

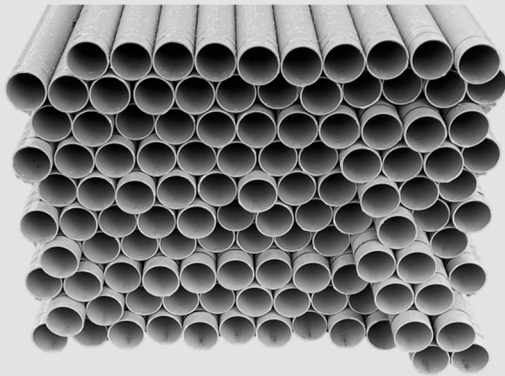
DUCT LAYING



METHOD OF WORK

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

1. Take care when carrying ducts, plan your route, carry horizontally and adopt good manual handling techniques.
2. Before laying ducts, ensure the bottom of the excavation is free from any debris that is likely to cause damage to the duct and that there is a suitable layer of fine material to bed on.
3. Ducts must be laid following the client's specification, depth and formation. Do not use duct sections that are damaged or distorted
4. Lay duct sections one at a time, joining sections by pushing male and female ends firmly together, where required use a Rubber Maul/ Mallet to achieve this. Avoid using excessive force to prevent injury or damage to ducts.
5. Where the duct route changes direction, use appropriate angled bends to accommodate.
6. When laying multi-way ducts, maintain configuration throughout the route.
7. The outer surface of ducts must maintain minimum proximity to adjacent apparatus.
8. Do not lay ducts directly on top of electric cables or gas mains.
9. Cut ducts in a safe location, clear of existing underground services, do not cut within the excavation. Always dress rough edges after cutting.
10. Where required, rope each duct section as it is installed to provide a draw rope on completion.
11. Always seal duct ends on completion of works or when left overnight.
12. Remove all waste and unused sections of duct from the site on completion of works.



HAZARD IDENTIFICATION

- Excavations
- Manual Handling
- Slips, Trips and Falls
- Underground Services



PLANT, EQUIPMENT, MATERIALS

- Cable Ducts, Bends, Collars
- Rubber Maul / Mallet
- Rope (Optional)
- Hand Tools (Saw)



EMERGENCY ARRANGEMENTS

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



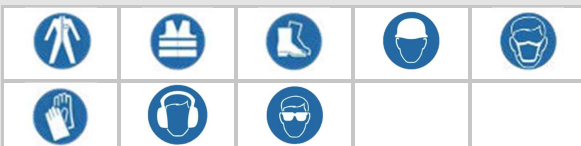
ENVIRONMENTAL

- 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.



PPE REQUIREMENTS

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



COSHH

Refer to COSHH Assessments for further information on the below

N/A	
N/A	