Method Statements

This "Task Specific Method Statements" document has been compiled by JHG HSEQ Department in consultation with Operations and approved by the Group HSEQ Director. This document forms part JHG operational safe systems of work and must be followed in support of appropriate UK health and safety legislation and JHG policy. It is the responsibility of operational management to brief the contents to their respective workstreams and each individual to familiarise themselves with the method and sequencing relevant to their work activity. This document must be kept in good working order and presented upon request to internal or external authorised representatives that request it. It is also available via access on tablets and JHG OPs management must ensure the latest version is uploaded to the gangs devices.

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F-JHG MS01: Project Commencement /Arrival on Site

Scope of Works

Required method of work for site setup:
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 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.
- If any other contractor or party is present on the site at the time of work commencement, stop, enquire as to their presence and access approvals and arrange an amicable resolution. No Dual contractor working is allowed and if the situation cannot be amicably resolve, escalate to your line managers for action.

Plant & Equipment and Certification Required

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

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safely adjacent to the works area.

Interface with Public

Access is generally arranged by JHG/Client office and arrangements conveyed to the Site Supervisor. All required third party notification / procedures will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected and will be in force prior to the commencement of any works.

Signage:

A SSWP detailing Traffic Management Plan requirements will be completed prior to work commencement. All barriers, signs & cones will be setup accordingly.

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.

Hazard Identification/Risk Assessment

F-JHG RA-02 Access and Egress Site
F-JHG RA-19 Fire
F-JHG RA-23 Housekeeping
F-JHG RA-36 Waste Disposal
F-JHG RA-40 Delivery of Material to Site
F-JHG RA-37 Weils Disease
F-JHG RA-27 Manual Handling
F-JHG RA-12 Driving
F-JHG RA-44 Weather Conditions
F-JHG RA-51 Traffic management

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

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

- 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.

F-JHG MS03: Excavation and Duct Laying

Scope of Works

Method of work required to excavate and lay required duct safely.
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 job pack
- Check and ensure that all relevant site access permits, safety 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 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.
- Complete a visual inspection of the area, survey the area of approx. 3-5 meters around the site for the present of street lighting, joint boxes chamber, reinstatement scars etc.
- Comply with HSG47 at all times.
- Detect underground services using a Cable Avoidance Tool (CAT).
- Mark out the proposed location of the duct as per the site drawings. Ensure all underground stats are on site prior to any digging.
- Hand digs pilot holes (Insulated tools only) to prove route.
- Ensure minimum distance is kept from underground plant.
- Remove the top surface and reuse the CAT
- Excavate to the required depth according to specifications using either hand tools or mechanical means (1-ton mini digger with toothless bucket only) where applicable.
- Excavations greater than 1.25m deep or in poor ground to be correctly shored using timber/trench box.
- Lay suitable bedding of fine material in the base of the excavation as required.
- Lay duct to Client specification.
- Place a suitable fine fill material around the duct.
- Place in backfill materials and compact layers with roller or wacker & as per Client & site provider specifications.
- Reinstate to permanent standard to match existing surface.
- The surface profile of a reinstated trench should be left so that the edge and surface depressions are free from trip hazards.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.

- Remove signing & guarding.
- Ensure that all raw and waste materials are removed from site before leaving site.
- Ensure that the site is left in a safe condition.

Plant & Equipment and Certification Required

CAT, mini digger, wacker, roller & hand tools Box keys, Wooden 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.

PPE

Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (As required)**,** Ear Protection (As required)**,** Dust Mask (As requried)

F-JHG MS04: Box Building

Scope of Works

Method for Building Joint boxes, using concrete blocks.
Note: A Site-Specific POWRA to 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 job pack
- Check and ensure that all relevant site access permits, safety cards, paperwork and 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 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.
- Complete a visual inspection of the area, survey the area of approx. 3- 5 meters around the site for the present of street lighting, joint boxes chamber, reinstatement scars etc.
- Adhere to HSG47 at all times.
- Detect underground services using your Cable Avoidance Tool (CAT)
- Mark all detected services and compare with Utility Stats.
- Hand dig pilot hole.
- Ensure minimum distance is kept from underground plant.
- Excavate to the required dimensions for box according to specifications using either hand tools or mechanical means where applicable.
- Ensure task specific PPE is worn at all times.
- Use concrete sections or concrete shuttering (or concrete blocks) to build box (as per client specification (ISIS Doc)
- When concrete sets remove shutter.
- Screed floor & fit frame & cover.
- Excavations greater than 1.25m deep or in poor ground to be correctly shored using timber/trench box.
- Reinstate to permanent standard to match existing surface.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

Plant & Equipment and Certification Required

CAT, mini digger & 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,
- 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 08.00-1700. Where an emergency Call out is required the working hours may be altered to suit the Client requirements to be agreed by JHG Supervisor.

F-JHG MS05: Testing and Clearing of Ducts, Brush and Mandrels Systems

Scope of Works

Method used to Test and clear ducts, using brush and mandrels system.
Note: A 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 a 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.
- Set up barriers around chambers to be open.
- Lift chamber cover slowly using correct box key (& roller).
- Test the chamber for the presence of gas 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
- 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 at any point a test is positive, do not enter. Ventilate area by removing adjacent covers and retest. If positive, start again. If negative, safe to enter box.

- If explosive gas found, cordon off area and keep area clear of people. Contact JHG Technical Supervisor immediately.
- Support any existing cables and joints in a proper manner.
- A cylindrical duct brush followed by a suitably sized mandrel is pulled through the duct line under test.
- Repeat the test if necessary, the pulling being in the same direction each time.
- Ensure rope guides are used to avoid friction to the duct mouth.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Supervisor to ensure required quality level is maintained.

Plant & Equipment and Certification Required

Duct brush, mandrel, gas detector, box key & wooden roller. All Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE.
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.

F-JHG MS06: Directional Drilling

Scope of Works

Directional Drilling (underground moling) is a trenchless technique of installing an underground duct. This method is a specialist operation and must only be carried out by competent persons using drill rig with location and guidance system.

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 a full 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.
- All existing underground utilities to be located using CAT, visual inspection & utility stats. Adhere to HSG47 at all times.
- Proposed line & depth to be agreed with local authority & client.
- Suitable launch & receive pits to be excavated.
- The drilling machine will be located in line with the proposed route. A pilot hole will be drilled over each section of the bore length ensuring adequate cover beneath the footway or carriageway.
- The position of the drill head is monitored by the operator from the surface, with tracking taking place remotely on the surface.
- The position of the pilot drill is determined at regular intervals with the drill operator effecting steering adjustments as required.
- When the pilot drill reaches the target/exit position the drill head is removed and replaced with an enlarging reamer.
- The duct is securely attached via a swivel device to the reamer.
- The direction of operation is reversed with the reamer being pulled through the pilot bore enlarging it as it progresses. The duct mouth is progressively pulled behind.
- When the reamer and pipe arrive at the start position these are removed.
- The operation is now complete, and all drilling equipment is removed from site.
- Should progress not be possible the bore is abandoned, and alternative routes are selected until a successful bore is complete or the job abandoned.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.
- Log out/call Third Party Site Provider/Client when works are complete.

Plant & Equipment and Certification Required

Drilling machine, hand tools, CAT.
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.

F-JHG MS07: Reinstatement Works

Scope of Works

Method of work required to reinstate the work area back to the required standard
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 a 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 full task specific PPE is worn at all times.
- 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 (SLG) & traffic management signage are in place before commencement of work.
- Use specified material, as per the site provider specification.
- Material to be thoroughly compacted in layers according to Client & local authority specs by use of appropriately sized roller or wacker.
- The surface profile of a reinstated trench should be left so that the edge and surface depressions and crowning are free from trip hazards.
- When reinstating, cut out the area, flux edges and lay materials in accordance with specification.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

Plant & Equipment and Certification Required

Wacker, roller & 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,
- 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 hour

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.

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

F-JHG MS08: Cabinet Erection

Scope of Works

Method in which cabinets should be erected.
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 job pack
- Check and ensure that all relevant site access permits, safety cards, paperwork and 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 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, and worn at all times.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- Complete a visual inspection of the area, survey the area of approx. 3-5 meters around the site for the present of street lighting, joint boxes chamber, reinstatement scars etc.
- Always adhere to HSG47.
- Detect underground services using a Cable Avoidance Tool (CAT).
- Mark out the proposed location of the duct as per the site drawings. Ensure all underground stats are on site prior to any digging.
- Excavate to the required depth for cabinet according to specifications.
- **No mechanical digging within 500mm of all known services.**
- Dig out base for cabinet & lay pre-manufactured plinth.
- Pour concrete into plinth, ensuring to protect ducts.
- When concrete sets, (if this activity is carried out over a number of days ensure that the site is protected ensuring required sign lighting and guarding to leave the site secure). Erect cabinet on plinth.
- Remove all Signing & Guarding
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.

Plant & Equipment and Certification Required

CAT, mini digger & 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,
- 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.

PPE

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

F-JHG MS09: Drilling through Walls for Cable Opes

Scope of Works

Safe work practices while drilling through walls for cable entry Opes.
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.
- Trace for any services, also visually inspect for gas entries or other services.
- Ensure no other services are encapsulated within the area to be drilled.
- Ensure there is adequate exit accommodation for cable etc.
- Mark area of cable OPE
- Mark area for drilling
- Drill area – ensuring all tools are battery operated or 110v.
- Make good any defect caused by drilling operations.
- Use dust extraction equipment as required
- Temporarily fill OPE to prevent spread of fire if work is not completed.
- Complete any prescribed related installation work.
- Photograph all works and installed equipment for handover pack to customer
- Tidy site, removing all rubbish. Ensure the site is left in a safe and secure condition.

Plant & Equipment and Certification Required

Core Drill and hand tools
All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture.
Any electrical tools required e.g. drills, sump pump, jigsaw, 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
- Abrasive wheels training

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safely adjacent to the work area.

Interface with Public

All required third party notification will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorized access.

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.

PPE

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

F-JHG MS10: Blown Fibre Tubing

Scope of Works

Method of inserting fibre tubing into previously installed sub ducts.
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 a complete job pack
- Check and ensure that all relevant site access permits, safety cards, paperwork and 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 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.
- Set up barriers around chambers to be open
- If winch is to be used, ensure mobile communications operating between gang members in place. (i.e. walkie talkies) if there is no response, or if there is some issue the emergency stop will be applied.
- Only experienced and trained winch operators are permitted to operate winches
- No Operative must be within the box when winching operations are taking place
- Do not smoke or bring a lighted flame near a chamber entrance
- Use appropriate keys to remove chamber cover – using correct manual handling procedures.
- Ensure hand protection as a precaution for Weils Disease.
- Test the chamber for the presence of gas using procedure as described in 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
- 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.
- Provided gas tests are negative fully remove the cover using the appropriate lifting techniques.
- Ensure hand protection is used as a precaution for Weils Disease
- Use installed draw rope to pull in bonded winch rope
- Seal end of BF Tubing before attaching winch rope with a suitable cable grip and fused swivel.
- One gang member to remain at drum end, two members at winch end and an additional member for each open intermediate hole. All members must be able to communicate during winching operations
- Support any existing cable in a proper manner
- Pull BF tubing smoothly and at a steady rate through bore lubrications as necessary
- Ensure cable guides are used in accordance with the type of tubing being inserted
- Leave BF tubing long enough at jointing chambers to create the blowing point or jointing point.
- Seal both ends of BF tubing with a valve end cap.
- Allow the BF Tubing to "settle" for at least 24hr before installation of any couplers or closures.
- Supervisor to monitor work and ensure required quality level is maintained
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing and guarding.

Plant & Equipment and Certification Required

Winch, Cobra, Rods, Box key, wooden roller & Gas Detector**.** All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture. Any electrical tools required e.g. drills, sump pump, jigsaw, 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
- 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.

