



## **Method Statement-Static Site Guarding**

**Address:**  
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Assignment instructions will be provided using information supplied by the customer. The instructions will be agreed by the customer.

Security Officers will be employed on site at the times specified by the customer. They will report for duty early or on time and will report to the customers representative/Site Manager if appropriate. In addition, they will make a telephone check call to 4SSG UK to 'log on' and subsequent calls throughout the shift as specified by 4SSG UK.

If an Security Officer commences a shift at an unoccupied site they will gain access using keys and alarm information provided by the customer.

During shifts, Security Officers will complete a daily occurrence sheet in the Assignment Instruction folder. This will detail time arrived on site, times of patrols, any incidents occurring, details of vehicle/personnel movements on or off the site, check calls made, time shift finished.

Patrols will be performed hourly or as specified by the customer.

Security Officers will occupy accommodation provided by the customer and will keep this area clean and tidy. The Security Officers will only use services (e.g. telephones) as authorised by the customer. Company instructions to Security Officers state that if any intruders are seen on the site/premises or attempting to gain access, then the Police will be informed immediately.

Security Officers will complete their shifts and will not leave site unless replaced by authorised personnel or will secure the site/premises when there is no ongoing security cover (as per customer instruction).

This method Statement will be regularly reviewed by the HR Manager and updated as necessary.

The Managing Director shall review this policy annually or follow significant changes.

A handwritten signature in black ink, appearing to read 'Nadeem Hussain'.

Nadeem Hussain

4SSG UK Limited

This policy is reviewed on 11 - 08 - 2025