

Contract Title: Smart Metering		Contract No:	MS Reference:
Subject: External Survey, Screw In, Exchange meter and Prove supply		4370	HSEMS001
Author: Graham Sage		Date: October 22	
1.0	Scope of the Works:	<i>(Brief description of the works involved)</i> This HSEMS is to cover work associated with the installation/exchange of a domestic water meter to a domestic/commercial premise for small diameter meters less than 25mm. The work can include undertaking a survey, screwing in or exchanging the meter in an existing boundary box and in the case of a new meter proving the supply.	
2.0	Date(s) to be Carried out:	As required.	
3.0	Precise Location:	Various sites, Public & Private Grounds	
4.0	Access / Egress & Deliveries:	As required dependant on task.	
5.0	Methodology:	General Work Procedure: NOTE: All Handheld tools are subject to daily fit for purpose checks: <ol style="list-style-type: none"> All work will be undertaken in accordance with relevant MWS and client safety rules. A site specific Risk Assessment, TMP GEN 15 - Site Specific Risk Assessment Plumbing/Surveying (Optant – PMPI) or TMP - GEN 16 - PMP Screw in Risk Assessment (subject to work stream working on) to be undertaken before work commences. In all cases a safe system of work must be in place before work commences All staff to receive a general induction by the supervisor or manager in charge signing the brief section of the site specific induction/brief form; TMP GEN 15 - Site Specific Risk Assessment Plumbing/Surveying (Optant – PMPI) or TMP - GEN 16 - PMP Screw in Risk Assessment (subject to work stream working on). Potential hazards include: - Electric shock, flooding to property, Dog attack, Chlorus solution, Confined Space, 	

		<p>Manual handling, Working on Highway. For control measures please refer to specific risk assessments.</p> <p>c) Park vehicle in a safe and legal manner in accordance with the New Roads & Street Works Act (NRSWA) and TMA requirements, any works on the highway should be signed, lit and guarded to Chapter 8 standards.</p> <p>d) This method statement does not cover work in confined spaces, which is subject to a separate safe system of work. In no circumstance should work in a confined space be undertaken without a specific confined space work procedure in place (MWS-FM-HSE-003 - Appointment of confined space supervisor letter, MWS-FM-EMS-0066 - Confined Space Pre Entry Checklist, Tally and Permit). If in doubt the Supervisor is to be contacted prior to work commencing.</p> <p>Sequence of Works:</p> <p>The following referenced sequencing of work covers the following main tasks: -</p> <p>a. 1 to 27 Screw in / Exchange meter / prove supply</p> <p>b. 28 to 47 External Survey</p> <p>Method of Works (Screw in / Exchange)</p> <p>1. Contact the customer to inform them that you are in transit to the job/location if required to do so.</p> <p>2. Access Job details, including any prior H&S data on device. Review any traffic restrictions and park vehicle in safe location. Ensure appropriate PPE is worn at all times, including gloves, eye protection, protective boots, Helmets or Bump caps and appropriate work wear.</p> <p>e) Prior to work commencing complete the SSRA, TMP GEN 15 - Site Specific Risk Assessment Plumbing/Surveying (Optant – PMPI) or TMP - GEN 16 - PMP Screw in Risk Assessment (subject to work stream working on) on device, where necessary consult other documents in relation to Safe Systems of Work and supervisor for further guidance.</p> <p>f) Make contact with the customer to announce arrival and explain reason for visit. Ensure ID badge is shown to customer and confirm address details if necessary.</p> <p>g) Barrier off chamber/area in accordance with NRSWA. TMA details for each specific job (if appropriate) shall be detailed on job sheet, held on device, including maintenance of pedestrian access, and any traffic sensitivity. Check any relevant Permits are in place; populate details on permit display board if permit applicable.</p> <p>h) Prove supply by shutting off the supply at the boundary stop tap. Confirm with customer/s as required.</p> <p>i) Lift boundary box / chamber lid using Pry Bar or lifting keys. Place lid and Pry Bar within barriered area and in safe location. Safe lifting techniques to be adopted at all times. Where required arrange 2-man lift using appropriate lifting keys. Remove frost plug and store safely.</p>
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6.0	Significant Health, Safety & Environment Risks:	Point of Work Risk Assessment, TMP GEN 15 - Site Specific Risk Assessment Plumbing/Surveying (Optant – PMPI) or TMP - GEN 16 - PMP Screw in Risk Assessment (subject to work stream working on) to be carried out by Operatives on arrival at site prior to commencement of task.
7.0	Risk Assessments Attached:	Risk Assessments; WRA004, WRA008-WRA011, WRA013 – WRA016, WRA018, WRA020 & WRA022
8.0	COSHH Assessments Attached:	See all relevant sections of Section 11 for COSHH Assessments. See Team pack.
9.0	Personnel:	<i>(Include number of personnel, competency level / qualification)</i> Allocated personnel as per tasking
10.0	Plant & Equipment:	<p>NOTE: All Handheld tools are subject to daily fit for purpose checks.</p> <p>Only approved tools and equipment to be used</p> <p>Van, Wet and dry Hoover, Small Hand Tools, incl. hand pump, Pry Bar PPE, Signing, lighting and guarding, CAT & Genny, metal detector, listening stick</p>
11.0	Materials:	As required dependant on task
12.0	Communication & Responsibilities: Job Specific/As per H & S Plan (Delete as appropriate)	<p>The staff will be provided with a mobile telephone / tablet at all times.</p> <p>Have hard copy key contacts list on site.</p> <p>Have lone worker app installed onto phone / Tablet.</p> <p>Be aware of transient Welfare Facilities locations by using toilet finder app on phone / Tablet.</p>

13.0	Temporary Works: Required/Not required (Delete as appropriate)	Not Required
14.0	Emergency Procedures: Job Specific/As per H & S Plan (Delete as appropriate)	<i>(Rescue procedures, first aid requirements, spill response)</i> As laid down in SHEQ Manual.
15.0	Permits to Work and Associated Documentation Required:	TMP GEN 15 - Site Specific Risk Assessment Plumbing/Surveying (Optant – PMPI) or TMP - GEN 16 - PMP Screw in Risk Assessment (subject to work stream working on)
16.0	Hold Points and Documentation Requirements:	Confined Space: Documentation required to be completed by appropriate competent persons: MWS-FM-HSE-003 - Appointment of confined space supervisor letter. MWS-FM-EMS-0066 - Confined Space Pre Entry Checklist, Tally and Permit.