PPE

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

F-JHG MS11: Blown Fibre Installation

Scope of Works

Safe Method of Blown Fibre in previously installed sub duct
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.
- Set up barriers around chambers to be open
- If winch is to be used, ensure mobile communications operating between gang members in place. (i.e. walkie talkies) if there is no response, or if there is some issue the emergency stop will be applied.
- Only experienced and trained winch operators are permitted to operate winches
- No Operative must be within the box when winching operations are taking place
- Do not smoke or bring a lighted flame near a chamber entrance
- Use appropriate keys to remove chamber cover – using correct manual handling procedures using the appropriate lifting techniques.
- 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
- 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.
- Ensure hand protection is used as a precaution for Weils Disease
- Set up blown fibre equipment in a safe, guarded area ensuring leads and hoses connecting the various pieces of equipment do not present a hazard to pedestrians.
- Ensure that all compressed air is released from the equipment and all valves are in the closed position before connecting / disconnecting air hoses.
- Only trained Operatives will operate the equipment
- If require, move and secure any existing cables / joints carefully
- Before opening any joint / blowing points, ensure there is no pressure by operating the air valve.
- Open the joints at both ends of the intended install, identify the allocated BF tube and connect to the blowing head.
- Connect to the Air Supply and check for a free air flow.
- Blowing team to be in radio contact at each end during blowing operations
- Use recommended practices and procedures to access fibers in the blown fibre unit
- Crimp a blown fibre bead on the end of the fibre bundle.
- Feed the fibre into the Blowing head.
- Increase the air pressure to approx. 10 and up to max 15 bar for the duration of the Installation.
- The speed and length of the fibre bundle must be monitored during installation.
- Far end team to notify Blowing team once cable end emerges.
- Leave enough spare fibre to access the splicing trays and form the fusion splice
- Release all pressure in the equipment before opening the blowing head
- Dispose of fibre waste using recommended procedures
- Clean rubber O rings which form the joint / blowing point seal
- Close down joint ensuring fully protected from outside elements
- Reinstate chamber cover.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.

Plant & Equipment and Certification Required

Blown Fibre Equipment, Winch, Box key & 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

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 circa 08.00-17.00.

PPE

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

F-JHG MS12: Fibre Splicing

Scope of Works

Method statement on Fibre Splicing
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.
- Erect workbench or tent.
- Set up barriers around chambers to be open
- Never smoke or bring a lighted flame near a chamber entrance
- Use appropriate keys to remove chamber cover, using correct manual handling procedures.
- Test the chamber for the presence of gas using procedure as described in 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
- 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.
- Provided gas tests are negative fully remove the cover using the appropriate lifting techniques.
- If working on live fibre, ensure Client powers down. If this cannot happen, refer to Laser Safety Guidelines at all times.
- Identify cable and joint required in chamber.
- Move and secure any existing cables carefully
- Remove joint from chamber and place on workbench.
- Use guarded cable strippers (for prepping) See Method Statement MS-14 for Fibre Prep Procedures.
- 'Sin' Bin to be used for sharp cut-offs on fibre cable splicing
- Prepare fibre cable and fibers
- The fibre is to be cleaned and cleaved to the required length
- Use fusion splicing techniques for fibre
- Test fibre cable with OTDR (Optical Time Domain Reflectometer) on each fibre in each fibre in each direction recording results
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove guarding and signing.
- Supervisor to ensure required quality level is maintained
- Text out/Call the Third-Party Site Provider when leaving the site.

Plant & Equipment and Certification Required

Splicing Machine, ODTR (Optical Time Domain Reflectometer), Cable Strippers, Cable cutters, Box Key, wooden roller & 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
- Accredited Splicer's

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.

PPE

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

F-JHG MS13: Fibre Testing and Commissioning

Scope of Works

Fibre Testing & Commissioning Procedure.
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.
- Only trained personnel will test and commission fibers. They must be fully conversant with the hazards and procedures for working with lasers and fibers.
- All fibers must be tested with a power meter to ensure there are no lasers connected at the distant end before making any other tests
- All test equipment must be within the calibration date
- Because different clients have different types of cable and various specifications, the OTDR (Optical Time Domain Reflectometer) operator is responsible for obtaining this information and ensuring the clients specification is met.
- If OTDR (Optical Time Domain Reflectometer) testing from one exchange to another, the staff at the far end must be informed that testing will be taking place to avoid accidental exposure from the OTDR laser.
- If the building is unmanned, a warning label should be hung on the ODF (Optical Distribution Frames)
- A suitable OTDR will be used to determine splice losses and any remedial action. Traces must be taken from both ends of the cable and the average splice losses recorded. Any splice failing the client's specification will be re-spliced up to three times to try and bring it into spec. Failing this, the splice loss and position will be recorded and passed to the client for further instruction
- Multi-mode cables will be tested in the 850nm window
- Single mode fibers will be tested in both the 1310nm and 1550nm windows. At the customer's request, they will also be tested in the 1625nm window.
- If requested CD testing (Chromatic Dispersion) and PMD testing (Polaroid mode dispersion) may be carried out at customer connection.

- At the client's request, a launch lead of similar fibre and at least 1km long may be connected between the OTDR and the cable to prove connector launches
- Once the cable is acceptable and ALL remedial action complete. The fibre traces will be recorded and stored to disk in analysis format. A suitable distance and loss scale must be used to display the trace over the OTDR screen. A suitable pulse width must be selected to avoid over or under saturation of the fibre.
- The optical attenuation measurements are then recorded by utilising a stabilised light source and power meter. The light source and power meter must be referenced before taking the attenuation results
- Attenuation results should be taken from both directions and are only acceptable if they pass the "System Budget" of the cable
- The system budget can be calculated by using the following formula
    - X (attenuation) = (Km x A + Ns x B) + C
    - Where Km = length of fibre under test
    - A = manufactures/customers fibre loss per Kilometer
    - Ns = Number of splices in fibre under test
    - B = customers splice specification
    - C = Manufacturers/customers allowance for optical connectors.
- All dust covers must be replaced on the ODF connections on completion
- A package is then produced for the customer with the test data in both paper and computer format to an agreed layout
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Text out/Call the Third-Party Site Provider when leaving the site.

Plant & Equipment and Certification Required

OTDR & Insertion Loss Measurement test set (ILM), Optimal Time Domain Reflectometer, Module for CD & PMD Testing, Optical Light source for CD & PMD Testing. Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE.

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. All staff must have completed Laser Safety Training.

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 circa 08.00-17.00.

PPE

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

F-JHG MS14: Fibre Preparation

Scope of Works

Procedure for Fibre Optic Cable Preparation
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.
- Select correct Joint Closure to accommodate the size of cable to be jointed or as specified in the Customer Work pack.
- Open Closure Kit and examine contents.
- Fit the correct number and type of Trays into the Closure Chassis to accommodate the number of fibers being inserted.
- Select the correct closure port as per client instruction.
- Open the selected port using a ripcord and de-grease the port internally, abrade externally with supplied glass paper strip.
- Remove approx. 100mm of cable jacket to expose cable rip cords.
- Measure a further 2m from the cable end, mark the position and score the cable jacket with a jacket-stripping tool. Insert the cable through a heat-shrink sleeve and then into the closure.
- By pulling the ripcords, cut the outer jacket down to the score mark at 2m from the cable end.
- Remove the Cable Jacket and any water swellable and/or rodent proof tape and water blocking compounds from the cable to expose the buffer tubes.
- Clean the exposed buffer tubes with White Spirit.
- Cut the Cable Strength Member to 75mm and remove the plastic coating 15mm from the end.
- Clean and abrade the cable jacket and fit heat protective foil and SCOP.
- Clamp the cable strength member in position.
- Apply heat to shrink down the heat-shrink sleeve onto the cable, continue until no paint is visible on the outside of the sleeve and there is a flow of adhesive at the base of the sleeve. Allow cooling for 10 mins before moving. Fill out a Hot Work Permit in accordance with Third Party/Customer requirements.
- Measure Tubes and cut to the required length to expose the fibers.
- Install collets to keep the fibre tubes in position and route fibers to the correct splicing trays.

- Store fibers safely in the trays ensuring that the fibers are coiled safely beneath the fibre management tabs.
- When all fibers are stored in trays, install tray lids.
- Install the supplied Velcro straps to keep the trays in position.
- Check Position of "O" ring place the dome over the closure and install the clamp to seal the closure.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Text out/Call the Third-Party Site Provider when leaving the site.

Plant & Equipment and Certification Required

Hand torch, hand tools; cable strippers, cable cutters**.** All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture. Any electrical tools required e.g. drills, sump pump, jigsaw, 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.

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.

F-JHG MS15: Use of MEWP [Mobile Elevated Work Platforms]

Scope of Works

Use of MEWP

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

- Pre-survey the proposed location for access, reach, height and working requirements.
- Confirm that the work location at height can be reached from the man basket hoist on the Van.
- If not ensure to supply all required information to supplier: type, size and product required.
- 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.
- Inspect ground conditions – stability, level, underground hazards (utilities) etc.
- Ensure wind speed is not excessive, nor beyond the safe working limits of the machine.
- Check for overhead lines on access route and at lifting / unloading point; demarcate with crossing flags any overheads.
- Inspect for other overhead restrictions such as tree branches, confined spaces, entrapment etc. Banksman/Site Supervisor to direct delivery vehicle / plant in to set up position for the lifting / unloading.
- Check all Plant and Operator Permits, License and Certificates are valid and in date.
- Close off working area around the MEWP if the site location is liable to be accessed by Non-Working Personnel and members of the public. This can be achieved by Barrier, Fence or cordon and signage. If at all in doubt employ a spotter to be available at ground level.
- Deploy outriggers and Stabilisers.
- Levelling of the machine; position so that it is within the specified reach of the work position.
- Use MEWP to access the location of work position, carrying out a test run to confirm the reach and load ability.
- Carry out required work
- Ensure that all persons working within the MEWP platform are attached, by lanyard, to the anchor point within the confines of the platform.

- If movement of the MEWP is required, ensure that the route is safe and clear of hazards (when using the man basket hoist on the back of the van, all relocations must only take place when the basket is not in use)
- Check all works prior to leaving the work area (checklist and photo if required).
- Remove all Plant and Waste from site.

During the work the Driver / Operator is responsible for ensuring that:

- The MEWP is constantly monitored for stability
- That wind and weather conditions are monitored
- The safe working load (SWL) is not exceeded
- The MEWP is not used as a crane or lifting appliance, unless it has been tested and certified for such activities.
- There is no overreach, which may cause instability and a risk of overturning.
- There is no possibility of entrapment of persons between the machine and any obstacle.
- That tools and other equipment are secure
- That the platform is clean and not slippery and free from obstacles

Note:

- Additional equipment to gain extra height must never be used e.g. ladders, step-ups or the safety handrails. If extra height is required, the MEWP must be re-sited, or another MEWP brought in of the required height.
- If work is suspended overnight or for any other reason, the site and equipment must be secured to prevent misuse by unauthorised persons.
- When working near or on a road, pathway and/or pedestrian precinct, safety is paramount at all times. Appropriate control measures are to be in position before any work is carried out.
- Fall-arrest lanyards must never be attached to any point outside the confines of the MEWP working platform.
- Travelling with the platform occupied or boom extended should only be undertaken when this mode of operation is within the machines specified capabilities.
- If the Operator / Driver cannot produce his license or the Site Supervisor and H&S Department immediately.
- All operatives involved in MEWP operations must be able to demonstrate the ability to lower the basket and cease the operation in the event of an emergency situation

Plant & Equipment and Certification Required

The Driver / Operator of the MEWP are responsible for:

- Operating the machine in a safe manner, without putting at risk himself and others who may be affected by the works which are being carried out.
- Operating the machine in compliance with their Company and manufacturer's instruction and recommendations, ensuring that it remains in a safe and stable status.
- Holding the required certification for the MEWP, showing that it has been inspected by a competent person at 6 monthly intervals or after 1000 hours of operational use, or as recommended by the manufacturer.
- The Operator must produce, on request, the Certification and License.

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Training is provided in Safe Pass and first aid. Where required technical training is provided to staff on specific equipment. Certification of subcontractors e.g. MEWPs are checked. The driver / operator is responsible for being physically fit and carrying with them their own personal current license for use that shows the type of machine they have been trained on.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safely adjacent to the works area.

Interface with Public

All required third party notification will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected.

Working hours

Normal Working Hours will be 08.00-17.00.

PPE

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

F-JHG MS16: Safe Use of Ladders & Step ladders

Scope of Works

Safe Use of Ladders & Step ladders
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.
- Examine the ladder/Step ladders for wear/defects. Defective equipment must be returned to the stores for immediate repair/disposal.
- Ensure ladder/Step ladder is correct height for task
- Use ladder/Step ladders for short duration works only/where mobile scaffold tower is inappropriate.
- Position the ladder/Step ladders on firm level base. If the ground is uneven and the ladder/Step ladders cannot be used safely, stop work and advise the
- The ladder/Step ladder must be adequately tied or footed whilst in use (preferably tied top & bottom).
- Maintain 3 point of contact at all time
- Avoid all overhead cables – non-metallic types to be used
- Do not leave the ladder in the work position over night or unattended.
- Do not attempt to place ladders against unstable structures or fragile material (see F-JHG MS34 climbing techniques wood poles/pylons).
- When works are complete, tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.

Plant & Equipment and Certification Required

Suitable length portable ladder**.** All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture.

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
- Ladder awareness

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safety adjacent to the works area.

Interface with Public

All required third party notification will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorised access.

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.

PPE

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

F-JHG MS17: Traffic Management Setup

Scope of Works

Traffic Management Setup:
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.
All traffic management plans will be developed in line with site providers in policies. Permits will be issued to JHG subject to approval of traffic management design.

