



Risk assessment and method statement

CCTV installation RAMS

Install CCTV, access control and intruder alarm systems. Pre-filled with typical hazards, controls and sequence: edit it for this site.

PROJECT

SITE ADDRESS			
ACTIVITY		RAMS REFERENCE	
Install CCTV, access control and intruder alarm systems			
CONTRACTOR CARRYING OUT THE WORK		PRINCIPAL CONTRACTOR	
PREPARED BY	APPROVED BY	REVISION	DATE

Revision record

Reissue and rebrief when the sequence, the programme, the team or the conditions change. If you would have written it differently had you known, it needs a new revision.

REV	DATE	WHAT CHANGED	BY

THE WORK

The activity, the place and the people

Pre-filled for this kind of work. Make every line specific to this site: this sequence, this access, these people, this weather.

Scope of the activity

What is being done, and what is not included.

MHSWR REGULATION 3(1)

Installation of [CCTV, access control and intruder alarm systems] at [address] to the design [ref], including containment, cabling, cameras, devices, door hardware, recorder, panels, [poles and ducts], fire stopping of our penetrations, commissioning and handover. Mains connection by [electrician]. Not included: [list any exclusions].

Location and access

Where on site, how people and materials get there, and the restrictions.

Site access via [entrance], agreed with [building manager]. Working hours [08:00 to 17:00]; occupied areas worked [times]. Panel and recorder at [location]. Alarm receiving centre [name and phone], account [ref]. Access equipment: [ladders, tower, MEWP]. Materials stored at [area].

Programme and interfaces

When the work runs, and who else is working nearby.

CDM REGULATION 15(2)

START DATE

DURATION

WORKING HOURS

INTERFACES WITH OTHER TRADES

Building manager for work areas and timing; alarm receiving centre for tests; fire alarm installer and responsible person for door release; electrician for the mains supply; network owner for data connections; [trade] for other fire stopping.

Documents this RAMS relies on

Design drawings and device schedule [ref]; door and lock schedule agreed with the fire strategy; asbestos register or survey [ref]; service plans for pole and duct work; lift plan where needed; commissioning certificates.

The team, and their competence

CDM REGULATION 8

ROLE	NAME	CARD, TICKET OR TRAINING NEEDED	CONTACT
Installers		Trained and experienced in the systems being fitted, with trainees supervised.	
The company		NSI or SSAIB certification where the client, insurer or police response needs it.	
Electrical connection		A competent electrician working to BS 7671.	
Access equipment		PASMA training for mobile towers and IPAF for MEWPs.	
Asbestos		Asbestos awareness training for everyone liable to disturb it.	
Screening		Staff screened to BS 7858 where the client or certification scheme asks for it.	

PROJECT	DOCUMENT	REVISION	DATE	PAGE
	CCTV installation RAMS			2 of 8

METHOD STATEMENT

The sequence of work

The order the team will work in on the day, with the controls built into each stage. If the sequence changes on site, revise the RAMS and brief it again.

STAGE	WHAT IS DONE, AND HOW	CONTROLS AT THIS STAGE	BY
Before the day	Survey the premises: camera and device positions, cable routes, access, asbestos information, overhead lines, pole positions and escape doors. Agree working hours and how the premises stay secure while any existing system is out.	Design and device schedule confirmed; access equipment chosen; RAMS approved by the client or principal contractor.	Contracts manager
Arrival and briefing	Sign in, meet the building manager, then brief the team on this RAMS, the work areas, the emergency arrangements and any lone working. Check ladders, towers and tools.	Briefing signed against this revision; PASMA and IPAF cards checked; pre-use checks recorded.	Supervisor
Set up the work area	Barrier and sign the area below external and high-level work, set up the tower or MEWP, and put the alarm receiving centre on test where an existing system will be disturbed.	Public and staff routes kept open or diverted; overhead lines checked before access equipment is raised.	Supervisor
Poles and ducts	Where poles or ducts are in scope, scan for services, hand dig near them, set the foundation and raise the column to the lift plan or the maker's instructions.	Permit to dig where used; exclusion zone during the lift; excavations covered or fenced overnight.	Supervisor
Containment and cabling	Fix containment and clips, run data, alarm and power cables through voids and risers, and record each penetration through fire-resisting walls and floors as it is made.	Nobody on ceiling grids; cable detector before drilling; on-tool extraction; asbestos information checked.	Installers
Fire stopping	Seal every penetration with the fire-stopping product specified, to its tested detail, before the ceiling or riser is closed.	Penetrations checked against the record and photographed.	Installers
Fix cameras and devices	Mount cameras, detectors, sounders, keypads, readers, locks and door controllers, then install the recorder, panels and power supplies.	Access equipment by the work at height hierarchy; tools on lanyards; area below kept clear.	Installers
Mains connection	The electrician isolates the supply, locks it off, proves it dead and connects the recorder, panels and power supplies, then batteries are connected last.	Personal lock and caution notice at the isolator; voltage indicator proved before and after; tested to BS 7671.	Electrician
Commission and test	With the receiving centre and occupants warned, set camera views, test detectors, sounders and readers, and test door release on fire alarm and power failure with the fire alarm installer.	Signal returned to service and confirmed; escape doors proved to release before handover.	Commissioning
Hand over and clear the site	Hand over the certificates, drawings, codes and user instructions, show the client how to use the system, and remove waste and packaging.	Every door, zone and existing system confirmed working with the client before the team leaves.	Supervisor

