



LEAFLET 33
SAFETY IN EXCAVATION

AMENDMENT RECORD

Amd No	Date	Text Affected	Authority and Date
1	Sep 07	Annex A – Definitions – Definitions moved to section 8 of main leaflet	DSC-OHS – October 2007
2	Sep 07	Annex B – renamed as Annex A	DSC-OHS – October 2007
3	Oct 07	Annex C – renamed as Annex B – and reformatted in a table	DSC-OHS – October 2007
4	May 2010	Annex A (MOD Form 5050) Statement of Known Hazards revised as of May 2010	Defence Estates

REVISION NOTE:**HISTORICAL RECORD:**

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Leaflet 33**SAFETY IN EXCAVATION****CONTENTS**

Foreword

1. Scope
2. Introduction
3. Key Personnel Roles & Responsibilities
4. Before commencing excavation
5. Commencing excavation
6. During excavation
7. Completion of works
8. Related Documents
9. Definitions

Annexes

- A Statement of Known Hazards
- B Permit to Dig

Foreword

This leaflet is published under the authority of the Chairman of the Defence Occupational Health and Safety Board (OHSB). This leaflet is for application across all areas of MOD and the Armed Forces and reflects recent changes in legislation and or MOD practises.

1. SCOPE

1.1 This Leaflet provides guidance on the safety arrangements that should be followed when carrying out excavations on the Defence estate.

2. INTRODUCTION

2.1 Many services such as electrical, water and telephone are provided by cables/pipes buried in the ground. Accessing them for repair or renewal requires removal of the covering earth to produce a man-made cut, cavity, or trench. When carrying out excavations¹, always be prepared for the unexpected, as the act of excavating can create dangerous conditions.

¹ Excavation includes any activity which requires the penetration or breaking of the surface digging, driving in tent pegs or metal pins

2.2 Before any attempt is made to disturb the surface of the ground, information needs to be obtained regarding the area of the excavation. This will include information regarding buried services, land contamination and adjacent structures that may be affected by the excavation.

1.3 Neither the shallowness of an excavation or the appearance of the ground should be automatically taken as indications of safety. If the ground is contaminated by chemicals, radiation or unexploded devices, even very shallow excavations may expose persons to considerable risk.

1.4 Significant areas of MOD land have been exposed to a variety of contaminants, including radioactive materials. Furthermore, during and after World War 2, there were numerous examples of 'in situ' disposal of defective or surplus equipment, including luminised components, on MOD sites.

1.5 The surface of the ground is unlikely to give an indication to what is below. The surface, possibly tarmac or slabs, may show signs of previous excavations, this may give an indication that there may be services beneath. In most cases, there will be no visible indication as to what is below and how far below the ground it lies.

1.6 Excavation work must be carried with extreme care, as even hand tools can cause damage. If, during excavation, buried services are struck it is highly likely that they could be damaged. Any damage should be reported to the appropriate MOD authority, and, where appropriate, to the HSE, under RIDDOR.

1.7 Damaging a power cable could result in injury, and possibly fatality. Whether or not persons are injured, the service provision to another location may be disrupted. This in itself may prove catastrophic as the failure of the service could result in the loss of an essential function, examples of this could include failure of power supply to a medical facility or an airfield ground lighting system. Whatever the circumstances there will be a resource implication – the provision of funds to make the situation good.

1.8 Some excavations will create additional hazards such as confined spaces and working at height. A suitable and sufficient Risk Assessment shall be undertaken to ensure consideration of further hazards being introduced.

2. KEY PERSONNEL – ROLES AND RESPONSIBILITIES

2.1 **Head of Establishment** The Head of Establishment² must ensure that procedures are in place to enable appropriate appointments to be made and that suitable resources are available.

² Head of Establishment includes Commanding Officers, Chief Executives of Agencies

2.2 Line Manager Line Manager means all staff, both Service and Civilian, who have authority and responsibility for directing and supervising people working for them, be they permanent, temporary or contractually employed.

