

<div>John Henry Group</div>	JHG Operations Method Statements	
	Reference Number: PRO-JHG-MS201	Version Number: 2
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	Document Owner: Head of Health & Safety	Approved By: HSEQ Director

## F-JHG MS28: Services Embedded in Concrete

### Scope of Works

How to manage excavation works when there are services embedded in concrete.

*Note: A Site-Specific POWRA shall be completed prior to commencement of works. The particular hazards associated with this task are documented in the library of Risk Assessments.*

### Sequence of Works

- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with complete job pack
- Check and ensure that all relevant site access permits, safety cards and paperwork is available on site and correct before commencement of works.
- Check and ensure that all plant and machinery are in good working order, have up to date certification and the operators have the compliant and in date licenses
- Check that client and relevant persons are informed and agree commencement date
- Check that all required materials are available and on site when required.
- Ensure that Briefing and Toolbox talk documents are available.
- Ensure that the site has been booked in to upon attendance (site provider requirement, check job pack)
- Check site for potential hazards and note on POWRA. Rectify if possible. Mark danger area & inform crew regarding potential hazard.
- Place emergency equipment (fire extinguisher & first aid kit) in designated area.
- Select an appropriate Traffic Management plan.
- Ensure that all task specific PPE is available, has been checked and is in good working order prior to carrying out any activities.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- While carrying out site investigation works the avoidance of underground services must be completed in compliance with F-JHG MS 18 working in close proximity to underground services. **Always adhere to HSG47.**
- If under this investigation it is evident that there is a service embedded in concrete, then your supervisor should be notified.
- All works from here must be supervised by your supervisor
- Client should be notified, and the possibility of an alternative route must be questioned.
- If it is required to use the original route, then further investigation excavation works are required.
- Trial holes around the four edges of the joint box must be dug to identify the type, route, and depth of the cable in question.
- The Genny must be used during these investigation works.
- Once the location has been proven the concrete should be marked with a continuous line with an agreed distance marked with a broken line (exclusion zone).
- If the specification depth cannot be achieved, alternative depth/route must be confirmed/agreed with client.
- If the exact location can be proven then a specific assessment for the use of a core drill will be used, otherwise all demolition works should be completed using hand tools (hammer and
- Chisel gloves must be worn)
- Once the drilling is completed the cabling works can commence, photos and sketches must be taken to update client records.
- Upon completion of work remove all equipment
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.

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- Remove signing & guarding.

#### **Plant & Equipment and Certification Required**

- Mechanical aid to break concrete – only to be used if service can be isolated/with prior authorization from Supervisor/PDM/HSEQ
- Hand tools

All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture. Any electrical tools required will all be 110v in line with the current regulations.

#### **Staff Involved and Certification Required**

Only trained, competent authorised personnel shall be permitted to carry out works. All Construction workers must have the required basic legislative health and safety training and Manual Handling Training. Each crew collectively should have a combined training of:

- Sign, lighting and guarding,
- 1<sup>st</sup> aid training

#### **Access and Egress Points**

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location, causing no obstruction to the site provider/ or adjoining users. Any directions / instructions issued by the site provider, as detailed in the site survey will be adhered to.

#### **Interface with Public**

Access is generally arranged by the office and arrangements conveyed to the PICW. All required third party notification / procedures will be addressed by the P.I.C.W. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected.

#### **Signage:**

A Traffic Management Plan will be completed prior to work commencement & a traffic management plan set up on site including Traffic Management Signage & Barriers. The traffic management plan is a way of planning and ensuring road users can move safely through/around the site while at the same time keeping construction workers safe.

#### **Working hours**

Normal Working Hours will be 08.00-17.00. Where an emergency Call out is required the working hours may be altered to suit the Client requirements to be agreed by JHG Supervisor.

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**PPE**

Safety Boots, Helmet, Gloves, Hi Viz Clothing, , Eye protection (as required), Ear protection (as required), Dust Mask (as required)

