

SAFE SYSTEM OF WORK

SURVEY OF EXISTING LIGHTING UNITS _

ROYAL EXCHANGE BUILDING

SAFE SYSTEM OF WORKS

This SSOW provides sufficient INFORMATION and INSTRUCTION to allow managers to control safety risks identified during risk assessments. It is used by work area managers to inform and instruct operators, at induction and refresher training events, how a task they are involved in or work equipment they are using can be completed / used safely. A record should be retained to show that this information and instruction has been shared with those employees affected.

BUSINESS UNIT: TI	SITE/ACCOUNT: MANCHESTER STREET LIGHTING
TASK / WORK EQUIPMENT DESCRIPTION	
GENERIC TASK / WORK EQUIPMENT (SSOW TITLE):	SURVEY OF EXISTING LIGHTING UNITS – ROYAL EXCHANGE BUILDING
ASSOCIATED RISK ASSESSMENT:	MANCHESTERSTRTLIGHTING-HS-SURVEYROYALEXCHANG-RA-01
SSOW VERSION NO:	0

WHAT RISKS ARE CONTROLLED BY THIS SAFE SYSTEM OF WORK

(As identified in the task risk assessment, show the risks identified and the controls that have been introduced.

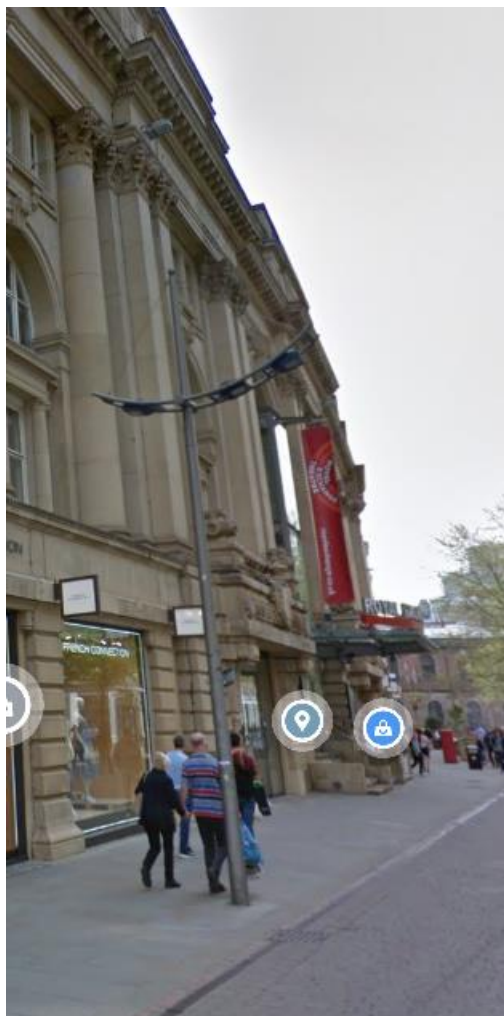
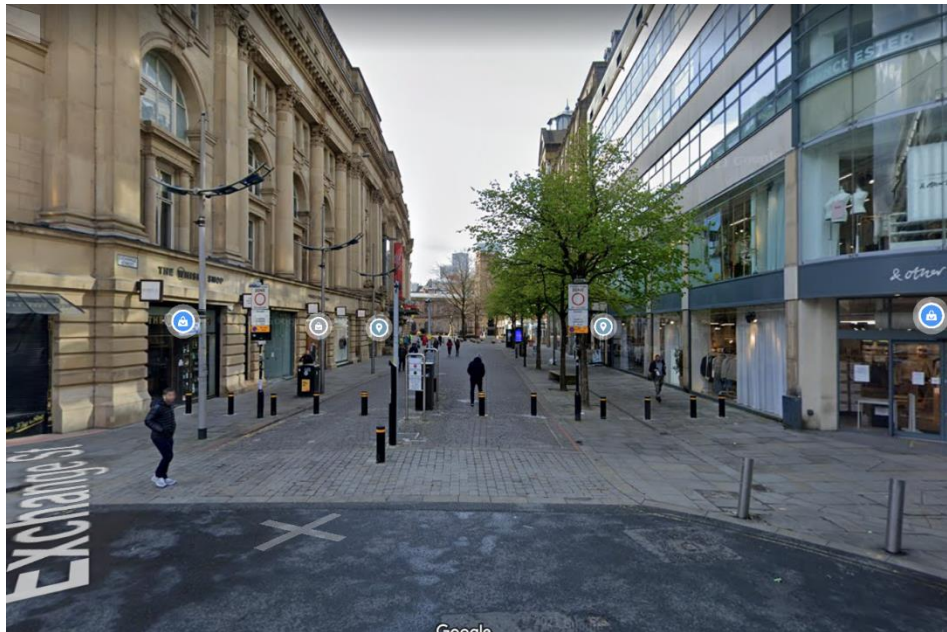