2.3 Site Estate Representative (SER) The SER is the CO/HofE's representative for all estate related issues who articulates priorities and plans for the site operational / military activity requirement and facilitates the delivery of the estate services, including Core Works

2.4 Authority Local Representative (ALR) The ALR is the CO/HofE's representative for all estate related issues who articulates priorities and plans for the site operational / military activity requirement and facilitates the delivery of the Aquatrane estate services.

2.5 DE Facilities Manager The role of the DE Facilities Manager (FM) is one of contract compliance management, co-ordination and to provide assurance to the DE Regional Estate Manager that the delivery of service by contractor(s) is compliant, provides value for money, does not adversely affect military output, is to the required performance level and is delivered in compliance with the MOD 4Cs Management System.

2.6 Responsible Person The person who is responsible for collating/providing relevant information and controlling the Permit to Dig. The Responsible Person is to ensure that the excavation works are properly planned and that the area of excavation is clearly identified and marked such that there is no ambiguity as to the location of the services to be avoided. Responsible Person will if a Permit to Dig is required issue and monitor the permit, a Permit to Dig is included at Annex C.

3. BEFORE COMMENCING EXCAVATION

3.1 Excavation activities should be properly managed using a safe system of work, which involves the use of a permit/statement of known hazards process, by making use of all available information and undertaking a survey prior to commencing the excavation. By doing this, the risk of encountering the unexpected will be reduced.

3.2 The SER or ALR is to be informed of all excavation activities that are to be carried out within the establishment.

3.3 A full risk assessment of the activity should consider the following and will identify the need for a Permit to Dig.

- a. Consider the usage of the site and what buried services may be expected.
- b. Site plans and/or drawings may have information as to presence of buried services. This information is available from the Maintenance Management Organisation (MMO)³.
- c. Other information is available from the service utilities (the local electricity board). It must be noted that the information provided will not give exact locations of the various

³ MMO includes Regional Prime Contractor
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Revised Leaflet

services – the end points can be clearly identified, but it is unlikely that accurate information regarding pipe or cable runs will be available.

d. Scans, or similar investigations, using various proprietary cable and/or pipe locating devices. A scan is to be carried out by someone who is competent in using the equipment and in interpreting any data obtained.

e. Consultation or discussion with persons who have local knowledge may reveal information that has not been formally recorded.

f. Other indications that buried services do exist include the presence of lampposts, telephone boxes, manhole covers or hydrant covers. There may also be small concrete indicator posts, usually on grass verges, or plaques on adjacent walls, LQA's where available and also EOD clearance certificates.

g. Although buried services and contaminated ground present major risks during excavation, due consideration should be given as to whether the excavation is going to undermine or weaken any other structure.

h. The risk assessment must also give due consideration to the hazards present near the excavation e.g. overhead electrical cables, and not solely on the underground hazards.

3.4 Where the precise location of services cannot be determined, it may be necessary to dig a series of trial holes before the main excavation commences. Any relevant findings are to be recorded on the Permit to Dig/Statement of known hazards.

3.5 For locations where there is no suitable Permit system already in place, A Statement of Known Hazards or the Permit to Dig, as at Annex B & C respectively, should be used.

4. COMMENCING EXCAVATION

4.1 The Responsible Person is to ensure that the requirements stated on the Forms are properly implemented.

4.2 The Responsible Person is to ensure that there are suitable barriers in place to prevent unauthorised persons gaining access. The standard of the barriers will depend on the work involved and the location.

4.3 Where trial holes are to be dug, this must be done by hand-digging so as to confirm the position of services. This is particularly important if there are plastic pipes, or fibre-optics, which cannot be found by a locator. Similarly, wherever possible, hand dig near buried services. Spades and shovels are safer, and should be used in preference to picks, pins or forks.

4.4 With reference to buried services, existing standards set the minimum depth, at which those services should be buried. However, experience has shown that this is not always the case. Services are frequently buried at a lesser depth than that required by relevant standards; also, previous works on the site may have reduced surface levels.