Sequence of Works

- Stop the Vehicle in a safe place switching on the roof mounted amber beacon.
- Ensure that all personnel wear the required HV Clothing and other Personal Protective equipment.
- Assess the work site & select an appropriate traffic management plan. Where a plan is not suitable STOP work & contacts your supervisor. All this information should be documented in the POWRA.
- If you can, you must park your vehicle off the road. If you can't, you must first of all protect it from traffic going past by placing a keep right sign at the outside corner of the vehicle, along with a traffic cone.
- Place the road works ahead sign at the correct distance as indicated in the traffic management plan.
- Work back towards the site placing more signs as necessary keeping on the verge or footway if possible.
- If you are on a 2-way road repeat this process and place signs for traffic going in the opposite direction.
- If portable traffic signals or stop/go boards are needed, start using them now.
- Establish the Safety Zone by placing traffic cones around the work area. Always face the traffic when setting out cones commencing form the curb with the lead in taper.
- Complete the coning round the works leaving enough room for the working space.
- Place keep right signs at the beginning and end of the lead in taper.
- Place traffic barriers around the working space
- Place Pedestrian access ways where appropriate
- Upon completion of work remove cones, barriers and signs in reverse to the procedure outlined here.

Plant & Equipment and Certification Required

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
Training is provided in Legislative safety training and First aid for all operatives. Where required technical training is provided to staff on specific equipment.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safely adjacent to the works area.

Interface with Public

Access is generally arranged by JHG/Client office and arrangements conveyed to the Site Supervisor. All required third party notification / procedures will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected and will be in force prior to the commencement of any works.

Signage:

A SSoW/POWRA detailing Traffic Management Plan requirements will be completed prior to work commencement. All barriers, signs & cones will be setup accordingly. 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.

PPE

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

F-JHG MS18: Working in Close Proximity to Underground Services

Scope of Works

Working in Close Proximity to Underground Services
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 where required.
- 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.
- Review utility stats for the presence of overhead and underground services (electric/ gas/ telecom/Water). If no stats available seek local knowledge or contact local utility services.
- Visually inspect the area for the present of any evidence of services looking for service poles, street lighting, cabins/cabinets, manholes, joint boxes, reinstatement scars, feeds into properties etc.
- **If route proving from Box to Pole, no ground should be broken unless correct permits are in place. All gangs breaking ground must have clear authorization, correct safety equipment and the relevant competency cards. If surface layer is of a loose material, operatives are permitted to scrape away up to a depth of no more than 10mm, if this does not expose the service enough to safely complete works the task must stop and Supervisor notified. Under no circumstances must the gang break ground.**
- Then the calibrated Cable Avoidance Tool (CAT) and the Genny must be used to identify the exact location of the existing service.
- The CAT and Genny must only be operated by a trained competent person.
- The CAT and Genny must be operated to the approved method, zig zag the area, the length and breadth of the site boundaries.
- Any located services must be marked by a continuous line, with a broken line 0.5m to each side.
- All markings should be made with removable chalk/paint.
- The initial excavation works must be by hand, using insulated hand tools to confirm the location of the services.

- Once the trial holes have been dug and the location, direction and depth of the services have been confirmed then the excavator (with toothless bucket) can be used to excavate outside of 0.5m (radial distance) of the identified service.
- When the surface has been broken out, use Cable Locator again to re-confirm the position of services. Frequent and repeated use should be made of the CAT during the course of the work.
- When using Mechanical excavator in the vicinity of electrical cables keep everyone clear of the bucket and the excavator while it is digging.
- Where an electric cable is embedded in concrete, arrange for the cable to be switched out before breaking the concrete.
- No exposed services will be left unsupervised.
- During works all excavations must be adequately guarded
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

Plant & Equipment and Certification Required

CAT, mini digger, whacker, roller & 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:

- 1st aid training
- NRSWA **ALL** relevant units.

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.

F-JHG MS19: Pole Installation

Scope of Works

Installation of Timber poles
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 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.
- Check Ground Conditions to ensure that the setup location is suitable, and that the ground is able to take the weight of the vehicle.
- Review utility stats for the presence of overhead and underground services (electric/ gas/ telecom/Water). If no stats available seek local knowledge or contact local utility services.
- Visually inspect the area for the present of any evidence of services looking for service poles, street lighting, cabins/cabinets, manholes, joint boxes, reinstatement scars etc.
- Then the calibrated Cable Avoidance Tool (CAT) and the Genny must be used to identify the exact location of the existing service.
- The CAT and Genny must only be operated by a trained competent person.
- The CAT and Genny must be operated to the approved method, zig zagging the length and breadth of the site boundaries.
- Any located services must be marked by a continuous line, with a broken line 0.5m to each side.
- All markings should be made with removable chalk. Mark out the proposed location of the excavation as per the site drawings. Ensure all underground stats are on site and are reviewed prior to any drilling takes place.
- The initial excavation works must be by hand to a depth of 0.75m, using insulated hand tool (wooden handles, or else wearing gloves), to confirm the location of the services.
- Once the trial holes have been dug and the location, direction and depth of the services have been confirmed then the auger can be used to drill outside of 0.5m (radial distance) of the identified service. Do not use the auger within 0.5m of services or until you are satisfied all services are located.
- Check for overhead cables. The voltage of the cable is required to determine a safe distance. Adhere to exclusion zones for operating near overhead electrical cables. If the lines present are low voltage,

then an **exclusion zone of 1m should be adhered too**. If the lines present are medium voltage, then an **exclusion zone of 3m should be observed**. Under no circumstances should work proceed within the exclusion zones.

- Check Auger for defects prior to use.
- Extend Stabilisers onto firm level ground.
- Position Auger over proposed hole and commence drilling.
- The Auger will only be operated by a trained competent person
- Upon completion of drilling remove Auger and return to transporting position on vehicle.
- Lift & position the pole in accordance with safe lifting operations (Refer to MS/Lift plan - to be confirmed) onto the pole horse for dressing & preparation for erection.
- Lift & position the pole into the hole in accordance with safe lifting operations.
- Backfill & compact the loose ground around the pole to client Specification.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

Storage:

All materials will be stored on the lorry with the auger attachment

Plant & Equipment and Certification Required

The Auger must be certified in good working order. 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

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 land users. Any directions / instructions issued by the site provider, as detailed in the site job pack will be adhered to.

Signage:

A SSoW/POWRA detailing Traffic Management Plan requirements will be completed prior to work commencement. All barriers, signs & cones will be setup accordingly. 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. When pole installation is on private landowners: signage will be erected at the site entrance (Where applicable) to identify construction activity.

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.

PPE

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

F-JHG MS 20: Pole Removal

Scope of Works

Safe method of removing a redundant pole:
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.
- Before operating the pole jack, check all operation functions for defects, including pole jack rope winch and associated lifting chains.
- Place the jack on firm level ground parallel to the pole
- Attach the lifting chains to the pole and winch rope
- Jack out the pole allowing it to fall in a controlled manner using the supporting winch rope
- Load the recovered pole onto the pole erection unit
- Lift & position the new pole into the hole in accordance with F-JHG MS19: Pole Installation.
- Backfill & compact the loose ground around the pole.
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

Storage:

All materials will be stored on the lorry, including new and redundant poles.

Plant & Equipment and Certification Required.

Pole Jack & transporting cradle (pole erection unit), winch and associated ropes & chains.
Hand tool, 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

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:

Signage will be erected at the site entrance (Where applicable) to identify construction activity

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.

PPE

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

F-JHG MS21: Lifting Operations

Scope of Works

Lifting Operations

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.
- Ensure personnel carrying out the lift have been authorised to do so and ensure clear communications are established between the person carrying out the lift and any banksman – **ALL LIFTING OPERATIONS MUST COVERED BY APPROPRIATE & APPROVED LIFT PLAN**
- Select & position lifting equipment. Ensure the equipment is suitable to carry out the works and is of adequate strength.
- Select the lifting gear. Ensure the lifting gear is capable of lifting the load and that load is not damaged by the lifting gear nor the lifting gear damaged by the load.
- Check lifting gear. Check the lifting gear is fit for use, its identification number and safe working load is clearly marked, and a competent person has examined the equipment within the previous 6 months.
- Assemble lifting gear. Attach the lifting equipment ensuring that all pieces are free to align correctly.
- Make a trial lift. Lift the load clear of the ground ensuring it is level and secure. If not lower it, reposition the lifting gear and try again.
- Lift & travel the load. Lift and travel the load to the landing site, carefully avoiding obstacles and people and warning exposed persons to keep clear. Adequate segregation from the public must be present.
- Check the landing site is prepared and lower the load, skimming just clear of the ground.
- Make a trial Landing. Check the position of the load and packers/supports to equipment. Ensure the load will be supported without trapping the lifting gear. Ensure the load is safe and will remain stable when the lifting equipment is removed and if not lift it clear again and reposition packers/supports-Try again.
- Upon completion of the lift return all lifting equipment to safe & secure location
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.

- Remove signing & guarding.

Plant & Equipment and Certification Required

Lifting Plant-Pal finger lorry attachment and associated lifting gear. 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
- Relevant certificates for Lifting personnel as detailed in lift plan

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safely adjacent to the works area.

Interface with Public

Access is generally arranged by JHG/Client office and arrangements conveyed to the Site Supervisor. All required third party notification / procedures will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected and will be in force prior to the commencement of any works.

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.

PPE

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

F-JHG MS22: Testing a pole

Scope of Works

Testing a pole:
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.

Inspection of the pole:

- Two thirds the circumference of the pole, from the ground level upwards, must be free from obstruction to enable tests to be carried out if necessary clear away any growth of grass from around the base.
- Confirm that the pole is sunk to a safe depth by reference to the height of the 3metre mark and the firmness of the supporting soil.
- Check that there is no loss of essential staying rendering the pole unsafe.
- Examine the pole for damage caused by hedge or verge cutting machinery, vehicle impact, fire or lighting damage.
- Inspect the pole, especially around the ground line, for any signs of decay. Special care should be taken when examining at the ground line, in case where the ground level around the pole may have been raised by an accumulation of waste material or by the making of a footpath, for example at the original ground line which would not now be visible
- The note obtained from the tapping test may be particularly distinctive, but a change in tone will be noticed as the hammer taps pass from a good to a decayed part of the pole.

The Hammer Test

- if the date on the pole shows it to be more than 7years old apply the hammer test.

- The hammer test is carried out, by tapping the pole with a light hammer (say 500 gr)
- The pole should be tapped all around the base, at 300mm intervals starting as near the ground line as possible and continuing upwards at 300mm intervals to as far as can be reached from the ground.
- The note obtained when the pole is tapped gives an indication of the condition of the timber at the point struck.
- A hollow sound indicates sound timber. (The good "ring" which is expected from sound can be produced by tapping recently erected new poles).
- The note obtained from the tapping test may be particularly distinctive, but a change in tone will be noticed as the hammer taps pass from a good to a decayed part of the pole.

Prodding Test or Further Examination when there is doubt

- If the poles are not obviously unsound but the examination so far indicates decay or gives rise to suspicion or if the pole is a larch pole more than 7years old. Further examination is necessary by making a prodding test and by excavating around the pole at the ground line. (Larch poles are stamped with the letter" L" at the 3-metre mark).
- Apply the prodding test is made by prodding lightly with Probe Pole Tester
- Timber in good condition will resist penetration and the wood fibers will grip the point Decayed timber will offer little resistance to penetration and will not grip the point.
- Decayed timber will offer little resistance to penetration and will not grip the point.
- Decayed surface timber can be removed easily by light scraping and the exposed surface treated with creosote.
- Break the soil, concrete, tarmac, etc. Around the pole so as to allow the soil to be removed to a depth of 300mm
- Clean the freshly exposed portion of the pole and make further hammer tests, and, if necessary, prodding tests.
- On completion of these tests, and where practicable, the surface of the pole should be painted with creosote for a distance of 300mm above and below the ground line the soil should be restored firmly on completion of the examination.
- If the examination indicates that a pole is unsafe to climb or that it would be dangerous to carry out the work in hands do not ascend the pole.
- Details of any decayed poles found should be forwarded to your Team Leader without delay.
- The details should include location and size of pole as well as the extent of decay and mention where paving requires reinstatement.
- A label Pole D should be affixed to any unsafe pole found. This will be located on the roadside as high as possible.
- When work is completed Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Training is provided in Safe Pass and first aid. Where required technical training is provided to staff on specific equipment. Certification of subcontractors e.g. MEWPs are checked. The driver / operator is responsible for being physically fit and carrying with them their own personal current license for use that shows the type of machine they have been trained on.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safely adjacent to the works area.

Interface with Public

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

cordoned off to prevent unauthorized access. Appropriate signage will be erected.

