at the site gate. First aider: Dan Hollins, first aid kit in the van. Ambulances come to the main entrance: Unit 3, Canal Side Business Park, Stockport. Dan Hollins calls 999 and meets the ambulance.

## Planned method

1 **Set up the work area**
Confirm the work area and scope before starting. Keep other people outside the active work area. Keep entrances and escape routes clear.

2 **Keep people clear of the work**
Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 **Check permits before work**
Ask whoever runs the site or building whether this job needs a permit to work, permit to isolate or another site permit. Do not start until the required permit is issued and its limits are understood.

4 **Confirm the device and its owner**
Check the specified device and who controls its settings before work. Agree any outage before changing an existing device.

5 **Check for asbestos before you disturb anything**
Check the asbestos survey covers exactly what you will disturb, to the full depth. Register only, or nothing: get a refurbishment survey or a sample first. Read what it says about walls, ceilings, boards and service routes. No survey, or a material you do not recognise: stop and get it checked.

6 **Find and isolate hidden services**
Find cables and pipes before you disturb anything: drawings, then a detector. Mark what you find. Not sure what is there? Turn the supply off, or do not start. Have cables and gas isolated by the right person and prove them dead before you start.

7 **Set up access equipment**
Use access equipment suited to the task and work area. Check the equipment before use. Keep the area below the work controlled.

8 **Work safely in ceilings and risers**
Treat ceilings, service risers and voids as unsafe until services, asbestos and access are checked. Do not stand on ceiling tiles or use pipework and the ceiling grid to support you or equipment. Guard or cover openings when you leave.

9 **Control the fixing area**
Keep people out from below and beside the fixing while drilling or securing the device. Use this job's access equipment and do not work over people.

**10 Fix the device as specified**

Use the specified bracket and fixing for the surface. Keep the device supported until secure and connect the cable as the maker shows.

**11 Preserve settings before configuration**

Save the authorised system record before restarting, configuring or resetting a device. Apply only the agreed settings and keep existing data intact.

**12 Check it still does its job before handback**

With the person who owns the system, test the view, the recording, the door release, the alarm or the plant output. Do not say the system works if you have not checked that.

**13 Finish the tests and functional checks**

Complete the required tests and functional checks. Check covers, guards, labels, fire stopping and connections. Give actual results, defects and restrictions to the customer or site contact. Do not certify unchecked work.

**14 Clear and hand back the area**

Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the customer or whoever runs the site when the work is complete.

## Risk assessment

| Hazard | Who might be harmed and how | Controls in place |
|---|---|---|
| People entering the work area or tripping over materials<br>Step 1 | Workers, occupants and visitors | Mark or barrier the active work area. Store tools and materials away from access routes. |
| People using the building or passing by walking into the work or over what it leaves<br>Step 2 | Occupants, visitors, members of the public and workers | Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked. |
| Work starts without the site controls for isolation, access or a dangerous area<br>Step 3 | The electrician and other workers on site | Keep the permit with the work record and follow its boundaries. Stop when the permit is missing, expired or does not cover the actual work. |
| The wrong device or unauthorised change loses security, recordings or control of equipment<br>Step 4 | Installer, system owner and occupants | Keep the agreed function and owner visible in the work record. Do not reset, erase or reconfigure a system without authority. |

| Hazard | Who might be harmed and how | Controls in place |
|---|---|---|
| Breathing asbestos fibres from old boards, sheets, sealants or insulation<br>Step 5 | The team and anyone in the building | Do not cut, drill or break any material until it is confirmed asbestos free. Licensed work is not for this method; hand it to a licensed contractor. |
| Hitting a live cable or gas pipe causes shock, fire or gas escape<br>Step 6 | The person doing the work and everyone nearby | Check again wherever the work moves. If you hit something, stop, keep clear and report it. |
| Falling from the access equipment; tools or materials falling from the platform<br>Step 7 | The person on the platform, if it is set up on an unsuitable surface and shifts under them. Anyone passing or working underneath. | Place access equipment on a firm, level surface. Keep tools and materials secure while working above ground. |
| A fall, hidden service or asbestos exposure in a ceiling or riser<br>Step 8 | The electrician and people below or in the riser | Use planned access and isolate or mark services before entry. Stop if the void, riser or supporting surface is unknown. |
| A tool, fixing or device falls onto someone below<br>Step 9 | Installer and people nearby | Set a small exclusion area. Lower tools and waste; do not leave loose parts at an edge. |
| A dropped device or loose cable injures people or leaves the system unsafe<br>Step 10 | Installer and people below or nearby | Keep people out of the drop area while fixing. Use the manufacturer’s cable and connection arrangement. |
| A reset or unauthorised change loses recordings, access or system settings<br>Step 11 | System owner and users | Use authorised credentials and keep configuration evidence. Stop if the requested change is not authorised. |
| A missing recording, release or alarm function leaves people or property unprotected<br>Step 12 | System owner, occupants and users | Record the actual function check and any restriction. Keep temporary arrangements until a failed function is repaired. |

| Hazard | Who might be harmed and how | Controls in place |
|---|---|---|
| Incomplete or unverified work is returned to use and leaves people or property unprotected<br>Step 13 | The electrician, the customer or site contact and people using the building | Record what was tested, what remains out of service and who accepted the hand-back. Do not energise or certify a failed or incomplete installation. |
| Debris, tools or unfinished work left in the area<br>Step 14 | Workers, occupants and visitors | Remove waste by the agreed route. Record and protect any unfinished work. |