4.5 As work progresses, watch out for signs of services and undertake repeat checks using locating devices. If a service is found, ensure that it is the same service that was expected, as there may be more than one cable. There have been instances of 'phantom' services – this is where a second cable or pipe is located above the expected service and has not been previously located. In these instances, expecting the ground to be clear, excavation has continued with a lesser caution and the live service has been hit.

4.6 Report any damage to a cable, pipe or pipe coating to the SER/ALR or the relevant authority. Even if there are no visible signs of damage, then the service should be inspected as a precaution. Under no circumstances are unauthorised repairs to be attempted. Work must cease and the area must be made safe.

5. DURING EXCAVATION

5.1 The statutory requirement is that suitable and sufficient steps shall be taken where necessary to prevent, any person from being buried or trapped by a fall or dislodgement of any material. Hence, where necessary, the excavation sides must be suitably supported to prevent collapse. Appropriate information is contained within Construction Industry and HSE guidance.

5.2 There is also a requirement to prevent persons falling into an excavation. It must be noted that a shallow excavation can present a significant risk to anyone who may inadvertently step into it. Suitable precautions are required to ensure that unauthorised persons are kept safely clear of excavations. (See leaflet 7 Working at Height)

5.3 Accidents have occurred when someone re-enters an excavation, because insufficient checks have been made as to whether it is still safe to enter the excavation. An excavation can become a Confined Space due to:

- a. The nature of the ground conditions.
- b. Proximity of equipment (internal combustion engines).
- c. Ingress of landfill gases etc.

5.4 Significant rainfall and poor storage of materials/spoil may result in increased loadings on the side of an excavation, which may result in a collapse. Extra precautions must be taken prior to entry, and re-entry, into an excavation.

6. COMPLETION OF WORKS

6.1 When work is complete, an excavation is to be suitably backfilled as soon as practicable so as to remove the associated risks.

6.2 The material used to backfill around services should be a fine material that will not damage the service. Bricks, mass concrete or similar material should not be used. Ensure appropriate marking, for example plastic marker tape, is included in the backfill so as to indicate that there is a service beneath.

6.3 Ensure that the Permit to Dig/Statement of Known Hazards is signed off and cancelled in accordance with local policy. A copy is to be kept for record purposes. An accurate record, including drawings, of the works must be provided to the person responsible for the site so that they can update their records accordingly. Although he may not be the person responsible for the site, the Facility Manager has responsibilities regarding the maintenance of the Establishment and must also be provided with this information.

7. Related Documents

7.1 This guidance needs to be followed to ensure compliance within the relevant sections of the following legislation/guidance:

- a. Health and Safety at Work, etc. Act (HASWA)
- b. Management of Health and Safety at Work Regulations (MHSWR)
- c. Construction (Design and Management) Regulations (CDM)
- d. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- e. Avoiding danger from underground services (HSG 47)
- f. Working at Height Regulations

7.2 Related elements of JSP 375 Vol 2

- a. Working in Confined Spaces Leaflet 10
- b. Permit to Work Leaflet 18
- c. Health and Safety in Construction and the Management of Construction on the Defence Estate Leaflet 20
- d. Health and Safety Risk Assessments
- e. The Management of Contractors and other Visiting Workers (including MOD agencies) within the MOD Leaflet 34
- f. Working at Height Leaflet 7

8. DEFINITIONS

- **Excavation** - Any work which involves penetrating the ground surface. There are no minimum parameters, as scraping the earth could include considerable risk due to contaminated land, or a partially covered cable.
- **Buried Services** - Underground cables and pipe work that may carry electricity, telecommunications (fibre optics), gas, water, drains and sewers.