IDENTIFIED RISK	RISK RATING	CONTROL
- Collision with other Traffic - electric shock, flash burns from contact / flashover from 11kV OH lines - Parts of the MEWP encroaching into live traffic lanes and being struck by other traffic; - Electrocution due to overhead lines; - Falls of persons or materials; - Overturning of MEWP; - Equipment Failure; - Incorrect use - Safety of the public - Manual Handling Issues - Lone Working	8	SEE; MANCHESTERSTRTLIGHTING-HS-SURVEYROYALEXCHANG-RA-01 Also see; - STRTLIGHTING-HS-MEWP-RA-01 - STRTLIGHTING-HS-UNDERGROUNDANDOVERHEADSERVICES-RA-01 - STRTLIGHTING-HS-TRAFFICANDPEDESTRIANS-RA-01 - STRTLIGHTING-HS-TRANSPORTOVER7-5TONNES-RA-01 - STRTLIGHTING-HS-HANDTOOLS-RA-01 - STRTLIGHTING-HS-MANUALHANDLINGS-RA-01 - STRTLIGHTING-HS-WORKINGATHEIGHT-RA-01 - STRTLIGHTING-HS-WORKPLACENOISE-RA-01 - STRTLIGHTING-HS-FIRSTAIDANDWELFARE-RA-01 - STRTLIGHTING-HS-ACCESSANDEGRESS-RA-01 - STRTLIGHTING-HS-POORWEATHER-RA-01 - STRTLIGHTING-HS-VEHICLEPLANTEQUIPMENT-RA-01 - STRTLIGHTING-HS-EMERGENCYCONTROLS-RA-01 - STRTLIGHTING-HS-PROXIMITYTOTRANSPORT-RA-01 - STRTLIGHTING-HS-MECHANICAL LIFTING-RA-01 - STRTLIGHTING-HS-LONEWORKING-RA-01