Working hours

Normal Working Hours will be 08.00-17.00.

PPE

Safety Harness & lanyard, Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (if required)

F-JHG MS23: Confined Spaces

Scope of Works

Method of Work required to work safely in a confine space
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.
Note: The JHG supervisor must attend site, to issue a work permit and to supervise works.

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 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 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.
- Prior to commencing work, it must be confirmed that access permission has been granted and that a permit to work form has been filled out and signed by the JHG Supervisor.
- Remove the access plate/lid if applicable
- Assess the depth of the area of work and the size of the access. Examine the frame sides and ground, as well as the walls of the confined space and step irons etc as far, as is practical to do so.
- For CS Cat A entry further consultation with JHG HSEQ must be sought to establish level and complexity of required SSoW/RAMS
- The size of any access hole and shaft should be a minimum of 575mm. If the hole size is less than this stop work and inform your supervisor and await further instructions.
- 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
- Lower a gas detector into the confined space. A deep chamber may require a rope to lower the detector. Leave for 5minutes. If toxic, flammable gas or oxygen deficiency is detected, wait 5minutes and test again. If there is still an alarm inform your supervisor and await further instructions.
- A winch harness and escape breathing apparatus may be needed. Emergency Procedures for confined spaces must be in place
- All operatives must have a current confined space certificate before entering any chamber
- Where required attach the lifeline and harness and commence to enter the confined space.

- The gas detector must be left on continuously whilst working in the confined space.
- While descending, the operator should check the walls and steps/Ladders for condition and security, reporting any defects.
- There must be at least one top man above with communication facilities
- If there is any risk of flooding, such as inclement weather, high water table, proximity to a reservoir or if the chamber is filled with or contains fast flowing water then the work should be aborted
- If the gas detector alarm sounds for any reason, the chamber must be evacuated immediately in accordance with Emergency Procedures If in doubt at all about the condition, contents or smells within a chamber, stop work and seek assistance immediately.

Plant & Equipment and Certification Required

Gas Detector, Lifeline, Winch Harness, & Tripod.
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
- Confine Space 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.

PPE

Safety Boots, Helmet, Gloves, Hi Viz Clothing

Rescue –

For a **Cat A CS entry** a full rescue plan is to be developed and implemented and it is recommended that this function is undertaken by a fully qualified rescue team.

For a **Cat B CS entry** the level of rescue equipment and plan is to be assessed prior to accessing the location determined by but not exhaustive of the following –

- Hazards within the space including those which could affect safe access/egress
- Dimensions/depth of the space
- Pre-existing conditions and provision of existing services/components (e.g. integrated fixed climbing steps, any damage to structure)
- Evaluation of hazardous atmosphere (flammable, oxygen deficient).

The assessment will also determine if self-rescue is feasible (operative able to egress space unaided in event of emergency) or whether a co-worker (attendant) will be required to assist with egress.

As a minimum an attendant will always be in attendance, however they are not precluded from performing other duties outside the enclosed space if these duties do not distract the attendant from:

- Monitoring employees within the space
- Ensuring that it is safe for employees to enter and exit the space.

Each employee who enters an enclosed space or who serves as an attendant shall be trained in the relevant category of Confined space entry and rescue, including use of relevant PPE.
As a minimum operatives entering **Cat B CS entry** shall be provided with the following equipment to ensure the prompt and safe rescue of employees from the enclosed space – **Tripod/Winch & harness**

F-JHG MS24: Use of Machinery

Scope of Works

Use of Machinery
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

- A safety check must have been carried out in the yard before leaving site.
- Prior to transporting the required machinery to site, a check most be carried out on how the machine is secured to the trailer so there is no likelihood of the equipment falling off or a Jib Arm swinging into the path of traffic
- Upon arrival on site park the vehicle & trailer on firm even ground.
- 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.
- Ensure that an authorized, trained and competent person operates the machine.
- Unload the machine and move it into the fully guarded working area.

- Examine the machine and fill in the check on the . The weekly inspection should be filled in on the Plant Register.
- The Machine should always be banked by a trained banksman, to supervise that the works are carried out correctly.
- MEWP should be operated in accordance with MS15 –Use of MEWP,
- Excavators should be operated in accordance with MS29 Working near overhead services, MS18 working in close proximity to underground services.
- Upon completion of work remove all equipment
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

Plant & Equipment and Certification Required

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
- Banksman/Plant Vehicle Look out (PVL) (Mobile plant)
- Accreditation for mobile plant

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 Supervisor/PDM. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected.

Signage:

Traffic Management arrangements will be completed prior to work commencing including Traffic Management Signage & Barriers. The traffic management arrangements are required to ensure 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.

PPE

Safety Boots, Helmet, Gloves & Hi Viz Clothing

F-JHG MS25: Impact Moling

Scope of Works

Impact Moling:
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 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 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.
- Moling operations must be carried out in accordance with the manufactures operating manual
- The only launching method for the use of moling equipment is by using a launching cradle
- The launching cradle should be set to line and level and secured in accordance with the manufactures operating instruction
- Particular care should be taken when using securing pins. The pins should only be used if there are no buried cables or pipes directly below the position of the pins.
- Once the equipment has been started, the operator must immediately leave the launch pit.
- If there is evidence that the mole is deviating from line or level. The operation must stop immediately, and the equipment recovered by hand excavations
- No one should stand in the receiving pit during the moling operation
- The second team member should monitor the mole and advise the operator to turn off the machine immediately after the mole has entered the reception pit.
- Upon completion of work remove all equipment
- Tidy the site, removing all rubbish. Ensure the site is left in a safe and secure condition.
- Remove signing & guarding.

Plant & Equipment and Certification Required:

Grundimatt/moling equipment. 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
- Certification to use the moling equipment

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.

PPE

Safety Boots, Helmet, Gloves, Hi Viz Clothing

F-JHG MS26: Pulling in a Cable

Scope of Works

Pulling in Cable:
Note: A 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 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 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.
- Ensure that the cable drum is placed on firm and stable ground
- Ensure that the equipment used to support the cable drum is in good working order and suitable for the weight of the drum
- Only remove the cable protection once the drum is in its final position
- An agreed system of communication must be established between the launch and reception areas before starting any winching operations
- Winches & vehicles are to be secured with brakes & locked in position prior to any operations
- To avoid any risk of injury all nails shall be removed from cable drums
-

Plant & Equipment and Certification Required
Cable Carrier, Cable, Winch, Cable Connections.

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
- Accreditation in Pulling in cable

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:

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.

PPE

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

F-JHG MS27: Safe Use of Winches

Scope of Works

Safe Use of Winch:
Note: A Site-Specific POWRA Plan 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 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.
- Only staffs that have attended the appropriate cabling course should be permitted to operate the winches used for cabling (and cable recovery).
- A second man should be detailed to safeguard the winch operator from any interruptions which might interfere with the operator's concentration on the winching operation.
- He should ensure that there is no build-up of discard rope around the operator's feet.
- He must do nothing to impair the operator's concentration whilst winching is in progress, or approach within 1 metre of the capstan or jointing chamber.
- Only one man, the winch operator should control the winch.

Safe Preparation at Site:

When the winch is in position apply the hand brake

- Start the engine, engage the capstan drive, and operate the emergency stop. If either the capstan fails to stop, or the emergency stop control does not remain in the operated position the winch must be withdrawn from service.
- If the winch needs to be anchored, the ropes or chains used should be attached to the tie-back shackles and pre-tensioned to minimise any movement of the winch under load. If the truck is used as an anchor the brakes must be applied firmly.
- Lower the stabilizer jack and screw down firmly

Safety during cabling:

- The hand-held end of the rope must always leave the top of the capstan.
- The operator must stand at least 1metre from the capstan
- Never wind the rope around the hands or any part of the body
- Never wear Loose Clothing when operating the winch
- Never exceed 2.25 Turns of rope on the capstan when using Draw rope
- When using the cabling rope wrap 3.25 turns on the capstan.
- If the winch continues to pull with no hand tension applied. Disengage the Capstan Drive, remove one turn of the rope and repeat the test.
- If the rope becomes snagged for any reason release the hand-held end immediately and step clear. Approach the Emergency stop control from a safe direction and operate to stop the capstan. Never attempt to Free a Snagged Rope while the Capstan is Rotating
- If the cabling rope begins to slip with 3.25 turns, extra turns may be added One at a Time. The capstan should be stopped before adding an extra turn. Capstan must not engage rope when free end is released.
- Extra care should be taken to ensure that the winch operator retains full control when there are more than 3.5 turns of cabling rope on the capstan. If the hand tension falls to a low-level extra turn must be removed.
- To stop winching at the end of the pull, release the hand tension on the rope, disengage the capstan drive and stop the engine.

Steadying Jacks:

- The screw type quick release jacks are fitted at the rear of the winch and are used when cabling to relieve the wheels and road springs of vertical winching loads. The jacks are fitted one on each side of the trailer to the rear extension of the chassis side members. They should always be fully retracted when not in use. The jacks are operated by pressing down on the studded wheel with the foot then screwed down by rotating the studded wheel to raise the chassis and relieve the load on the trailer suspension. The jacks are retracted either by turning the studded wheel in the opposite direction or by pressing the quick release stud on the side of the body. The jacks are self-locking in any position.

Performance

- Low Speed. In low speed the winch will provide a maximum line pull of 2.54 tonne (2.5 ton) at a maximum rope speed of 8.23 m/min (27 ft/min.)
- High Speed. In high speed the winch will provide a maximum line pull of 0.76 tonne (0.75 ton) at a maximum rope speed of 31.1 m/min (102ft/min)
- Towing. There trailers are designed to be towed on the public highway at speeds up to a maximum of 40 mile/h.

Emergency Stop Control:

- This is mounted on the rear face of the trailer canopy on the left-hand side of the trailer and above the capstan.
- It is operated by pressing on the knob which is coloured red as is the face of the mounting plate which bears the words “PUSH STOP” in large, raised letters.
- This control is the normal means of stopping the engine.

Gear Changing:

To select any gear: -

- Move the engine speed control to the SLOW position
- Move engine clutch lever to “OUT” position
- Move gear lever to engage required gear
- Move engine clutch lever to “IN” Position
- Adjust engine speed.

if the neutral position in the gearbox is selected the clutch level should be left in the “OUT” position and the engine speed control at “SLOW”.

Method of Use

Horizontal Pulling. When pulling horizontally the winch must be restrained either by coupling to the towing vehicle or, exceptionally by ropes or chains to a convenient anchorage point. Restraining ropes or chains should be attached by shackles to two eyes fitted at the front end of the trailer chassis. The winch should be positioned so that its longitudinal axis is approximately in line with the anticipated direction pull.
The rope sheave should be adjusted to the line of pull. The winch is not designed to resist horizontal pulls where the line of pull is from the side of the winch. This mode of operation can be dangerous and must be avoided.
Vertical Pulling. The winch must be positioned so that the capstan is over the manhole shaft. The rope guiding sheaves will not be required and should remain in the stowed position.

Jacks. Suitable wooden blocks should be placed under the jacks as necessary to spread the load on soft ground, or to enable the jacks to be screwed down firmly, thus relieving the trailer suspension springs from the cabling load.

Storage:

All materials will be stored on the lorry with the auger attachment

Plant & Equipment and Certification Required

1. Operatives shall be fully trained and be in possession of calibrated equipment and the correct task specific PPE.

Staff Involved and Certification Required

Only trained & authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted.

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 Supervisor/PDMs. All required third party notification / procedures will be addressed by the Supervisors/PDMs. 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 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

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

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.

- Remove signing & guarding.

Plant & Equipment and Certification Required

- Mechanical aid to break concrete – only to be used id service can be isolated/with prior authorization form 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,
- 1st 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.

PPE

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

F-JHG MS29: Working Near Overhead Electric Services

Scope of Works

Working Near overhead electric services:
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

- If the safe distances from overhead lines detailed in the Code of Practice (3m from HV, 1m from LV) cannot be obeyed then this should be detailed in the job pack.
- If the job includes any work at height, or the use of any machinery and there are no survey details with the job pack a visual inspection for the present of Overhead services must be completed.
- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with full 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
- The voltage of the cable is required to determine a safe distance. If the lines presence is low voltage, then an **exclusion zone of 1m** must be clearly marked in the direction of the work area (by use of a cone & signage). If the lines present are high voltage, then an **exclusion zone of 3m** must be clearly marked in the direction of the work area (by use of a cone & signage).
- If work is within these exclusion zones works must be supervised by a JHG Supervisor and a permit to work in close proximity to overhead lines must be filled in.
- If the client request that client apparatus (i.e. BT pole) is constructed within this area then a formal request must be submitted to the client for approval, before work commences.
- If excavation works are required directly under a OH service, the works most be supervised by the JHG supervisor and a permit to work in close proximity to Overhead services must be filled in.
- Once works are completed in the exclusion zone, works can continue as normal.