- **Contaminated land** - In the context of this leaflet, any land which, by reason of substances in, on or under that land, there is a significant possibility of harm to any person or the pollution of any controlled waters. This will include consideration as to the possible presence of unexploded ordinance (UXO's).
- **Permit to Dig** - A permit to work used for controlling excavation and other related activities on sites for which MOD retains control. For further information refer to the leaflet on permits to work.
- **4C System** - The MOD system for shared workplaces, which seeks to ensure co-operation, co-ordination, communication and control (including competence) between all the parties involved. It is a system through which MOD intends to manage health and safety when contractors and other visiting workers are involved.



Statement of Known Hazards

MOD Form 5050
Rev 07/09

This form supports the transfer of information between persons planning to undertake excavation works on MoD Establishments.

The Authority Local Representative (ALR)/Site Establishment Representative (SER)/Host (Host) shall ensure that all parts of the form are completed prior to work being allowed to proceed. Once complete the original form shall be passed to the contractor undertaking the work with a copy to the Contractor's Site Manager (CSM), Regional Prime Contractor (RPC) or other Contractor as appropriate, and a copy retained by the ALR/SER/Host.

This Statement of Known Hazards Form gives information to the Contractor carrying out works; it is not intended as a 'permit to work'. **Any excavations undertaken on the MoD Establishment are to be in accordance with HSG (47) Avoiding Danger From Underground Services.**

To be COMPLETED LEGIBLY in BLOCK CAPITALS and in BLACK INK

Part 1 Establishment

Completed by the ALR/SER/Host

Name of Establishment:

Form Serial № :

Part 2 STATEMENT OF PROPOSED ACTIVITY

Completed by contractor undertaking the work
on behalf of the Service Provider

Name of contractor:

Contractor's Address

Contractor's representative:

Contact Telephone № :

Proposed commencement date:

Duration of Works:

Location and boundaries of the site and demarcation details:

Access Arrangements and description of work to be undertaken:

Part 3 STATEMENT OF INFORMATIONColumns 1, 2 & 4 completed by
ALR/SER/Host

Column 3 completed by Information Custodian(s)

If Continuation sheets are required they should be listed Column 3

- 1 - Information Custodian(s) identified by ALR/SER/Host	- 2 - Contact Details	- 3 - Information Provided	
1. RPC/or other Contractor (as appropriate)		See Part 4:	
2. 4Cs Duty Holder (where appointed)			
3. Aquatrine (ASP)		Signature:	Date:
4. Area Custodian		Signature:	Date:
5. SCIDA		Signature:	Date:
6.		Signature:	Date:
- 4 - IN THE EVENT OF AN UNIDENTIFIED SERVICE OR HAZARD BEING DISCOVERED OR ANY OTHER EMERGENCY – MAKE SAFE, STOP WORK AND CONTACT: -			
Name:		Telephone No :	
Signature:		Position:	

Part 4 STATEMENT OF KNOWN SERVICES, HAZARDS & OPERATIONAL CONSTRAINTS**Part 4a – Statement of Known Services****Completed by the RPC/or other Contractor**

Disclaimer: The RPC or other Contractor confirms that it has reviewed the information in relation to the proposed area of excavation (including but not limited to drawings and plans) made available to it under the terms of its contract with the Authority (“the relevant contract”). Without prejudice and subject to the provisions of the relevant contract and save to the extent that the RPC or Contractor has undertaken work under the relevant contract on the proposed area of excavations and in so doing ought reasonably to have gained knowledge of such services, the information provided by such RPC or other Contractor in Part 4a below and shown on any referenced drawings or plans is given without obligation, or warranty, and the accuracy thereof cannot be guaranteed.

The responsibility for the works described at Part 2 rests with the contractor carrying out the works, which shall be undertaken in accordance with HSG(47) Avoiding Danger From Underground Services.

To the best of our knowledge and based upon existing record drawings, the proposed area of excavations as described in Part 2 above and shown on the attached drawings:

- (a) is free from all underground services
 (b) includes underground services as indicated below

} *Delete as appropriate*

	Electrical Services	Communications Services	Water Services	Gas Services	Steam Services	Other (Fuel Oil etc)	Drains Sewerage Culverts
Services identified on drawings, (see below)							
Services are believed to exist (info limited)							

Indicate presence of services with ✓

Service	Drawing/Document References	Comments/Additional Info.