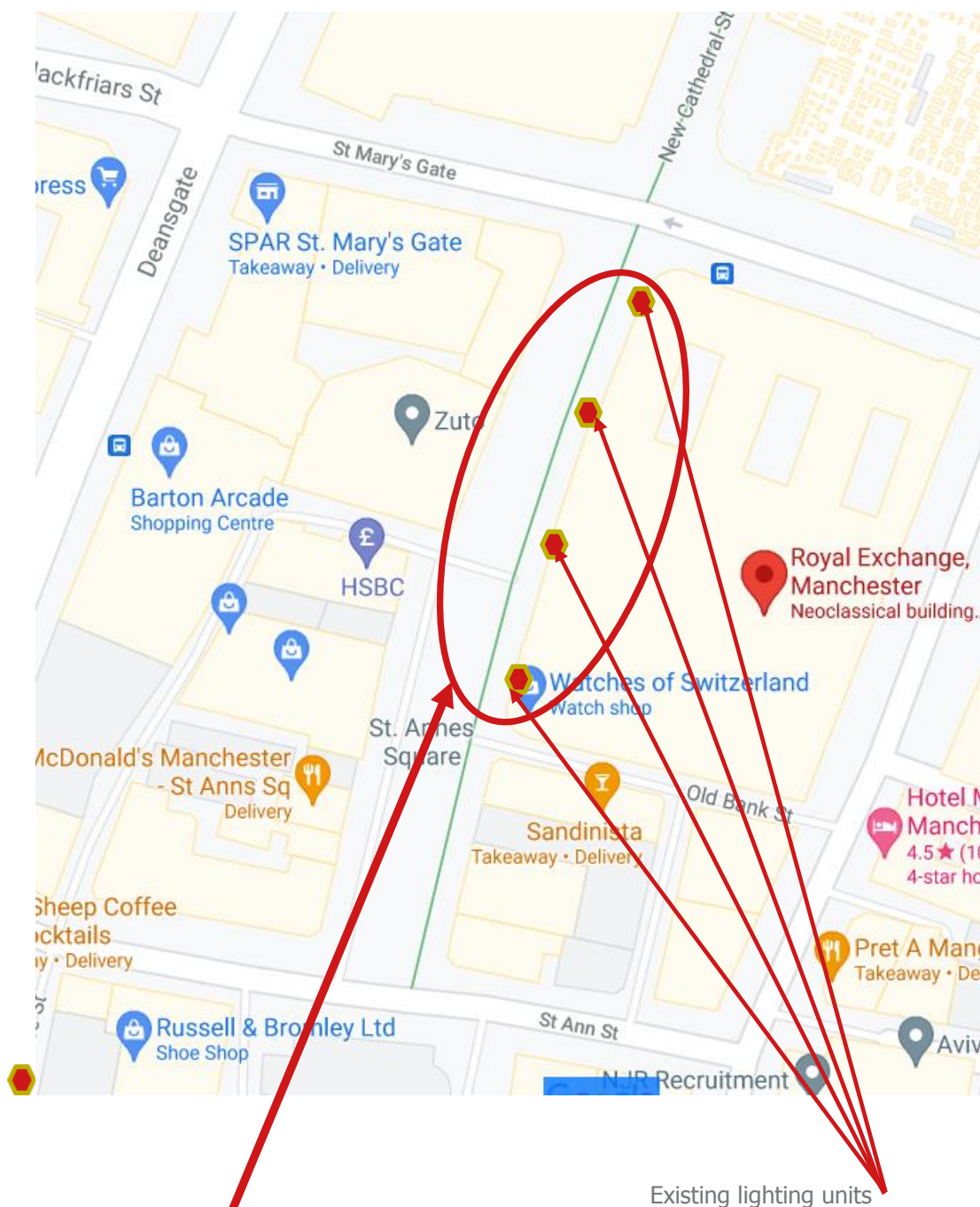
		➤ All staff and operatives to receive site safety inductions, and have G39 certificates. ➤ All staff and operatives to wear correct personal protective equipment as per the referenced risk assessments. ➤ All staff and operatives to receive Amey - safety induction. ➤ MEWP operator to IPAF certified. ➤ Odometer for measuring wind speeds is available and will be used to ensure that MEWPS are not working in high winds. ➤ All staff and operatives to wear correct Personal Protective Equipment. In addition see the following Amey procedures • Manual Handling (AMEY-HS-MANUALHANDLING-CRC-01 ; Manual Handling CRC) • Noise (AMEY-HS-NOISE-CRC-01 ; Noise CRC, AMEY-HS-NOISE-MSP-01 ; Noise Process) • Working at Height (AMEY-HS-WORKINGATHEIGHT-CRC-01 ; Working at Height CRC) • Managing Danger form Underground Services (AMEY-HS-UNDERGROUND SERVICES-CRC-01 ; Avoiding and Protecting Underground Services CRC, AMEY-HS-AVOIDINGSERVICES-MSP-01 ; Avoiding Services Process) • Work Safe procedure (AMEY-HS-WORKSAFE-PR-01 ; Worksafe Procedure) • Risk management process (AMEY-HS-ACTIVITYRISKASSESS-PR-01 ; Activity Risk Assessment Procedure) • Managing work Equipment (AMEY-HS-PUWER-CRC-01 ; PUWER CRC) • Personal protective equipment (AMEY-HS-PPE-CRC-01 ; PPE CRC) • Hand Arm Vibration (AMEY-HS-HAVS-MSP-01 ; Hand Arm Vibration Process) • Electricity at work (AMEY-HS-ELECTRICITYATWORK-CRC-01 ; Electricity at Work CRC) • COSHH (AMEY-HS-COSHH-MSP-01 ; COSHH Process)
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INSTRUCTIONS

