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| John Henry Group | JHG Operations Method Statements | |
| Reference Number: PRO-JHG-MS201 | Version Number: 2 | |
| Published Date: 24/08/2023 | Next Review Date: 24/08/2024 | |
| Document Owner: Head of Health & Safety | Approved By: HSEQ Director | |

F-JHG MS02: Removal of Manhole/Joint Box Covers

Scope of Works

The method in which Manhole & Joint Box Covers should be removed in order to gain required access to the work area.

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, competency cards and paperwork including full job pack 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 Safe System of Work Plan. 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 and compliant, 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.
- Set up barriers around chambers to be opened.
- Ensure detailed cable plans etc. to ensure lifting of covers is absolutely necessary.
- Clear frame & cover of any existing debris that may be causing cover to be stuck in position.
- If lid / cover is frozen it can be freed using a solution of salt and hot water (blow torches must not be used).
- Attach correct lifting key/mechanical aid to the cover.
All Footway covers must be lifted with a No.5 key only.
- **Two men must undertake removal and replacement of heavy manhole covers or use mechanical lifting aid.**
- **Operatives must be Manual Handling trained.**
- Ensure guarded work area is free of hazards i.e. slips, trips and falls; thus, affecting safe access/egress.
- Test the chamber for the presence of gas using procedure as described in F-JHG MS48 (Ensure Gas Detection Equipment is serviceable and calibrated)
- Turn on GDU and allow to warm up
- All tests are 2 bleeps / 2 flashes
- Break seal then drop support leg on No.5 key
- Raise cover and rest on support leg
- First gas test immediately under the cover
- Insert the roller well forward
- Operate the counterbalance arm
- Lift cover and then lower onto the roller

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- Close up the support leg and counterbalance arm
- Remove cover
- Second gas test at base or water
- If no water or no need to disturb the water, then:
- Final gas test at duct mouths (if available)
- If explosive gas found, cordon off area and keep area clear of people. Contact JHG Technical Supervisor immediately.
- When works are complete, reinstate the chamber cover using correct lifting method and equipment.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.

Plant & Equipment and Certification Required:

Box keys, intrinsically safe Roller, Mechanical Aid & Gas Detector.

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,
- 1st aid training
- Street works Course
- Avoidance of Under Ground Services

Access and Egress Points

Only permitted access/egress points will be used.

Interface with Public

All required third party notification will be addressed by the Site Supervisor.

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.