The *originals/copies* of the above documents/drawings are available by contacting: **Delete as necessary*

Name: For and on behalf of RPC/Contractor		Position:	
Location :		Contact Tel No	
Signed: _____ Date: _____			

Part 4b – Statement of Known Hazards**Completed by the RPC/or other Contractor**

Disclaimer: The RPC or Contractor confirms that it has reviewed the information in relation to the proposed area of excavations (including but not limited to drawings and plans) made available to it under the terms of its contract with the Authority (the relevant contract”). Without prejudice and subject to the provisions of the relevant contract and save to the extent that the RPC or Contractor has undertaken work under the relevant contract on the proposed area of excavations and in so doing ought reasonably to have gained knowledge of such hazards, the information provided by such RPC or other Contractor in Part 4b below and shown on any referenced drawings or plans is given without obligation, or warranty, and the accuracy thereof cannot be guaranteed.

The responsibility for the works described at Part 2 above rests with those persons carrying out the works, which shall be undertaken in accordance with HSG(47) Avoiding Danger From Underground Services.

	Ordnance	Chemicals	Other (1)	Other (2)	Other (3)
Hazards identified on drawings, Hazard Register, LQA (see below)					
Hazards are believed to exist, , LQA (info limited)					

Indicate presence of hazards with ✓

Hazard	Drawing/Document References	Comments/Additional Info.

The *originals/copies* of the above documents/drawings are available by contacting the person detailed below: **Delete as necessary*

Name:		Position:	
Location :		Contact Tel №	

SPECIAL CONDITIONS:

Include any reference to contaminated land or previous use which may indicate the presence of hazardous substances or Unexploded Ordnance (UXO) and reference any necessary safety documentation.

Name:
For and behalf of
the
RPC/Contractor

Position:

Location:

Contact Tel No:

Signed:

Date:

Part 4c – Statement of Operational Constraints

Completed by the ALR/SER/Host

Operational activities imposed by the Establishment affecting the proposed works described at Part 2:

- (a) there are no operational activities that affect the works
- (b) there are routine operational activities that need to be considered
- (c) there are one off operational unique activities that need to be considered
- (d) there are other activities that need to be considered

} *Delete as appropriate***Routine Operational Activities To be Considered:****Unique Operational Activities To Be Considered:****Other Activities To Be Considered:**

Name:

For and behalf
of the Authority

Position:

Location:

Contact Tel No:

Signed:

Date:

Part 5 RECEIPT OF INFORMATION**Completed by Contractor undertaking the work
as listed at Part 2**

For and on behalf of [Name of contractor] we confirm consultation with the Information Custodians identified at Part 3 and acknowledge receipt of information provided by the RPC/other Contractor listed at Part 4a & 4b and the Statement of Operation Constraints detailed at Part 4c.

For and on behalf of [Name of contractor] accepts responsibility for the safe execution of the activities described in Part 2 above and confirms that any excavations shall be undertaken in accordance with HSG(47) Avoiding Danger From Underground Services.

Print Name:
For and behalf of
[Name of
Company]:

Position:

Signed:

Date:

Part 6 ISSUE & VALIDITY OF FORM**Completed by the ALR/SER/Host
and issued to the contractor**

All parts of this form have been completed and the ALR/SER/Host is not aware of any reason why the activity listed at Part 2 should not proceed.

The information given may be
considered valid up to and including

Insert date

**Date to be inserted by ALR/SER/Host -
to be no more than 28 calendar days
from date of issue.**

Signed:

Print Name:

Date:

This form is valid subject to the special work/operational conditions (if applicable) above from the date of issue for a period not exceeding 28 calendar days.