CDM REGULATION 15(2): PLAN, MANAGE AND MONITOR THE WORK

PROJECT	DOCUMENT CCTV installation RAMS	REVISION	DATE	PAGE 3 of 8
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RISK ASSESSMENT

Hazards, controls and the risk that remains

Each significant hazard rated before and after its controls, as likelihood times severity. The ratings are typical: check them for this site.

		LIKELIHOOD		SEVERITY		
		1	2	3	4	5
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

1 to 4 low5 to 12 medium15 to 25 high

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Falls from ladders fixing cameras and devices	Installers fixing cameras, detectors, sounders, readers and cable clips on walls, soffits and ceilings.	3 x 5 = 15 High	- Ladders only for low-risk, short-duration tasks, as Schedule 6 of the Work at Height Regulations allows, with a tower, podium or MEWP chosen for anything longer or higher. - Ladder checked before use, footed or tied on firm level ground, with a secure handhold kept throughout. - Cables pulled and pre-terminated from the ground, so the work at the top of the ladder is a fixing, not a cable run.	2 x 5 = 10 Med	Supervisor
Falls from towers, podiums and MEWPs	Installers working on high elevations, warehouse ceilings and car park soffits.	3 x 5 = 15 High	- PASMA training for anyone erecting a tower and IPAF for MEWP operators, with the cards checked at briefing. - Tower built to the maker's instructions with outriggers and guard-rails; MEWP ground and overhead hazards checked before setting up. - Rescue plan for a MEWP in place before work starts, with a ground person who can lower the platform.	1 x 5 = 5 Med	
Ceiling voids, roof spaces and fragile roofs	Installers running cables above suspended ceilings, in lofts and over rooflights or sheeted roofs.	3 x 5 = 15 High	- Nobody stands on ceiling tiles, grid or plasterboard; crawl boards across joists in roof spaces. - Fragile roofs and rooflights identified in the survey; no access onto them without a separate plan for the roof work. - Temporary lighting in voids before work starts.	1 x 5 = 5 Med	
Falling tools, brackets and cameras	The public, staff and other trades below external walls, poles and high-level work.	3 x 4 = 12 Med	- Area below the work barriered and signed, with a second person keeping it clear on busy routes. - Tools on lanyards at height; brackets and cameras lifted in a bag, not carried up a ladder in one hand.	1 x 4 = 4 Low	
Electric shock at the mains connection	Installers and electricians connecting recorders, panels, door controllers, power supplies and lock supplies.	3 x 5 = 15 High	- Supply isolated at a lockable device, locked off and proved dead before work, following HSE guidance on EAWR regulations 12 and 13. - Mains connection made and tested by a competent electrician to BS 7671. - Covers kept on panels and power supplies whenever they are powered.	1 x 5 = 5 Med	Electrician
Hidden cables and services when drilling	Installers drilling walls, soffits and ceilings for fixings and cable entries.	3 x 5 = 15 High	- Existing services checked against the drawings and the building manager; cables in voids treated as live until proved dead. - Cable detector used before drilling. Non-contact detectors help find cables but are never used to prove dead.	2 x 5 = 10 Med	
Overhead power lines near poles and walls	Installers raising columns, ladders or MEWPs near overhead lines, and service cables at the eaves.	2 x 5 = 10 Med	- Lines identified in the survey; the line owner contacted to divert or switch off where work is close, following HSE GS6. - Where lines stay live, barriers and warning notices keep plant and ladders clear, as CDM regulation 25 requires. - Long ladders and poles carried horizontally and never raised under a line.	1 x 5 = 5 Med	
Buried services at pole bases and ducts	Installers digging pole foundations and cable trenches, and anyone nearby.	3 x 5 = 15 High	- Service plans obtained and the area scanned with a cable locator before digging, following HSE HSG47. - Hand dig near located services; mechanical excavation only once services are exposed or confirmed clear. - Permit to dig where the site or client uses one.	1 x 5 = 5 Med	Supervisor