Plant & Equipment and Certification Required

All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture. Any electrical tools required e.g. drills, sump pump, jigsaw, 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
- Overhead 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.

PPE

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

F-JHG MS 30: Identification of 110kv lines:

Introduction:

This task specific method statement is developed and used in accordance with the Contract Specific Health, Safety Plan/Risk register. The particular hazards associated with the task are documented in the library of Hazard Specific Risk Assessments. All site-specific safety information will be compiled at the Design Stage of this Project and will be documented on an SSI (Site Specific information). A safe system of work shall be in place prior to commencement of works.

Scope of Works

Identification of 110kv lines during Survey/& Pre-Works Commencement

Sequence of Works

- The client and JHG responsible person will jointly identify the line and structures to be worked on. They shall be in possession of:
- Line Identification Maps (1:50000 O.S. maps)
- Wayleave Access Maps (6'' maps)
- Line Patrol Document
- Cassette Plan

These Documents will be used to locate and identify the line and structures to be worked on (work sites) and are in addition to the normal methods of identifying work sites using the pole set / tower danger notices.
The timing of the above is crucial and sufficient resource and lead time will be made available to satisfactorily complete the task prior to commencement of work.
If Danger Notices are found to be legible then these shall be deemed sufficient to identify the work site.
However, if there is any doubt as to the identification of the line name or structure 'HIGH VISIBILITY 'site notices shall be securely attached to the pole / tower to identify the work site.
The placing of these notices shall be carried out by the client and JHG responsible perosn.
The site notice shall read:
Fibre Optic Wrap Work Site
Line Name
Pole no.
Activity - (spin point / splice point, structure to receive earths etc)
The coordinates of each work point will be noted and documented to be included in the construction job pack.
In addition to placing site notices at spin, splice and earthing points, the client/JHG (to be confirmed) responsible person shall also place site notices on any structure where the top of that structure is not visible from an identifiable structure.
Once identification has been completed the relevant responsible person will confirm that the work sites have been identified and labelled.
When work on a particular line is completed the responsible person (TBC) will remove all work site notices. If it is intended to return at a later stage for additional / remedial works, the work locations shall again be identified using this procedure.
The temporary location of equipment that is being swapped is highlighted in the site survey (for delivery and collection purposes). There should be no need to store other equipment on site. Consumable are delivered with the equipment. Whatever consumables are not used are removed from site along with

general rubbish. Packaging material is removed by the logistics company.

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and task specific PPE.
Work site Identification Labels

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment Certification of subcontractors e.g. MEWPs are checked

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 Supervisor/PDM. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected.

Signage:

Signage will be erected at the site entrance (Where applicable) to identify construction activity

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Boots, Helmet, Gloves, Hi Viz Clothing

F-JHG MS-31: Testing for the absence of Voltage

Scope of Works: Testing for the Absence of Voltage

Sequence of Works

Testing of the absence of voltage, using climbers.
Only An Approved Responsible Person (ARP) will test for absent of voltage – ARP to be confirmed by clint/JHG.
Check that the voltage detector log to confirm that the probe is working actually. (A log of this activity will be taking; a test on a live line should be carried out every two weeks).
The voltage detector would also be MANUALLY tested; this is done by pressing the test button on the base of the unit. If the device is operating correctly an alarm will sound and a green light will be illuminated for approximately 1 minute.
The voltage detector is securely attached to the end of the 5-metre insulated earthing pole.
An ARP will climb the pole to a safe height using his climb safe and climbers and not infringing safety distances, with the rope and block.
4 sections of earth pole (1.2 metres) with the voltage detector attached will be pulled up on the rope to the ARP.
The PICW will detach the earth pole and detector from the rope, and then apply the voltage detector to the outside conductor to prove dead. A designated crew member must confirm that the detector has made contact with the conductor.
Once the ARP and the crew member are satisfied that there is 'no voltage', the ARP will reposition himself and test the central conductor.
Once satisfied there is 'no voltage' on the central conductor, he will attach the earth pole and detector to the rope and lower to the ground.
The ARP will descend the 'first' pole in a safe manner and walk to the 'second' pole where he will repeat items 2, 3 & 4 above.
The ARP will take the earth pole off the rope and apply the voltage detector to the outside conductor. Once the ARP and the crew member are satisfied that there is **'no voltage'** at the conductor, he will attach the earth pole back on the rope and lower to the ground.

Note: When the conductor is being probed if the alarm is not sounded and no light is illuminated on the voltage detector the line is assumed dead.
IF THE ALARM SOUNDS AND THE RED LIGHT IS ILLUMINATED THE CREW SHALL CEASE OPERATIONS IMMEDIATELY AND REPORT TO THEIR IMMEDIATE SUPERVISOR.

Testing of the absence of voltage, using a teleporter:

- The pole set will be identified
- Only a ARP will test for absence of voltage
- Check that the voltage detector log to confirm that the probe is working actually. (A log of this activity will be taking; a test on a live line should be carried out every two weeks).
- The Teleporter shall be operated in a safe manner as outlined in F-JHGMS 15-Use of MEWP

- Prior to use the voltage detector will be MANUALLY tested this is done by pressing the test button on the base of the unit. If the device is operating correctly an alarm will sound and a green light will be illuminated for approximately 1 minute.
- The voltage detector is securely attached to the end of the 5-metre insulated earthing pole.
- The Teleporter will be suitably positioned to allow for a safe approach to the overhead line.
- The ARP and his assistant will then enter the work basket of the Teleporter and attach themselves to the handrail with their lanyards. The earth pole and detector will be securely positioned into the basket.
- The ARP will raise the basket using local controls, observing the limits of close proximity. Once at a safe distance the teleporter will be turned off.
- The ARP, using the 5-metre earthing pole will push the 'v' of the voltage detector firmly against the conductor.
- The crew member acting as a designated observer must confirm to the person carrying out the test that the voltage detector made sustained contact with the conductor.
- Once the ARP and crew member are satisfied that there is "no voltage" the PICW will repeat the above for each of the other 2 conductors.
- Upon the satisfactory completion of the above the teleporter boom is retracted and lowered to ground level.

Note:

- When the conductor is being probed if the alarm is not sounded and no light is illuminated on the voltage detector the line is assumed dead.
- **IF THE ALARM SOUNDS AND THE RED LIGHT IS ILLUMINATED THE CREW SHALL CEASE OPERATIONS IMMEDIATELY AND REPORT TO THEIR IMMEDIATE SUPERVISOR.**

Storage

The temporary location of equipment that is being swapped is highlighted in the site survey (for delivery and collection purposes). There should be no need to store other equipment on site. Consumable are delivered with the equipment. All general rubbish will be removed off site

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and task specific PPE. All plant will be fully certified fit for use before any works proceed.

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the ARP through Contract

Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Harness, Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (if required), Harness, Lanyard, Pole rope

F-JHG MS 32: Earthing Procedures

Scope of Works:

Installation of Earths

Sequence of Works

The Following are the local earth requirements for 110kv single circuit wood pole Portal lines:

- 95mm2 flexible copper earths must be applied to all phases on all Angle Towers at the ends of the straight in which the work is being carried out (noting a straight is the section of the line between two consecutive Angle Towers).
- 25mm2 flexible copper earths must be applied to all phases at the point of work or within sight of the persons carrying out the work (operative must have sight of the earth rod itself) on either side of the work position subject to a maximum of two spans between the persons carrying out the work and the set of earths.
- In all cases, both sets of 95's earths must be applied before applying the 25's earths!
- The 25s earths must consist of a single long lead connected to three earth rods in a triangular formation- connected using two 3.0metre earth leads at ground level and using clusters to short circuit the overhead conductors!
- Three long leads connected to ground spikes cannot be used at wood poles or portal structures!
- All Plant in use will be earthed using a machinery earth, before work commences, this earth must be connected at all times (to be reconnected after relocation).

The following are the local earth requirements for 110kv single circuit all steel lines:

- 95mm2 flexible copper earths must be applied to all phases at the point of work or within sight of the persons carrying out the work on either side of the work position, subject to a maximum of one span between the person carrying out the work and this set of earths.
- 95mm2 flexible copper earths must be applied to all phases on Towers on every side of the work position from which the line can be made live with a maximum distance of 2km between these sets of earths
- 25mm2 flexible copper earths must be applied to all phases at the point of work or within sight of the persons carrying out the work (operative must have sight of the earth rod itself) on either side of the work position, subject to a maximum of one span between the persons carrying out the work and this set of earths
- In the case, both sets of 95's earth must be applied before applying the 25's earths!
- All Plant in use will be earthed using a machinery earth, before work commences, this earth must be connected at all times (to be reconnect after relocation).

The Following are the Local Earth Requirements for 110Kv Double Circuit Lines:

- 95mm2 flexible copper earths must be applied to all phases on the disconnected circuit at the point of work or alternatively at the adjacent towers on both sides of the work position, provided both sets of earths are within sight of the person carrying out the work (operative must have sight of the earth rod itself) and subject to a maximum of one span between the persons carrying out the work and each set of earths

- All Plant in use will be earthed using a machinery earth, before work commences, this earth must be connected at all times (to be reconnect after relocation).

Storage:

The temporary location of equipment that is being swapped is highlighted in the site survey (for delivery and collection purposes). There should be no need to store other equipment on site. Consumable are delivered with the equipment. All general rubbish will be removed off site.

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and task specific PPE. All plant will be fully certified fit for use before any works proceed.

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Harness, Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (if required), Harness, Lanyard, Pole rope,

F-JHG MS33: Climbing Techniques Wood poles/Pylons

Scope of Works

Climbing Wood Poles and Pylons

Sequence of Works

- Only trained competent riggers will climb the structure
- The Supervisor will fill out the risk assessment and deliver a briefing on its content
- The qualified rigger will check and inspect all personal protective equipment before commencing to climb.
- Riggers must maintain 3points of contact always, this will be maintained by using wood pole climbing irons/spikes, to grip the wood pole, the operator will secure his position using this pole rope, (the pole rope has a safe fall device that will grip the rope if force is applied, i.e. in the event of the climbing losing his footing)
- When Climbing Pylons, the Climber is required to climb the structure using the steel climbing bolts the double hook climbing method must be adopted to ensuring that the second hook of the lanyard is secured, before releasing the first hook.
- When climbing ensure you use good handholds and footholds. Where suitable steelwork members are not available to clip on the safety lanyards, a slide chuck and fall rope must be used. This must be fitted on higher point of the structure where access can be achieved by use of safety lanyard as described above.
- Once the work location is reached the rigger will setup in a suitable location, and work from the harness, maintaining a minimum of three points of contact at all times. This will be achieved by working for a seating position- once the location is reached, hook off both lanyards and attached the pole rope and gradually seat back into the harness to feel its security, once this has been achieved then, locate the pole to allow work to proceed, and to allow both hands to be free.
- Riggers should only work from this position of a short duration, to prevent any stiffness or cramping that may prohibit their descend from the structure.
- On completion of work, reversing the procedure previously mentioned, maintaining permanent attachment at all times.

Note: a fall arrest lanyard MUST be attached to the structure and climber for the duration of the work and whilst working hands free. In addition, the following safety procedures must be followed:

- stop to rest at regular intervals ensuring that safety lanyards are clipped on to structural steelwork and that a comfortable rest position is available.

Storage:

The temporary location of equipment that is being swapped is highlighted in the site survey (for delivery and collection purposes). There should be no need to store other equipment on site. Consumable are delivered with the equipment. All general rubbish will be removed off site

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and task specific PPE. All plant will be fully certified fit for use before any works proceed.

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team members will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE Essential Equipment for climbing all structures (minimum equipment required)

a) Full Body Safety Harness
b) x2 - 1.5m Lanyard c/w Shock Absorber and / or x1 – Double Lanyard
c) Adjustable loop lanyard – for use as a work-positioning device only (Man-u-just/ Pole-belt)
d) Hardhat
e) Safety Boots-climbing irons/spikes
f) Gloves, foul weather clothing and high viz. Rescue Kit

Equipment required for Specific Procedures

g) Fall rope and slide chuck for all vertical activities.
h) Sala Block

IMPORTANT SAFETY NOTE

(1) Constant attachment to the structure will be maintained for the duration of the climb from the ground upwards, and whilst at the work position.
(2) The Man-u-Just/Pole Belt should be fitted to the side DEE rings of the harness.
(3) Fall arrest lanyards are to be fitted to the front or rear DEE rings only.

F-JHG MS34: Material Handling

Scope of Works

Offloading, storage and transport of materials to site.

- Sequence of Works
- Brief everyone on site on method statement.
- Ensure all new employees have been Safety Inducted.
- Ensure task specific PPE is worn.
- Clearly identify works area.