(How to carry out the task &/or use the work equipment safely - including the Don't and Do written instructions)

- 1.1 The location of the work is on Exchange Street, manchester outside the Royal Exchange Building. Work must not commence until traffic and/or pedestrian management is in place. This is a pedestrianised street with restricted access (access between 07:00 to 10:00 daily)
- 1.2 All traffic management must be as per Red Book (code of practice – safety at street works and road works) and / or Chapter 8.





Location of works

Existing lighting units

Typical TM training for operatives will be HEA302.1 (Temporary Traffic Management on Urban Roads) or NRSWA unit 2 (signing lighting and guarding), this training is only for low speed roads upto 40mph. TM should only be installed by trained operatives.

On approach to site

- Energize hazard beacons
- Position the vehicle in a safe place, and place traffic management in accordance with the "Safety at Roadworks and Streetworks" Code of Practice.

	• If practicable exit vehicle from side opposite to live traffic, if this is impracticable ensure you access and egress vehicles in safe gaps in the traffic. • Do not walk or work between a Work Vehicle and live traffic • Maintain maximum distance between yourself, your works Vehicle and live traffic
1.3	Install Pedestrian and vehicular Traffic Management- See 'Red Book' – Approved Code of Practice as required by on-site risk assessment.
1.4	If required install temporary traffic lights (See Red Book – Approved Code of Practice & separate method statement)
1.5	Provide a safe place to work;
1.5.1	Carry out a visual inspection of your work area, with particular attention to the ground conditions, any overhead lines and wind conditions.
1.5.2	Pay particular attention to overhead Lines. If overhead lines are present the operator should contact his supervisor and observe the requirements of G39 and the Electricity at Work Regulations. Remember 6m absolute minimum clearance requirements without liaising with supervisor and working to ERG G39/1 requirements and training. If in doubt suspend works and seek advice from your Supervisor / Manager. Assume all cables are live electric cables and not harmless telephone lines.
1.5.3	Ensure the place is clear of any excavations, clear of any other work being undertaken in the area or obstructions
1.5.4	Check ground stability; be aware of the following • Un-compacted fill – be aware of the possibility of un-compacted backfill, particularly to trenches, this can be indicated by cracking of the ground along the line if the trench; • Cellars and basements – many are incapable of bearing the weight of the machine with or without a load, and may collapse without warning; • Underground services – sewers, drains, manholes, gas and water mains etc, may be damaged by the weight of the machine and may collapse causing machine to overturn; • Gradients - The maximum gradient on which a MEWP may operate should be clearly marked on the platform, and inclinometers should be provided to enable an operator to establish the slope of the ground. • Weather conditions – heavy or prolonged rain may alter ground conditions and cause sinking. Adjust or check leveling, packing mats etc, if you suspect that the ground is getting softer. A check on the changing ground conditions should be made at regular intervals thereafter. The same regular checks must be made when frozen ground is thawing out. Frozen ground can appear much firmer than it actually is; • Temporary hole coverings – in slabs when flush and dusty, can be missed and pose a threat to the MEWP.
1.6	Position the vehicle;
	• MEWPs fitted with outriggers should always be operated in accordance with the manufacturer's instructions • ensure that the machine is leveled in accordance with the Operator's Manual and located on a firm surface • check that each outrigger and any spreader plates or packing is in full contact with the ground
1.6.1	If the stabiliser /outrigger jack legs of the platform are likely to cause damage to the carriageway or pathway, then wooden blocks should be used.
1.6.2	Drop the Stabiliser legs (where fitted) until engaged and level the MEWP.
1.6.3	Re-check ground stability under legs and wheels
1.6.4	There is an inter lock device to prevent boom operation without the legs being down, any alteration or tampering with interlocks or other safety devices is gross misconduct and a dismissible offence.