MHSWR REGULATION 3(6): WITH FIVE OR MORE EMPLOYEES, RECORD THE SIGNIFICANT FINDINGS

PROJECT	DOCUMENT CCTV installation RAMS	REVISION	DATE	PAGE 4 of 8
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RISK ASSESSMENT, CONTINUED

More hazards, and those specific to this site

HAZARD	WHO COULD BE HARMED, AND HOW	RISK BEFORE	CONTROLS	RISK AFTER	BY
Lifting and raising CCTV columns	Installers raising, hinging or lowering columns, and people near the lift.	2 x 5 = 10 Med	- Column lifted by crane or lorry loader under a lift plan, or raised as the maker's instructions direct for hinged columns. - Exclusion zone around the lift; nobody under a suspended or partly raised column. - Foundation and bolts checked as the design requires before the column is released.	1 x 5 = 5 Med	
Asbestos in older buildings	Installers drilling or lifting ceiling tiles in buildings built or refurbished before 2000.	3 x 5 = 15 High	- Asbestos register or refurbishment survey checked before work; materials it does not cover are presumed to contain asbestos until sampled. - Work stops and the area is left if suspect material is found or disturbed. - Asbestos awareness training for everyone liable to disturb it.	1 x 5 = 5 Med	
Breaching fire separation	Building occupants, if holes for cables through fire-resisting walls and floors are left open.	3 x 5 = 15 High	- Penetrations recorded as they are made and sealed with the fire-stopping product specified, to its tested detail. - Fire stopping checked and photographed before ceilings are closed. - Fire doors never wedged open for cable runs.	1 x 5 = 5 Med	Supervisor
Locks on escape routes and fire doors	Occupants unable to escape, if access control locks a door on an escape route or damages a fire door.	2 x 5 = 10 Med	- Locking on escape routes agreed with the client and the fire strategy, with release on fire alarm and on power failure where it requires. - Fire doors cut or drilled only within the door and hardware certification, and closers left working. - Release tested at commissioning with the fire alarm installer and the responsible person.	1 x 5 = 5 Med	Supervisor
Vehicles in car parks, yards and roads	Installers on ladders, towers and MEWPs in car parks, service yards and beside roads, and drivers passing.	3 x 5 = 15 High	- Work area coned and barriered so vehicles cannot reach the ladder, tower or MEWP, with high-visibility clothing worn. - Work in car parks and yards timed for quiet periods with the site manager, with a banksman where vehicles must pass close. - Work from a road or footway only as the highway authority agrees, with signing to its requirements.	1 x 5 = 5 Med	Supervisor
Working in occupied premises	Staff, residents, pupils, customers and the public near ladders, open ceilings and trailing cables.	3 x 4 = 12 Med	- Work area barriered, ceilings closed and tools cleared at the end of each day. - Work in sensitive areas, such as schools, care homes and shops, timed with the building manager. - Escape routes and fire doors kept clear at all times.	1 x 4 = 4 Low	
False alarms and unplanned evacuations	Occupants, keyholders and the alarm receiving centre, from alarm tests or a fire alarm set off by dust.	4 x 3 = 12 Med	- Alarm receiving centre told before work or tests on a monitored system, the signal put on test, and told again when it is back in service. - Fire detectors near dusty work covered or isolated only as agreed with the responsible person, and restored each shift.	1 x 3 = 3 Low	Engineer
Dust from drilling	Installers drilling masonry and concrete for fixings and cable entries, and people nearby.	4 x 3 = 12 Med	- Drills with on-tool extraction suited to the dust. - FFP3 or other suitable RPE, face-fit tested, where extraction alone does not control the dust.	2 x 3 = 6 Med	
Standby batteries and noise from sounders	Installers handling panel batteries, and anyone close to sounders during tests.	3 x 3 = 9 Med	- Batteries connected last and disconnected first, with terminals covered and insulated tools used. - Sounder tests kept short, occupants warned, and hearing protection worn close to external sounders.	1 x 3 = 3 Low	
Manual handling of drums, ladders and columns	Installers moving cable drums, ladders, panels and poles through buildings and across sites.	3 x 3 = 9 Med	- Cable drums run out from drum stands; panels and batteries moved on trolleys. - Long ladders and columns carried by two people on routes kept clear.	2 x 3 = 6 Med	
Lone and out-of-hours working	Installers working alone in empty premises at night or weekends to avoid disturbing occupants.	3 x 4 = 12 Med	- Someone in the office knows where each lone worker is, with agreed check-in times and an escalation if a call is missed. - Work from towers, MEWPs or long ladders, and work near live mains, not done alone.	2 x 4 = 8 Med	

