

METHOD STATEMENT

ESG-H&S-FRM-003



Work Activity: **Locking and alarming**

Site: **Various**

Location of Work: **Various**

Risk Assessment Ref: **14**

Date: **10/05/2023**

MANDATORY PPE	N/A
TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
MATERIALS & EQUIPMENT	Keys
SCOPE OF WORKS	Locking and alarming
SAFE SEQUENCE OF WORK	<p>Each site will have its own procedures for locking a building and alarming due to the nature of the premises and the type of alarm.</p> <ol style="list-style-type: none"> 1. Ensure the building is empty of staff or clients before operating the panel 2. Check that all windows are shut 3. Ensure all doors are closed and locked, as required 4. Ensure a second member of staff is available to be with you, where possible 5. Follow the locking and alarming procedure issued by the site/client and alarm the building. 6. If the building does not alarm successfully, Ecoserv employees are NOT permitted to leave the building without first speaking to one of the contacts on the Lock & Alarm Procedure. 7. Report any issues with alarming the building to the Supervisor/Area Manager immediately
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	N/A
MEMBER OF PUBLIC SAFETY	N/A
MANUAL HANDLING	N/A
HAZARDOUS SUBSTANCES	N/A
WORKING AT HEIGHT	N/A
HOT WORK	N/A
EMERGENCY PROCEDURES	Follow site safety rules along with ensuring compliance with site "workplace" H&S and welfare facilities including location of First Aid Box.
OPERATIVES HEALTH CONSIDERATIONS	N/A
WASTE MANAGEMENT	N/A
OTHER INFORMATION	N/A
ADDITIONAL POLICIES AND PROCEDURES	None

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