Yard

- A suitable Yard is located which affords good access for Transporters and provides flat, hard standing areas for storage and manoeuvring of Plant.
- Storage containers are placed in the yard to provide secure and dry storage for relevant materials.
- Suitable off-loading facilities are arranged for use in the yard on permanent or temporary basis, as required.
- A delivery Schedule is drawn up and agreed with PDM.
- Deliveries, offloading, and storage arrangements are made by PDM.

Cable Drums

Full Drums of new conductor:

- Cable Drums are to be stored at a SAFE and SECURE area with efficient room for off Loading/loading with good access and egress.
- Delivery is made by prior arrangement.
- JHG will use a forklift when and where possible to unload the drums.
- When drums are delivered on a flat body trailer, they will be off loaded using a teleporter.

The individual site location is assessed to determine the accessibility of the plant and the method of delivery decided. Drums can be brought to site and slung to an approved lifting point on a teleporter.
All lifting operations are to be covered by an appropriate, approved Lift Plan.

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.
Lorry with Mounted Crane
Lifting Chains
Timber Supports
Tractor and trailer

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Boots, Helmet, Eye protection, Hi Vis Clothing, Correct Gloves, Harness, Double Lanyard,
Pole Rope

F-JHG MS-35: wrapping fibre on conductors through tension sets &angle towers

Scope of Works

Fibre wrapping on a Conductor through pole sets

Sequence of Works

- Clearly identify works area. Position Manitou in normal work position.
- Ensure ground is stable before booming out jib.
- Using remote control boom up to work position.
- The Fibre will be secured behind the spinning machine with a span end clamp. Enough slack should reel off to get to the other side of the tension insulators.
- The locking pin on the spinner is disengaged and the spinner is fully rotated twice. The tug is disconnected from the spinner.
- The jib pole is mounted onto the basket and the jib winch is placed on top.
- The safety sling is attached to the tug lifting handle and the other end is attached to the basket.
- The tug is manoeuvred around the tension insulator set and landed on the conductor on the other side of the angle. Tighten up the tension rollers. Push the tug out the line and leave enough room for the spinner.
- The safety line is attached to the lifting handle on the spinner and connected to the basket. Open the safety gates to allow the spinner to be removed from the line. The spinner is removed from the conductor and manoeuvred around the tension insulators and landed on the conductors.
- The tug and spinner are reconnected together.
- Insert safety pin.
- Fit the bale hanger and clamps
- Rewind the slack onto the spinner and engage the brake
- Adjust the counterbalance weight
- Make final checks on all pins and fittings
- Check tug and spinner
- Then tug is started up check controls, drive the tug away under control.

  All lifting operations are to be covered by an appropriate, approved Lift Plan.

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.
Rope and Block
Snatch Block
Hand tools
Lift Sling
Safety Sling
Jib Pole
Jib Winch
Fibre Materials
Pull Lifts
Manitou

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to the commencement of any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Boots, Helmet, Eye protection, Hi Vis Clothing, Gloves, Harness, Double Lanyard, Pole Rope

F-JHG MS-36: wrapping fibre on conductors through pole sets

Scope of Works

Fibre wrapping on a Conductor through pole sets

Sequence of Works

- Clearly identify works area. Position Manitou in normal work position.
- Ensure ground is stable before booming out jib.
- Using remote control boom up to work position.
- The Fibre will be secured behind the spinning machine with a span end clamp. Enough slack should reel off to get to the other side of the tension insulators.
- The locking pin on the spinner is disengaged and the spinner is fully rotated twice. The tug is disconnected from the spinner.
- The jib pole is mounted onto the basket and the jib winch is placed on top.
- The safety sling is attached to the tug lifting handle and the other end is attached to the basket.
- The tug is manoeuvred around the tension insulator set and landed on the conductor on the other side of the angle. Tighten up the tension rollers. Push the tug out the line and leave enough room for the spinner.
- The safety line is attached to the lifting handle on the spinner and connected to the basket. Open the safety gates to allow the spinner to be removed from the line. The spinner is removed from the conductor and manoeuvred around the tension insulators and landed on the conductors.
- The tug and spinner are reconnected together.
- Insert safety pin.
- Fit the bale hanger and clamps
- Rewind the slack onto the spinner and engage the brake
- Adjust the counterbalance weight
- Make final checks on all pins and fittings
- Check tug and spinner
- Then tug is started up check controls, drive the tug away under control.
  All lifting operations are to be covered by an appropriate, approved Lift Plan.

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.
Rope and Block
Snatch Block
Hand tools
Lift Sling
Safety Sling
Jib Pole
Jib Winch
Fibre Materials

Pull Lifts
Manitou

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Training is provided in Safe Pass and first aid. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to the commencement of any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Boots, Helmet, Eye protection, Hi Vis Clothing, Gloves, Harness, Double Lanyard, Pole Rope.

F-JHG MS37: Wrapping Fibre on conductor's through-high (20+) pole sets

Scope of Works

Fibre wrapping on a Conductor through high (20m+) pole sets

Sequence of Works

- Clearly identify works area. Position Manitou in normal work position.
- Ensure ground is stable before booming out jib.
- Using remote control boom up to work position.
- At Maximum height of plant, crew should ascertain difference in height between conductor and safe working position. i.e. how much conductor needs to be lowered.
- If it is safe to do so, lift the ladder from the basket onto the cross arm- alternatively a lines man will climb the pole with a rope and snatch block and the ground crew will pull the ladder up to the work location.
- When the ladder is in a suitable work position it will be secured to the ground using a rope and ground anchor
- Take the weight of the conductor
- When landing straps become slack remove pin and lower conductor to meet the basket
- The hook on the jib is attached to the lifting point on the tug and onto the tower before the tug is removed from the earth wire.
- The tug is released and lifted offline and swung around tower to the opposite side and attached. The tug is pushed out to a position on the line leaving enough room for the spinner.
- Repeat these actions for the spinner
- Fit the bale hanger and clamps
- Rewind the slack onto the spinner and engage the brake
- Adjust the counterbalance weight
- Make final checks on all pins and fittings
- Check tug and spinner
- Then tug is started up check controls, drive the tug away under control.
- De rig Pole set

<u>All lifting operations are to be covered by an appropriate, approved Lift Plan.</u>

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.
Rope and Block
Snatch Block
Hand tools
Lift Sling
Safety Sling
Jib Pole
Jib Winch
Fibre Materials
Pull Lifts
Ladder

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to the commencement of any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE
Safety Boots, Helmet, Eye protection, Hi Vis Clothing, Gloves, Harness, Double Lanyard, Pole Rope.

F-JHG MS 38: wrapping fibre on conductors using arm mounted brackets (winches hat)

Scope of Works

Fibre wrapping on a Conductor using an arm mounted bracket (Witches Hat)

Sequence of Works

- Lines man will climb the pole with rope and snatch block
- When he reaches the work location (the cross arm) the ground crew will pull up the ladder to him.
- The ladder is positioned on the arm and secured to the ground using a rope and ground anchor
- The ground crew will then pull the arm mounting bracket to the work location.
- The climber will attach himself to the cross arm using a Sala block, he will then step out onto the ladder, and attached his pole rope to the ladder.
- From this working location he will attach the cross-arm bracket to the cross arm and adjust to suit the arm size and fit the anti-twist bars with 2tonne slings on the end.
- Ensure locking pins on anti-twist bars are fitted.
- The jib will then be fitted onto the arm mounted bracket.
- A second linesman will climb the pole halfway to where the bottom of the 2 tonne slings of the anti-twist bars
- He will fit the bond of the tirfor onto these.
- Tension is taken at ground level on the tirfor.
- The rig is now ready for transfer of tug.
- The second lines man climbs up rest of the pole to the work location.
- First lines man descends ladder to conductor position
- The fibre is secured behind the spinning machine with a span end clamp, enough slack should be reeled off to get the other side of the insulators.
- The locking pin on the spinner is disengaged and the spinner is fully rotated twice. The tug is disconnected from the spinner.
- The safety sling is attached to the tug lifting handle and the other end is attached to the arm, ensuring that the conductor is protected during the following steps:
- The tug is manoeuvred around the insulator set and landed on the conductor; the tension rollers are tightened up. The tug is pushed out on the line. The spinner is removed from the conductor and manoeuvred around the insulators and landed on the conductors.
- The tug and spinner are reconnected together
- Insert safety pin
- Fit the bale hanger and clamps
- Adjust the counter on all pins and fittings
- Then tug is started up check controls, drive the tug away under control.
- De rig Pole set, by lowering all equipment to the ground

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.
Rope and Block
Snatch Block

Hand tools
Lift Sling
Safety Sling
Jib Pole
Jib Winch
Fibre Materials
Pull Lifts
2 Ladder
3x5m 2tonne slings
1.5 tonne tirfor
2 anti-twist bars
Arm mounted bracket
Shackles

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

Hazard Identification/Risk Assessment

PPE
Safety Boots, Helmet, Eye protection, Hi Vis Clothing, Gloves, Harness, Double Lanyard, Pole Rope, Sala Block

F-JHG MS39: Wrapping fibre on an earth wire through 220kv Duel Circuit Tower

Scope of Works

Wrapping fibre on an earth wire through 220kv duel circuit towers

Sequence of Works

- A linesman ascends the tower with a rope and block to the top in an approved manner.
- He attaches the rope to a suitable position on the tower close to the work position.
- Ground crew pull up the jib winch and it landed on top of the jib pole by the linemen
- The Fibre will be secured behind the spinning machine with a span end clamp. Enough slack should reel off to get to the other side of insulators.
- The locking pin on the spinner is disengaged and the spinner is fully rotated twice.
- The tug disconnected from the spinner
- The hook on the jib is attached to the spinner on the tugs lifting point
- A safety sling is attached to the lifting point on the tug and onto the tower before the tug is removed from the earth wire
- The tug is released and lifted off the line and swung around the tower to the opposite side and attached. The tug is pushed out to a position on the line leaving enough room for the spinner.
- The safety line is attached to the lifting handle on the spinner and connected to the basket. The safety gates are opened to allow the spinner to be removed from the line. The spinner is removed from the conductor and manoeuvred around.
- The tug and spinner are reconnected together.
- Insert safety pin
- Fit the bale hanger and clamps
- Rewind the slack fibre onto the spinner and engage the brake
- Adjust the counterbalance weights
- Complete final checks on all pins and fittings
- When the tug is started up check controls, drive the tug away under control.
- De rig Pole set, by lowering all equipment to the ground

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.
Rope and Block
Snatch Block
Hand tools
Lift Sling
Safety Sling
Jib Pole
Jib Winch

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Boots, Helmet, Eye protection, Hi Vis Clothing, Gloves, Harness, Double Lanyard, Pole Rope, Sala Block

F-JHG MS40: Wrapping fibre on a phase wire through 110kv Duel Circuit Tower

Scope of Works

Wrapping fibre on a phase wire through 110kv Duel Circuit Towers

Sequence of Works

- A linesman ascends the tower with a rope and block to the top in an approved manner.
- He attaches the rope to a suitable position on the tower close to the work position.
- Ground crew pull up the pull lift to the linesmen on top of the tower. Who then attaches it to the tower close to the work location using a combination of relevant slings Ground crew then pulls up the ladder and it is landed on the arm close to the work position?
- The Fibre will be secured behind the spinning machine with a span end clamp. Enough slack should reel off to get to the other side of insulators.
- The locking pin on the spinner is disengaged and the spinner is fully rotated twice.
- The tug disconnected from the spinner
- The hook on the jib is attached to the spinner on the tugs lifting point
- A safety sling is attached to the lifting point on the tug and onto the tower before the tug is removed from the earth wire
- The tug is released and lifted off the line and swung around the tower to the opposite side and attached. The tug is pushed out to a position on the line leaving enough room for the spinner.
- The safety line is attached to the lifting handle on the spinner and connected to the basket. The safety gates are opened to allow the spinner to be removed from the line. The spinner is removed from the conductor and manoeuvred around.
- The tug and spinner are reconnected together.
- Insert safety pin
- Fit the bale hanger and clamps
- Rewind the slack fibre onto the spinner and engage the brake
- Adjust the counterbalance weights
- Complete final checks on all pins and fittings
- When the tug is started up check controls, drive the tug away under control.
- De rig Pole set, by lowering all equipment to the ground

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.
Rope and Block
Snatch Block
Hand tools
Lift Sling
Safety Sling
Jib Pole
Jib Winch

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to the commencement of any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Boots, Helmet, Eye protection, Hi Vis Clothing, Gloves, Harness, Double Lanyard, Pole Rope, Sala Block

F-JHG MS41: Recovering Fibre

Scope of Works

Recovery of damaged fibre

Sequence of Works

- A linesman ascends the tower with a rope and pulley block to the required height, he will attach the rope to a suitable position on the tower close to the work location
- The ground crew will pull the recovery unit to the linesmen on the top of the tower, who will then attach it to the conductor.
- The fibre cable will be secured with an end clamp and will cut on the damaged side, i.e. the side to be recovered.
- The rope will be attached to the unit using a karabiner, and grounds staff will walk through the span in a controlled manner, pulling the recovery unit, until the work location is reached (location of fibre cable to be saved).