PROJECT	DOCUMENT CCTV installation RAMS	REVISION	DATE	PAGE 5 of 8
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EQUIPMENT

Plant, equipment and PPE

Plant and equipment

Each item, the checks and certificates it needs, and who may operate it.

PUWER 1998, LOLER 1998

ITEM	CHECKS AND CERTIFICATES	OPERATOR COMPETENCE
Ladders and podium steps	Pre-use check each day; ladder inspection record kept.	Trained user
Mobile towers and MEWPs	Towers inspected after erection; MEWP pre-use checks and LOLER report in date.	PASMA or IPAF trained
Voltage indicator and proving unit	Indicator proved before and after each test.	Electrician
Cable locator and signal generator	Checked before use; operator trained.	Trained operator
Drill with dust extraction	Checked before use; extraction suited to the dust.	Trained user
Cable drum stand and trolleys	Checked before use.	Installers

Personal protective equipment

PPE is the last line of defence, after the controls above. Specify the type, not just the item.

PPE AT WORK REGULATIONS 1992

ITEM	NEEDED	TYPE AND SPECIFICATION
Safety helmet	☒	Helmet or bump cap to site standard
Safety footwear	☒	Safety boots with toe protection
High-visibility clothing	☒	To site standard
Gloves	☒	Cut-resistant for containment and fixings
Eye protection	☒	For overhead drilling and ceiling voids
Hearing protection	☐	
Respiratory protection Type, and face-fit tested	☒	FFP3, face-fit tested, for drilling dust
Harness or restraint Anchor points identified	☐	

PROJECT	DOCUMENT CCTV installation RAMS	REVISION	DATE	PAGE 6 of 8
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CONTROLS

Substances, permits, emergencies and the environment

Hazardous substances

Each substance and its COSHH assessment.

COSHH 2002, REGULATION 6

SUBSTANCE	COSHH ASSESSMENT REFERENCE	CONTROLS
Silica dust from drilling	COSHH assessment ref	On-tool extraction; FFP3 RPE, face-fit tested
Fire-stopping sealants, foams and batts	COSHH assessment ref	Use as the safety data sheet directs; gloves and eye protection
Standby batteries	COSHH assessment ref	Handled intact; damaged batteries bagged and kept for licensed disposal
Concrete for pole foundations	COSHH assessment ref	Gloves and eye protection; wash wet concrete off skin at once

Permits and plans

PERMIT OR PLAN	NEEDED	REFERENCE
Hot work permit	☐	
Permit to work	☒	
Permit to dig or break ground	☒	
Confined space entry	☐	
Lift plan	☒	
Temporary works design	☐	

Emergency and rescue

First aid, fire, and how someone is rescued.
The rescue plan belongs in the RAMS, not after it.

Rescue plan for anyone stranded on a MEWP or tower, with a trained ground person on site. For an electric shock, switch off before touching the casualty and call 999. First aider and kit on site, the nearest accident and emergency department named on the briefing, and the building fire procedure followed for any other incident.

Environment and neighbours

Dust, noise, vibration, waste, spills and hours of work.

Old cameras, recorders, panels, cable and batteries separated for specialist disposal or recycling. Packaging removed from site. Spoil from pole bases removed or reinstated. Drilling noise kept to agreed hours in occupied buildings.

PROJECT	DOCUMENT CCTV installation RAMS	REVISION	DATE	PAGE 7 of 8
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Briefed before the work starts

DATE AND TIME

A SIGNATURE AGAINST A REVISION, ON A DATE, BEFORE THE WORK STARTED, IS HOW A BRIEFING IS EVIDENCED

A pre-filled starting point, not legal advice. Edit it for the site and have it approved.