Distribution: Original form to contractor undertaking work and named at Part 2

Copy 1: to ALR/SER/Host

Copy 2: to RPC/other Contractor named at Part 4a & 4b

additional copies
identified by
ALR/SER/Host

Copy 3: Aquatrine

Copy 4: Area Custodian

Copy 5:

Copy 6:

} Distribution by ALR/SER/Host

Notes for Completion of Statement of Known Hazards:

This form supports the transfer of information between the Authority and contractors planning to undertake excavations on MoD Establishments. It has been designed for use between the Authority and its Service Providers (including Aquatrine, Regional Prime Contractors (RPC) and other Contractors, to inform those planning to undertake excavations on parts of a MOD Establishment. The process provides for the Service Providers to use their own Safety Management System to control the activity. This process relates to both planned and reactive work.

The form is initiated by the Authority Local Representative (ALR)/Site Establishment Representative (SER)/Host (Host). The role of the ALR/SER/Host is one of coordination and does not require any technical competence, training or signify agreement of the contractor's working method.

The form should be used **in hard copy format**, treated as a controlled document with copies retained in accordance with standing site procedures.

Issue of Notification of Proposed Work – Parts 1 & 2

The Service Provider/RPC/other Contractor notifies the ALR/SER/Host of the work to be undertaken and the location of the work activity. This notification includes as a minimum: description, commencement date, duration, location (boundary and demarcation) and the extent of work.

Statement of Information Custodians & Operational Team – Part 3

The ALR/SER/Host is to identify those Information Custodians that need to be consulted. As a minimum this should include the Contractor's Site Managers and the 4Cs Duty Holder (where appointed) and Area Custodian (where appointed). The ALR/SER/Host should notify the 4Cs Duty Holder and Area Custodian of the intended works.

Note: There may be buried services controlled by organisations other than the RPC who must be contacted before excavations can be carried out.

Statement of Known Services, Hazards & Operational Constraints – Part 4

The Information Custodians shall make available all known and relevant information including hazard registers, drawings, logs reports, etc and any MOD Establishments operational activities that may place constraints on the Service Provider or introduce hazards that could impact upon the Service Provider's activities eg vehicle movements, VIP visits, parades, etc.

From the list of hazards and existing control measures provided by the various Information Custodians, those undertaking the work will carry out their own risk assessment and identify any additional control measures that are deemed necessary for them to undertake the activity in accordance with their Safety Management System including the production of a method statement and risk assessment.

As part of this risk assessment the Service Provider is to determine the need to implement control measures in accordance with the MOD Safety Rules and Procedures. In particular it may be deemed necessary to isolate electrical services or to enter confined spaces under the control of the MOD Authorised Person.

Issue & validity of Form – Part 6

The ALR/SER/Host should ensure that Parts 1 to 5 of this form have been completed and with the knowledge of ongoing site operations and decide whether or not there is any reason why the

proposed work should not proceed. The validity of this form is to be inserted prior to issue and should be as short as possible commensurate with the operation to be undertaken, usually much less than the maximum of 28 calendar days permitted by the form.

