

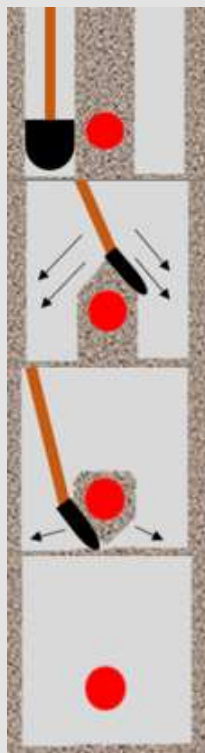
HAND DIGGING - UTILITIES



METHOD OF WORK

Ensure a Risk Assessment is carried out and control measures put in place.

- Hand digging techniques must be adopted when working near underground apparatus, or situations where it is not feasible for works to be completed using a mechanical excavator.
 - The area must be surveyed using CAT & Genny, with all services clearly marked using Line Marker Paint.
 - Select rounded digging tool, i.e. round mouth general service shovel to complete works, the use of picks, forks and pinch bars is not permitted when working near underground services. **Note:** non-insulated digging tools are not permitted.
 - Always adopt and maintain good posture while hand digging, taking care not to exert excessive force throughout the task, do not force or drive digging tools into the ground in a spearing or spiking motion.
 - To avoid damage, do not dig down directly over utility services.
1. Prise the shovel in using your foot, work blade inwards to loosen and remove materials and continue to dig down on one side of the utility, always rescan the area using the CAT & Genny.
 2. Continue digging in this manner until you have reached the lower side of the utility, where required increase overall size of excavation to allow ample working space. Take care removing large rocks or boulders, always protect utility services before doing so.
 3. Using the same method, repeat this on the other side of the utility.
 4. Carefully remove material from above the utility by scraping material off to the sides.
 5. Where clear visibility of the working area is restricted due to water ingress, work must stop and action taken to remove water and restore visibility before commencing.
 6. Take extreme care digging below the utility, as additional serves may be located directly below.
 7. Using the digging tool, take extreme care to gently scrape along the side of the utility to remove materials, do not exert force.
 8. Where safe to do so, continue to clear materials from the underside of the utility.
 9. Where a damaged utility has been identified, stop work and report immediately.
 10. Always support and protect exposed utilities and do not use them to step in and out of excavations.



Deep excavations and excavations in unstable ground are subject to temporary works / excavation support.

- 0 – 1.2m: Batter Back or excavation support determined by on site point of work risk assessment.
 - 1.2m: Stop Work, Reassess, and determine if safe to continue or if additional controls are required, i.e., batter back or excavation support.
 - 1.5m: Excavation support or battering back must be used (standard designs)
 - 2.5m: A bespoke external design must be used if battering back is not possible.
- Note:** Do not enter a flooded excavation, always dewater to a safe location.



HAZARD IDENTIFICATION

- Collapse of excavations
- Manual Handling
- Slips, Trips and Falls
- Underground Services
- Flooded Excavation



PLANT, EQUIPMENT, MATERIALS

- CAT & Genny (including accessories)
- Line Marker Paint
- Insulated Spades / Shovels
- Excavation Support / Shoring (as required)



EMERGENCY ARRANGEMENTS

- Ensure you are familiar with the point of work emergency arrangements
- All work vehicles to carry First Aid Kit and Fire Extinguisher.



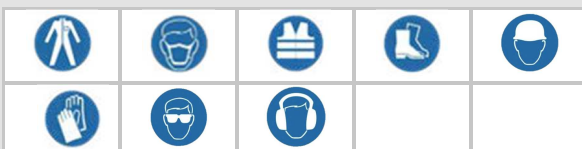
ENVIRONMENTAL

- Ensure Plant & Equipment is switched off when not in use.
- Only refuel in designated safe areas.
- Spill Kit to be available on site.
- Always remove waste materials from site.
- Always dewater excavations to a safe location.
- **Note:** All excavated materials must be accompanied by a Waste Transfer Note.



PPE REQUIREMENTS

PPE items shown below must be available and worn during this task.



COSHH

Refer to COSHH Assessments for further information on the below.

N/A	
N/A	