1.7 Using the Platform;

- 1.7.1 All users and persons working with or in the vicinity of MEWP must wear a Safety Helmet. Safety Helmets should be worn with a chin strap when working in the MEWP basket to avoid the danger of it falling off.
- 1.7.2 Before use, the operator is to ensure he is familiar with the tower and its controls, including the emergency lowering procedure.
- 1.7.3 Ensure that the Safe Working Load is not exceeded. The SWL will be marked on the MEWP bucket/working platform and is 200kg for most MEWPs on Amey street lighting contracts. Check that the combined weight of operator and any equipment does not exceed the SWL.
- 1.7.4 Ensure that the Safe wind speed and the Safe Gradient have not been exceeded.
- 1.7.5 Check the safety harness and lanyard for condition and that it is the correct type for the task.
- 1.7.6 Enter bucket/working platform and fix harness lanyard to safety anchor in bucket/working platform.
- 1.7.7 Again inspect area for overhead lines, and when satisfied that the area is clear, raise the boom to gain access to the equipment to be worked on. Never swing the basket over any part of a live carriageway.
- 1.7.8 All works must be carried out from within the confines of the bucket/working platform.
- 1.7.9 In no circumstances must the tower be moved whilst the boom is in operation.
- 1.7.10 Check with operative on ground /Visually inspect the area below that is clear before lowering and docking the bucket/working platform into position.
- 1.7.11 Unfasten harness lanyard and exit bucket/working platform
- 1.7.12 Keys should be removed from vehicles when not in use.

1.8 Undertaking the Survey

- 1.8.1 Position the MEWP at the location of the existing floodlight
- 1.8.2 Raise the MEWP bucket to the height of the floodlight so that the floodlight is level with the MEWP bucket
- 1.8.3 Take measurements and photos of the existing floodlight (eg fixing bolt spacing / diameter / number etc)
- 1.8.4 Check details of the existing lighting units
- 1.8.5 Upon completion of the survey, return to ground level

1.9 When leaving site

- 1.9.1 Position vehicle in a safe place, and remove the traffic management in accordance with the "Safety at Roadworks and Streetworks" Code of Practice.
- 1.9.2 De-energize the hazard beacons when you have rejoined the carriageway and are traveling at a sufficient speed.

1.10 MEWP Inspections

1.10.1 Daily Operator Inspections

Drivers or Operators should carry out a pre-use vehicle check and complete your daily vehicle check sheet, this should include a visual check of the MEWP and controls in accordance with the

manufacturers hand book. If no defects are noted still complete a nil return. All defects should be reported to your Supervisor.

1.10.2 Blue Book / F.91 Weekly Recorded Inspections

Every week carry out a check and inspection of the MEWP in accordance with the manufacturers hand book, and record the findings in the F91 Book in each vehicle, also report any defects to your Supervisor or Vehicle Maintenance Co-ordinator. All defects should be reported to your Supervisor

1.10.3 Harnesses and Lanyards

Inspections; Six Monthly Inspections

Six monthly thorough inspections by a competent person will be undertaken by independent Lifting Equipment Thorough Inspector, and each piece of lifting equipment will be colour tagged, and wall charts issued showing the correct colour.

Inspections; User Inspections

Users will be issued with a harness and lanyard, and users should visually inspect the harness and lanyard prior to each use, this should include checking the harness and lanyard, Not less than weekly, results of the inspection should be recorded in the F91 book.

All defects should be reported to your Supervisor, and the Harness or Lanyard handed in for repair or replacement.

GENERAL INFORMATION

(Anything specific to the task &/or work equipment)

1.0 Contract / Location

The Work location of the work is on Exchange Street, manchester outside the Royal Exchange Building. Work must not commence until traffic and/or pedestrian management is in place. All traffic management must be as per Red Book (code of practice – safety at street works and road works) and / or Chapter 8