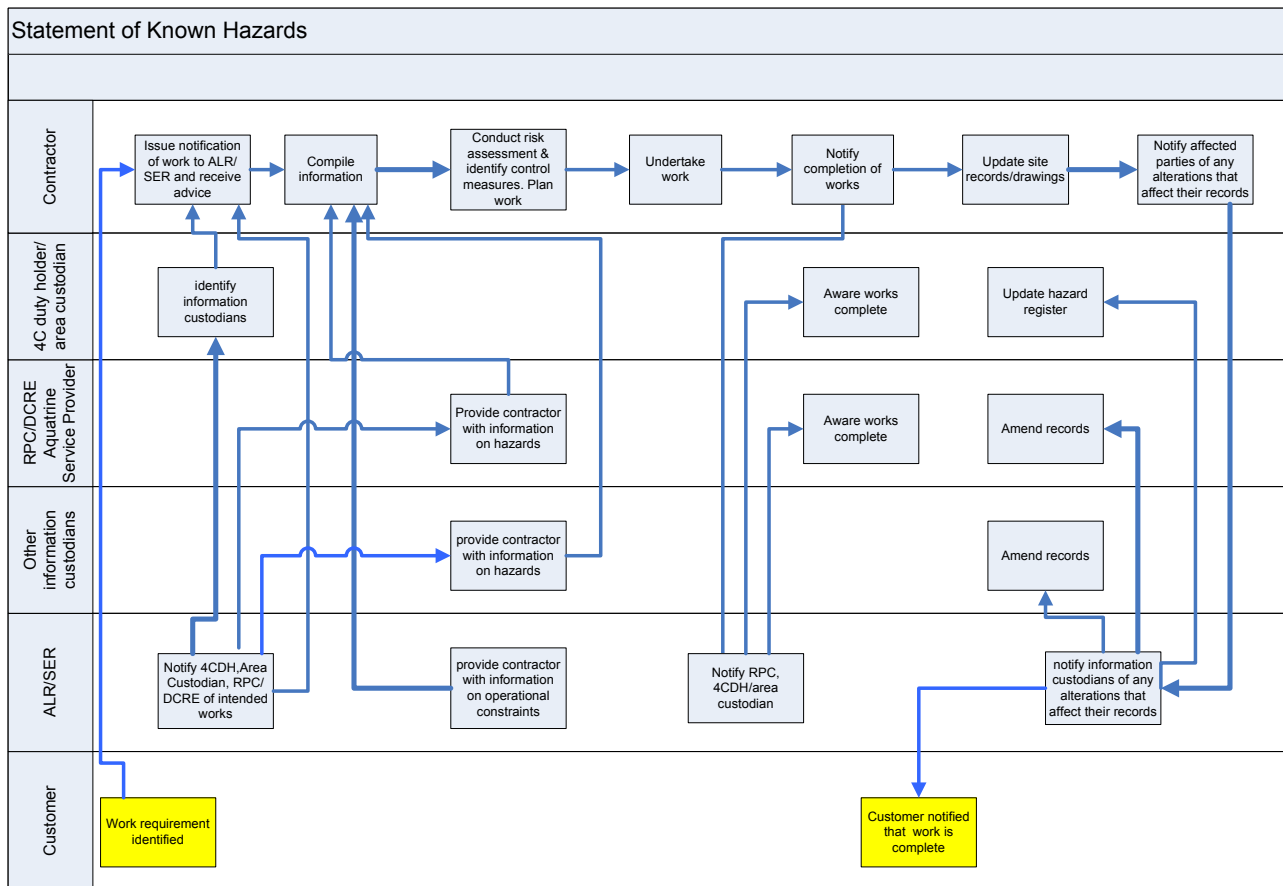
The ALR/SER/Host must notify all parties including 4Cs Duty Holder and Area Custodian of the proposed work by issuing then with a copy of the form completed to Part 6.

Undertake the work

The Service Provider will carry out the planned work in accordance with the method statement and risk assessment.

Closure of Form – Part 7

All Forms must be closed and recorded (Site records, Drawings, Hazard Registers, etc) in accordance with Part 7 of this form. 4Cs Duty Holders and Area Custodians must be notified accordingly.





PERMIT TO DIG

ESTABLISHMENT (name & location):		REF No:	
SECTION A (To be completed by the nominated Responsible Person)			
ISSUED TO: (Person in charge of excavation)		Name:	
LOCATION AND BRIEF DESCRIPTION OF WORKS:			

SECTION B (To be completed by the nominated Responsible Person)	
Name:	
STATEMENT OF SERVICE LOCATIONS:	
<p>To the best of my knowledge, based upon existing record drawings, the proposed area of excavations as described above and shown on the attached drawings: <i>(delete as applicable)</i></p> <ul style="list-style-type: none"> (a) is free from all underground services (b) includes underground services as indicated below (c) may include buried ordnance 	