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.
Rope and Block
Snatch Block
Hand tools
Lift Sling
Safety Sling
Jib Pole
Jib Winch

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to the commencement of any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Boots, Helmet, Eye protection, Hi Vis Clothing, Gloves, Harness, Double Lanyard, Pole Rope, Sala Block

F-JHG MS -42: Recovery of stranded Tug

Scope of Works

Recovery of Stranded Tug

Sequence of Works

- A linesman ascends the tower with a rope and pulley block to the required height, he will attach the rope to a suitable position on the tower close to the work location
- The ground crew will pull the recovery unit to the linesmen on the top of the tower, who will then attach it to the conductor.
- The recovery Rope will then be attached to the unit, to pull out the span to the tug
- The running block will then be installed.
- When recovery unit has been connected to the failed tug, a distance of one metre must be left to make sure of the connection.
- Pull back slowly to the tower recovering any used pulley blocks as you go.

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.
Rope and Block
Snatch Block
Hand tools
Lift Sling
Safety Sling
Jib Pole
Jib Winch

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to the commencement of any climbing.

Signage:
Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE
Safety Boots, Helmet, Eye protection, Hi Vis Clothing, Gloves, Harness, Double Lanyard, Pole Rope, Sala Block

F-JHG MS-43: Telemess –Procedures Proof of Readiness Site Completion

Scope of Works

Telemess Procedure- Outage confirmation:

A Telemess is a means of communication between all parties involved (ESB & JHG) in disconnection/ reconnection of apparatus for work. The message must be written on a standard form known as a Telemess.
The Telemess must be precise as to:

- The apparatus involved.
- The status of earths.
- The operation or operations to be performed and as to the order in which they are to be performed, or
- The operation or operations that have been performed.

Sequence of Works

Telemess Procedures:

- Once all works are completed the JHG Supervisor/PDM will notify the Telemess Coordinator
- A statement that all persons are clear from the network with be provided to the Telemess Coordinator, confirming that all local earths put on by the sender have been removed, all tools and gear are clear and confirm that the network is suitable for connection/reconnection.
- The Supervisor/PDM must ensure that persons in his charge are clear of the apparatus and are instructed to stay outside “Close Proximity Zone”

Plant & Equipment and Certification Required

- Operatives shall be fully trained and be in possession of calibrated equipment and task specific PPE.
- Voltage Detectors
- Full body harness
- 16mm rope
- Snatch block
- Insulated earth pole (5mtr)

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to the commencement of any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Harness, Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (if required), Harness Lanyard, Pole rope

F-JHG MS 44: Installation of Phase to Ground

Scope of Works

Complete the spicing of two fibre cables, existing and new. The cable once wrapped to the location of the joint will be dropped to the ground together with the contents of the Donut (coil of slack of existing fibre cable left on the apparatus.

Sequence of Works

- Complete **POWRA**, discuss content with all site members and ensure that it is signed by all.
- Handle all optical fibre cables with care. The glass in exposed fibre ends is very fine and sharp.
- NEVER look directly at the fibre, if live it contains a laser which is harmful to the naked eye
- Prior to starting splicing operation on an optical fibre cable, clean the bench area and machine with a cloth and isopropyl alcohol
- Ensure that the splicing machines are calibrated and serviced annually
- Ensure that the fibre optic machines have been cleaned since last use, to ensure that no fibre particles remain in the machine
- Perform arc test prior to each splicing session
- Electros should be replaced after every 1000 splices
- Before cleaning the fibre, cable ensure that the fibre is not active
- Gently wipe fibre end with a lint-free wipe which is moistened with Isopropyl Alcohol
- To dry, use a lint-free dry wipe
- Qualify the cleaning by microscope inspection or video inspection probe
- Repair fibre for splicing
- Splice the fibre
- Evaluate the splice
- Proceed to fit closure to manufacture specification
- On completion of splicing fibre, route tests are carried out using OTDR and power meter
- Test results for each joint are to be recorded
- Dispose of cleaning cloth and any fibre off-cuts in a Cin Bin or suitable container.
- Never leave fibre off-cuts lying around the work area

Storage:

All materials for spicing will be stored in the spicing van or tent.

Plant & Equipment and Certification Required

- Operatives shall be fully trained and be in possession of calibrated equipment and task specific PPE.
- Van or Tent,
- Hand tool, - Fujlkura machines + Sumitomo (OTDR), power meter.

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted.

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 Supervisor/PDM. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected.

Signage:

Signage will be erected at the site entrance (Where applicable) to identify construction activity

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Boots, Helmet, Gloves, Hi Viz Clothing,

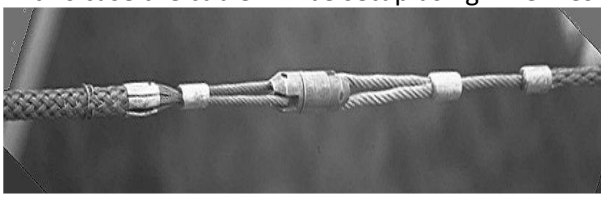
F-JHG MS 45: Stringing Mass Fibre

Scope of Works

Stringing MASS Fibre Cables on purposely installed wood poles.

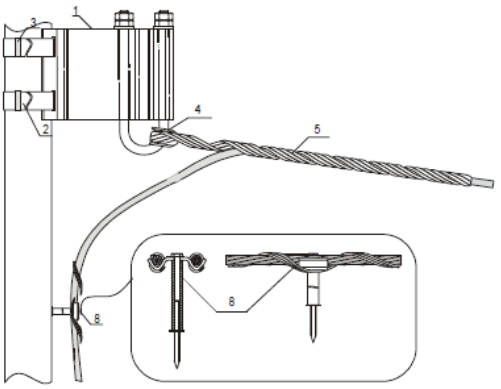
Sequence of Works

- Climb each pole, using climbing spikes, in accordance to the client/industry approved method, and the method of work documented in F-JHG MS-34 Climbing Techniques Wood poles/Pylons
- Attach stringing wheels with ropes and the head gear
- Set up cable reel in line with poles
- Pull out cable, attach to ropes at each pole location in order to get cable up to pole top
- When cable is pulled out to end pole climb pole, remove cable from wheel and attach to head gear (this is referred to as back hanging)
- When the cable is being hung on the poles going uphill, the cable will be pulled mechanically, by winch.
- In this case the cable will be setup using wire mesh grip and swivel.

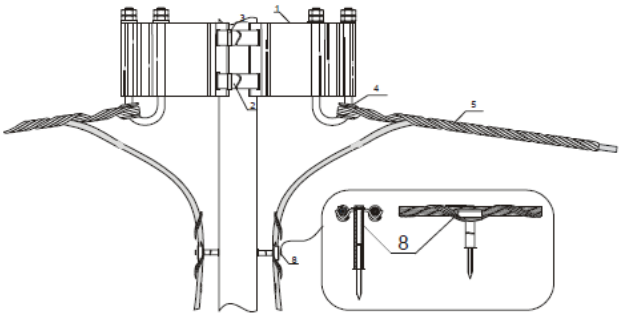


- The winch will only be operated by a competent person, it is important that the reel motion is controlled correctly and protected with guards.
- The winch operator most not wear loose clothes.
- All pull through locations (poles) must be supervised, by persons using two-way radios, to communicate to the winch operator that the cable is been pulled through satisfactorily.
- Then the cable is pulled up to tension using a chain hoist and digital load indicator to determine the sag (tension) (documented in the AFL docs)
- Remove cable from wheel at this location and terminate on to head gear
- Each break pole (normally angle pole) are then terminated and removed from wheels
- Terminate all intermediate poles (IMP's)

Tension fittings
(one sided with joint box) (for wooden poles)



Tension fittings for
(two sided with joint box) (for wooden poles)



- Remove all wheels and slings
- Complete required splices, as per site specific method referenced in LH2 72-GB-01 and the Splicing Method Statement WMS-85

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.
Hand tools
Rope and Pulley
Lift Sling
Mechanical Winch
Reel Carrier
MEWP- (if required)

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. MEWPs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider.
The work area (Construction site) will be cordoned off using red/white tape, the fall zone-exclusion zone will be controlled on a risk assessment on a site by site basis, either by a second condoned off area, or by way of walkie-talkie communication.

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a

drop zone will be in forced prior to the commencement of any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Boots-plus climbing Spikes, Helmet, Eye protection, Hi Vis Clothing, Gloves, Harness, Double Lanyard, Pole Rope-climb save

F-JHG MS 46: Use of ATV's

Scope of Works

Use of ATV for transporting materials:

Sequence of Works

The following advice is no substitute for formal training.
Most ATVs have no differential (i.e. they have a solid rear axle) and so do not handle in the same way as other machines. This means that when you turn, the ATV tries to keep going in a straight line.
When cornering on an ATV with no differential or with the differential engaged, where your body weight needs to be positioned depends on how sharp the corner is and on how fast you are going.
For slow cornering you should put your body weight on the footrest on the outside of the turn while leaning your upper body into the turn. This will allow the inside driving wheel to skid slightly, allowing the ATV to make the turn properly. At faster turning speeds the need for weight transfer to the outside of the turn decreases:

- If your ATV has a differential and it is disengaged, then, when cornering, weight should be transferred to the inside of the turn.
- When riding across a slope, keep your weight on the uphill side of the ATV.
- When going downhill, slide your weight backwards and select a low gear, reducing the need to use the brakes.
- When going uphill, move your weight forwards and maintain a steady speed.

NB: The positions described above can be made more effective for rough ground and higher speeds by standing in a stooped position (called active riding). This increases the ability to shift weight quickly and maintain stability. It is important to keep both feet on the footrests at all times.

- Avoid sudden increases in speed, as this is a common cause of rearward overturning accidents, even from a standing start on flat ground where there is good grip
- Never put your foot onto the ground to stabilise an ATV when riding.

Route Planning

Over rough terrain, get to know your own ground and stick to planned routes where possible. Walk new routes if necessary, to check for hidden obstructions. When selecting routes allow for changes to the surface and weather conditions and for any loads and attachments. These make a marked difference to the stability and abilities of the machine.

Trained equipment and loads

Ensure all riders know the manufacturers recommended towing capacity and drawbar loading limit. Always operate within these requirements. Remember that your ability to control the ATV by your body movements will be considerably reduced when carrying a load or towing a trailer.

- When selecting trained equipment look for:
  - over run brakes.
  - swivel hitch drawbar.
  - bead lock rims on wheels.
  - a low centre of gravity and a wide wheel track.
  - a long drawbar.
  - attachment points for securing a load.

- Check the weight ratio between your ATV and its trailed load. This needs to be assessed for each operation. As a general guide, on level ground braked trailed equipment can be a maximum of four times the unladen weight of the ATV. For unbraked trailed equipment the maximum should be twice the unladen weight. These loads should be reduced when working on slopes, uneven ground or poor surface conditions. Follow the manufacturer's advice for your particular machine.
- Weight transfer is also important. Stability and resistance to jack knifing is improved if some load is transferred onto the ATV's drawbar. Approximately 10% of the gross weight of the loaded trailer is recommended, but this should not exceed the manufacturer's drawbar loading limit. Remember that weight transfer can change dramatically when you start going up or downhill
- When selecting mounted equipment, make sure it is within the Manufacturer's approved weight limit, with a low centre of gravity, and controls which are easy to operate but do not create a hazard. Where equipment is added to one end of the machine, add ballast at the other end to maintain stability.
- Loads carried on racks must be well secured, e.g. with ratchet straps, and be evenly balanced between the front and rear, except where they are deliberately altered to aid stability when going up or down a slope. Only tow a load from the hitch point. Loads towed from other points such as the rear rack have caused sudden rear overturning even on slight slopes or with slight acceleration. Ropes or chains should not be used to drag a load where they can become caught on a wheel. This may lead to entanglement with the brake cable, causing unexpected braking.
- **NEVER** carry a passenger on a sit-astride ATV. The long seat is for operators to shift their body weight backwards and forwards for different slope conditions **NOT** for carrying passengers. You should not carry a passenger in a trailer behind an ATV, as any movement will make the machine unstable.
- **Roll bars, lap straps and weather cabs** Roll bars are not required in ATVs where they would increase the overall risk. Research has shown that they are more likely to increase injuries by obstructing the rider either when thrown off or when jumping off during an overturn. This causes the rider to fall to the ground alongside the ATV and increases the likelihood of injury.
- Lap straps should not be fitted. They prevent active riding and would be lethal without a full cab or roll cage.
- Weather cabs restrict a rider's ability to jump clear in an overturn. The rider is likely to be crushed within the cab unless it is strong enough to withstand the forces involved. Carefully assess the risks for your particular conditions of use before fitting any such structure and consult the manufacturer for information.
- **Road use** Manufacturers of certain ATVs may indicate that their ATVs are not suitable for use on the public roadway. You should therefore establish that your ATV is suitable for road use before taking it out onto the public road.
- Should an ATV go onto a public roadway, it will be deemed to be a non-agricultural tractor and subject to road tax. It will also have to comply with the structural requirements of a non-agricultural tractor, i.e. rollover protection, tractor mudguards, horn, braking and lighting requirements. Further information should be obtained from the Department of the Environment, Vehicle Standard Section.
- Enforcing of the Department of Environment legal requirements for ATVs on the public roads is a matter for the Gardai.