2.0 Emergency Contacts / Procedure in Event of an Emergency

- (i) A MEWP recovery plan is included in Appendix A
- (ii) In the event of failure (ie the MEWP bucket/working platform is in an elevated position), the operative in the bucket/working platform will alert the second person on the ground who will attempt to lower the bucket/working platform to the ground by the emergency procedure (a) turn the key on the boom inside the vehicle and use the adjacent the control console (b) if this does not resolve the issue, activate the valve release to lower the boom to ground level.(c) call for assistance from another vehicle or the emergency services.
- (iii) Where single person working is in operation, the MEWP operative should have a mobile phone at all times with emergency contact numbers saved to the phone. The phone should be fully charged at the commencement of each work shift. In the event of emergency, the operative will call for assistance via the Depot (or emergency services if appropriate)
- (iv) In the event of damage to a service or other emergency, Stop work immediately, contact the supervisor / works manager or other office staff immediately and make the area safe. The supervisor should be the first point of contact.
- (v) If medical treatment is required, this should be put in place without delay (ie any injured person taken to an A&E dept or call 999)

- (vi) The operative should inform the supervisor responsible for work in the area and the supervisor should report the damage immediately to the Utility company fault desk (or ensure that an alternative person makes the report straight away). The supervisor should make arrangements as required to keep people well clear of the area until it has been repaired or otherwise made safe by the owner/operator, this may involve leaving someone posted at the location.
- (vii) Fuel or hydraulic oil leaks from plant are to be contained and soaked up using spill kits. Contact the depot / supervisor for additional spill kits. Any spillage to be treated as an environmental incident.
- (viii) If there is any accidental contact with live electric services by plant, the operatives are to stay in cab until authorised to leave by the service owner.
- (ix) Following any accidental contact with live services the site must be cordoned off, with no attempt made to work in the vicinity until the service provider has confirmed in writing that the service is dead, or safe'.

Emergency Contacts

See Integrated Account Plan

3.0 Site Specific Hazards

Location specific risks (i.e. those posed by carrying out the task at a "specific" location) can only be identified and managed in the planning and execution stages of the task. The manager or supervisor planning or responsible for the task must establish if the task or environment introduces additional risks, and specify appropriate controls.

4.0 Access and Egress Arrangements to/from Working Area and Associated Hazards

The works are located on the public highways including footpaths, residential streets and high speed roads. Access to work locations will be direct from the public highway / public right of way.

5.0 Workforce

Work will generally be undertaken either as a lone working operation or be undertaken in teams of two - under the direction of a supervisor.

6.0 Training

- 6.1 All operatives will receive a site induction and induction into this method statement as a minimum. In addition, operatives will receive a programme of work box talks covering the risks involved in the activities involved with the method statement.
- 6.2 For operatives involved in electrical work, work on street lighting apparatus or removal of a DNO fuse carrier, G39 training and issue of both an Amey G39 authorisation and a DNO authorization will be required (depending on local DNO requirements).
- 6.3 The procedure for ensuring operatives are trained and competent to undertake operations is that the supervisor, or manager putting the operatives to work in accordance with this method statement must check the existing training (and competencies) of the operatives against those required, either detailed above or in the HEA training competency scheme (ie HEA portfolio).
- 6.4 The MEWP operator requires specific training in operation of the MEWP (ie IPAF training and certification or similar approved), and induction into operation of the machine.
- 6.5 MEWP operators should receive an specific vehicle training / induction (Familiarisation training on the specific item of plant) and read and understand the manufacturers hand book, and be aware of;

- manufacturer's warnings and safety instructions;
- the control functions specific to the particular MEWP;
- the function of each safety device specific to the particular MEWP;
- operating limitations such as limiting wind speed, wheel and outrigger loadings, set up requirements, maximum operating slope etc;
- emergency lowering procedures;
- safe working loads or load charts;
- the maximum number of people who can be carried; and the maximum safe operating speed.
- Drivers should hold the current Category of Drivers Licence for the MEWP being Driven
 - Category B – Vehicles below 3.5 tonne
 - Category C1 – Vehicles between 3.5 and 7.5 tonne
 - Category C – Vehicles above 7.5 tonne

7.0 Personal Protective Equipment

In addition to the routine PPE of Safety Helmet, Hi-Vis Jacket, Hi –Vis Trousers and Safety Boots. Ear defenders, eye protection (goggles) and gloves will be worn as appropriate.

Full body harness and fall restraint lanyard are required at all times in the MEWP basket. The lanyard will be of fixed length, generally 0.75m, but should be assessed on an individual basis.