(d) may include buried chemicals or other hazardous substances

TYPE OF SERVICE	ELECTRICAL SERVICES	COMMUNICATION SERVICES	WATER SERVICES	GAS SERVICES	STEAM SERVICES	OTHER (FUEL OIL ETC)	DRAINS SEWERAGE CULVERTS
Services identified on drawings (see below)							
Services believed to exist (info limited)							

REFERENCED DRAWING No(s): (Indicate presence of services with 'x')		

METHOD OF DIG:

MOD Health and Safety Handbook	JSP 375 Vol 2
	Annex B

Permission is given for the excavation works detailed to proceed in accordance with the conditions listed and any Special Conditions identified below

SPECIAL CONDITIONS: (If none, write 'none')

VALIDITY OF PERMIT:		
This permit is valid subject to the conditions overleaf from the date of issue for a period not exceeding one calendar month or until:		
INSERT DATE (if exceeding one calendar Month):		
Statement: I have formally notified the responsible person that these excavation works are going to be carried out:		
NAME:	SIGNED:	DATE:
EMPLOYED BY		

MOD Health and Safety Handbook	JSP 375 Vol 2
	Annex B

SECTION C (To be completed by person in charge of excavation)

Statement: I have examined and understand the contents of this permit and attachments and confirm that work will be carried out in a safe manner in accordance with the conditions overleaf and any special conditions listed above.

NAME:	SIGNED:	DATE:
EMPLOYED BY:		

IN THE EVENT OF AN UNIDENTIFIED SERVICE, OR OBJECT BEING
DISCOVERED, OR ANY OTHER EMERGENCY.
STOP WORK AND CONTACT:

TEL:

MOD Health and Safety Handbook	JSP 375 Vol 2
	Annex B

SECTION D (To be completed by person in charge of the excavation)		
DECLARATION: The work described on this permit is either:		
(a) complete and all back filling is complete. All persons, tools and equipment in my charge have been removed from site. All surplus arisings have been disposed of in accordance with site procedures		
OR (delete as applicable)		
(b) Has been suspended for the reasons stated below. The excavation has been left in a safe condition.		
REASON FOR SUSPENDING WORK:		
NAME:	SIGNED:	DATE:
EMPLOYED BY:		

MOD Health and Safety Handbook	JSP 375 Vol 2
	Annex B

SECTION E (To be completed by the nominated responsible person)

CANCELLATION: This permit is hereby **cancelled**.

No further excavation work may be carried out in this location without the issue of a new permit.

NAME:

SIGNED:

DATE:

EMPLOYED BY:

CONDITIONS FOR CARRYING OUT EXCAVATIONS

- a All works must be carried out in a safe manner and in accordance with Health & Safety Executive guidance
- b Information regarding the location of underground services or apparatus given on this permit or the drawings attached is the best available information and should be treated as a guide only. It is the responsibility of the persons carrying out the excavations to take the necessary precautions to avoid danger.
- c All trial holes must be hand dug.
- d No mechanical excavator must be used within 600 millimetres of a known underground service or apparatus.
- e If, during excavation, any unrecorded services or unidentified buried objects or apparatus are uncovered, or any underground apparatus is damaged, work must be suspended immediately and the emergency contact informed.
- f The person in charge of the excavation must inform all persons involved in the excavation work of the contents of this permit and must remain on site at all times whilst work is in progress.
- g If due to unforeseen circumstances it becomes necessary to extend the area of work outside of the contents of this permit, the permit must be cancelled and a new permit raised taking account of the new circumstances.
- h All excavations must be maintained in a safe condition at all times, with all necessary shuttering and guarding, in order to prevent danger to other persons or vehicles on site.
- i Any incidents or injuries associated with the works described on this permit must be reported immediately to the emergency contact overleaf.
- j Upon completion of work the permit must be signed off at Section D and returned to the issuing authority for cancellation.
- k All excavations must be satisfactorily backfilled and all arisings disposed of in an approved manner, in accordance with site procedures, before departure from site.
- l An accurate record drawing of the completed works must be submitted to the nominated responsible person to update the site records.