

Ref.: 00000 R.A.001 19 January 2010 Revision 1	Installation of the Access Control System at Site A 1) Installation of card reader access control to six doors on Ground Floor of A Block
Description of work	
1) The installation of cabling from door controller location to door locations, all within A Block, Ground Floor. 2) The installation of hardware at door locations, all within A Block, Ground floor. 3) The installation of Door control units, within A Block, Ground Floor. 4) Commissioning of hardware installed within A Block, Ground Floor.	
Familiarisation with on-site Health & Safety policies	
Mastiff staff will report to customers WSO (Work Supervisory Officer) before commencing work to obtain briefing on any specific on-site Health & Safety issues.	
Work and Risks involved – with reference to 00000 MOW 001 (19 January 2010)	
Section 6 PROCEDURE FOR OPERATIONS	
Risk	Action
Work area may be within a building site area with other building / electrical contractors	I. Safety shoes, high visibility vests and hard hats to be worn. II. Awareness and compliance of up to date on-site health and safety regulations and notices to be kept. III. Awareness / vigilance regarding other building / electrical contractors and their work to be maintained.
Work area may restrict access to customer's employees and/ or general public.	I. Barriers must be used to segregate work area from normal access area. II. Where a doorway is to be obstructed, signage will be displayed advising of an alternative route, or barriers will be used to split the passageway into a work area and thoroughfare (space permitting)
If equipment / cabling positions dictate, working at height may be an issue.	I. If working at height is involved, engineers will either use platform steps, a tower platform or use industrial step ladders with one person steadying the ladder at all times. II. If the work area is within a pedestrian thoroughfare, barriers will be used to isolate the area. III. If there are potential overhead hazards, hard hats will be worn.
Drilling.	I. Engineers will ensure area is kept as clean and tidy as possible. II. Only battery drills will be used. III. Face masks and eye protectors will be used when necessary. IV. Drilling solid walls or pillars will produce noise for short periods. Engineers will liaise with WSO to confirm working

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RISK ASSESSMENT

	<p>arrangements. If work outside normal hours (9.00am to 5.00pm) is requested by WSO, engineers will inform Mastiff main office. The customer will be then be advised of the additional cost of working outside normal hours and authorisation will be required prior to work starting</p>
<p>Mains Electricity</p>	<p>I. Connections to Mains spurs shall only be carried out by suitably qualified personnel. II. Wiring inside door control units shall only be carried out with the mains supply isolated</p>
<p>Hazardous Substances</p>	<p>I. Asbestos register for Block A, Site ABC checked on 19-01-10 and there is no recorded presence of asbestos within areas of work.</p>
<p>Prepared by: Clive Sunderland Date: 19-01-10</p>	