Plant & Equipment and Certification Required

More than half of all ATV riders have been thrown off at some time. There is no cab or roll bar, so your only protection is what you wear.
Head protection is vital. A certain percentage of serious injuries with ATVs involve head injuries. At present a motorcycle helmet to BS 6658: is recommended, but other helmets head protection which meets BSEN1384:1997 is also acceptable

Wear clothing which is strong and covers your arms and legs. Gloves are useful for protection and to keep hands warm in cold weather for good control of the ATV. Wear boots or Wellingtons which are strong and have good grips (Complying with EN345-1)
Protect your eyes from insects and branches with either a visor or safety goggles (Complying with EN166)
High visibility clothing may also be appropriate.

NOTE : Accidents – In recent years the number of serious work related accidents involving ATVs, in particular in agriculture and forestry, has given rise to great concern. Non-fatal accidents are not well reported but are estimated to amount to over 1000 serious injuries per year in the UK. The underlying causes are usually one or more of the following:

- Lack of structured training and/or experience.
- Excessive speed
- Carrying a passenger or an unbalanced load.
- Tipping on a bank, ditch, rut or bump.
- A steep slope combined with other factors, e.g. ground or load conditions.
- Towing excessive loads with unbraked equipment.

Training

Professional training is vital. It is a legal requirement to provide adequate training under both the Safety. Health and Welfare at Work Act 2005.
Under the 2005 Act, an employer must provide such instruction, training and supervision as is necessary to the health and safety of their employees. The employer must provide adequate training and ensure that ATVs are only ridden by employees who have received appropriate training in their safe use, including the use of any towed equipment or attachments. The same requirements apply to the self-employed.
In addition, under the General Application Amendment Regulations 2001 employees must have at their disposal adequate information and written instruction.

Storage:

N/A

Plant & Equipment and Certification Required

Operatives shall be fully trained and be in possession of calibrated equipment and correct PPE. All plant will be fully certified fit for use before any works proceed.

Staff Involved and Certification Required

Only authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted. Where required technical training is provided to staff on specific equipment, i.e. ATVs training.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location agreed with the site provider and Client Rep

Interface with Public

Access will be arranged pre-work and arrangements will be conveyed to the Supervisor/PDM through Contract Management. All required third party notification / procedures will be addressed by the Supervisor/PDM. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected, and a drop zone will be in forced prior to the commencement of any climbing.

Signage:

Signage will be erected at suitable locations at the work area.

Working hours

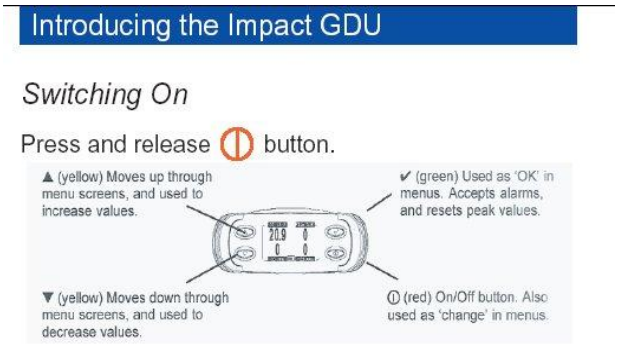
Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Harness, Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection, Lanyard.

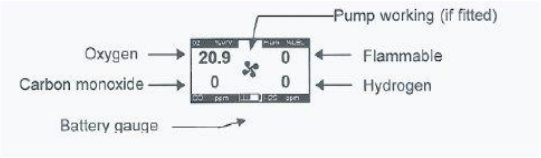
F-JHG MS 47 : Use of GDU's

Testing Procedures for the presence of asphyxiating and explosive gases



- Close up the support leg and counterbalance arm

The normal display then shows the instantaneous values measured by each sensor fitted plus the battery level.



The screen display shown above indicates there are no alarms present, it also shows the gas sensors fitted and their respective readings. For instruments fitted with only two detection heads (sensors) the unused sensor positions will show "- -". A battery indicator gauge is shown at the bottom of the display, if this is flashing there is only 20 minutes of battery life left.

Switching Off

At any time press and hold the button for 3 seconds.

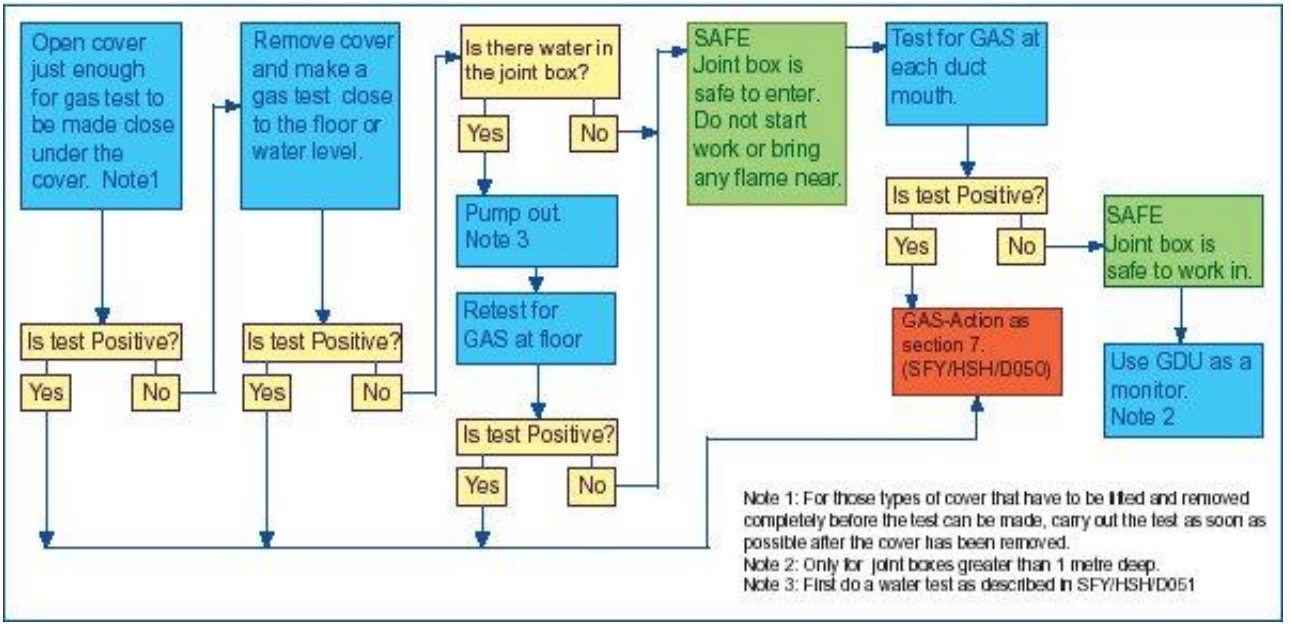
<u>All tests 2 bleeps / 2 flashes</u>

- 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
- <u>First gas test</u> immediately under the cover
- Insert the roller well forward
- Operate the counterbalance arm
- Lift cover and then lower onto the roller

- Remove cover
- <u>Second gas test</u> at base or water
- If no water or no need to disturb the water, then:
- <u>Final gas test</u> at duct mouths (if available)

<u>To Close</u>

- <u>If cover on roller, push back on</u>
- [If cover not on roller drop support leg]
- Raise cover and rest on support leg
- Insert roller operate counterbalance arm
- Lift cover and then lower onto the roller
- Close up the support leg and counterbalance arm
- Push cover back on
- Drop support leg raise cover and rest on support leg
- Remove roller, operate counterbalance, lift cover
- Lower cover over box & ensure level etc



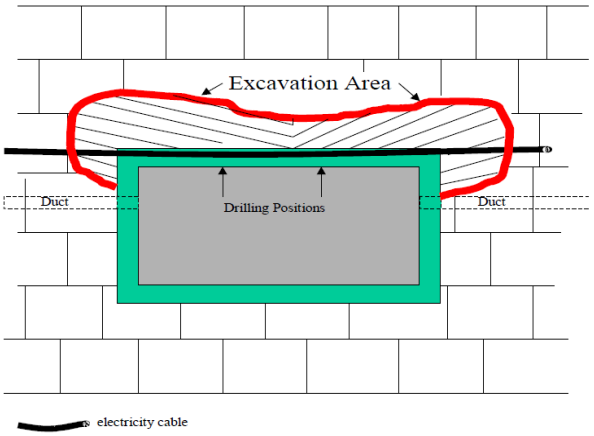
F-JHG MS 48 : Core drilling of chambers

Core Drilling of Chambers

- Before starting the task read, and apply measures contained in Risk Assessment "Avoiding Danger from Underground Services" (F-JHG RA 05), and ensure that adequate and suitable materials are available for shoring.
- Dig around chamber ends (to be core drilled) to ensure no services exist in the fabric of the chamber. (see diagrams 1 & 2, on page 2)

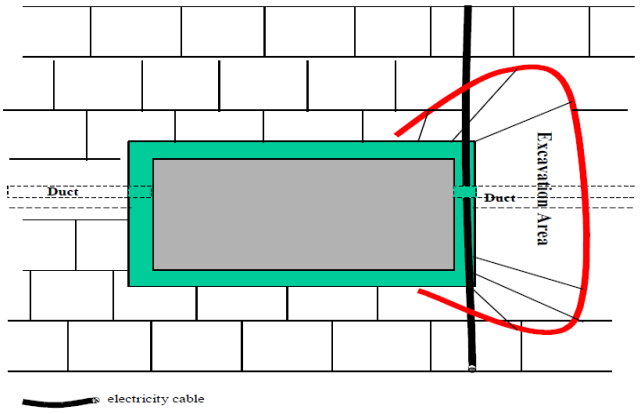
Plan View Of Areas To Be Excavated Around Jointing Chamber

Diagram 1 - Cable Embedded in Side Wall



Plan View Of Areas To Be Excavated Around Jointing Chamber

Diagram 2 - Cable Embedded in End Wall



- Entry into the structure will be carried out in accordance Confined space (Low Risk) Risk and Method Statement F-JHG MS 23).
- The point of entry into the chamber is to be marked, and offset from other duct entries to be measured in accordance with the specifications for the type of chamber.
- Using these measurements the drill point on the outside of the chamber is identified. All cables within the chamber are tied and secured to the opposite side away from core drill entry point.
- If the entry point cannot be easily identified from existing entries and/or simple offset measurements from adjoining walls etc. Then it may be necessary to perform a pilot drill from the inside of the chamber to the outside so that an exact reference point can be determined.
- The equipment shall only be used in accordance with the manufacturer's instructions and by trained operatives.
- The diamond core bit is water cooled from a pressurised water container; the operator will ensure that the water flows freely before commencing drilling.
- The operator will commence drilling with regular checks to the inside of the chamber, to identify when drill has completed. If the thickness of the wall is known or can be determined, then the operator will measure the amount the core has drilled to determine the optimum time to start increasing the frequency of the checks.
- It is essential that core drill bits are in good condition and not blunt. Inspection of drill bits shall take place prior to commencement of drilling and during the operation to ensure condition is maintained and drill bits replaced and sharpened as necessary. Blunt drill bits can result the jamming of the equipment potentially resulting in injury.

Core Drilling of Basements

- Same as for the drilling of chambers, but location must be ascertained inside the building and the entry point agreed with the building owner/client. Drill pilot hole to point outside prior to conducting core.

- Rags or other suitably absorbent material will be used to retain the water from the drill in the basement area.

Plant & Equipment and Certification Required

Core Drill and hand tools
All plant & Equipment must be serviced, and/or calibrated to the requirement of legislation and the manufacture. Any electrical tools required e.g. drills, sump pump, jigsaw, 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
- Abrasive wheels training

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked safely adjacent to the work area.

Interface with Public

All required third party notification will be addressed by the Site Supervisor. Work area will be cordoned off to prevent unauthorized access.

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.

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