8.0 Plant and Equipment

All teams will have The team will have traffic and pedestrian management including 750mm cones, road signs, and barriers together with other specific equipment for the task.

- 8.1 MEWPs are categorised as 'Safety Critical Plant', all safety critical plant must be obtained through Amey Fleet Services, any MEWP used by a subcontractor must meet the requirements of the Amey Safety Critical Plant procedure.
- 8.2 A current certificate of thorough examination must be in place for all lifting equipment (MEWPs, harnesses and lanyards) – LOLER certificate. Plant must be serviced and maintained as per requirements of the Amey safety Critical Plant Procedure and Fleet services requirements.
- 8.3 MEWPs must be selected to be suitable for the specific job. MEWPs are typically sourced on 5 or 7 year leases at the commencement of contract. Use of vehicles should be assessed for each location and take account of the following
 - Maximum working width of MEWP with stabilisers fully deployed (road lane widths are typically 3.65m and require a 1.2m safety zone)
 - Access to rear of the vehicle.
 - Height required for access
 - Loading of the basket
- 8.4 Certain tasks may require sourcing alternative vehicles to the main contract plant fleet
- 8.5 Traffic and pedestrian management including 750mm cones, road signs, barriers and floor plates will be used by all teams
- 8.6 Specific equipment for the work tasks to be undertaken must be used.
- 8.7 Minimum Standards of Vehicle;
 - Conspicuousness:
 - Vehicles to be a conspicuous colour (yellow or white) and clean
 - Vehicles to show a 'Highway Maintenance' sticker
 - Vehicles to have Class 1 / microprismatic reflective markings on the rear of the vehicle
 - Front roof mounted twin amber light bar (visible from 360 degrees)
 - Rear mounted amber flashing beacon(s) (visible from 360 degrees)

	➤ Company and/or Client livery on the sides of vehicle(s) ➤ High-visibility strip along the sides of the vehicle • Safety Aids: ➤ All vehicle seats to be fitted with head restraints and three point inertia reel belts ➤ Vehicles to be fitted with adequate task lighting for night working ➤ Reversing Bleeper ➤ Reversing CCTV and monitor • Documentation ➤ Six monthly thorough examination test certificate ➤ Records of last Weekly and/or Pre-use Inspection. ➤ An Operator's Manual or a set of operating instructions must be available for use and reference whenever the MEWP is in use. ➤ Amey Daily defect checklist
8.8	MEWP operators must • Undergo annual medical inspections and be physically fit, and have adequate eyesight, hearing and have a good head for heights; • Be able to judge weights, distances, heights and clearances; • MEWPS must not be used as cranes, operators must ensure that the equipment is only used for its intended use Be responsible for daily maintenance checks and reporting defects or incidents; • Be responsible for carrying out daily pre-use checks; • Be responsible for weekly inspections (to be recorded in 'Blue Book'); • wear a full body harness with restraint lanyard and be clipped on at all times;
9.0	Access Equipment n/a
10.0	Material Storage, Transportation, Handling and Security All plant, materials and equipment will be transported in the MEWP Ensure that clear access is maintained to the back of the MEWP both for the side door and rear door. Ensure that all hand holds and steps are used when accessing and egressing the MEWP, take care as slip/trip accidents are common due to poor housekeeping and can lead to serious injury.
11.0	Location and Protection of Services Details of services will be identified on the Work Instruction/Information that is required to be issued before work can commence at any work location. For multiple fault repairs, the work instruction may not include details of overhead services so Always make visual check for overhead services prior to commencement of work. The work team must complete a location specific Risk assessment which will require the team to visually look for additional services and hazards (eg overhead cables)
12.0	Environmental Considerations Potential environmental impacts on work (wind, rain, ice etc.); MEWPS must not be used when the wind speed is in excess of 12.5m/s. Potential impacts of work on the environment (spills, protected species etc.) Sodium from broken lamps. Dust from using stihl saw Noise

13.0 System of Monitoring Work to ensure Method Statement is being Followed

The system of work will be monitored by the site supervisors. In addition there will be weekly checks and inspections by site management.

A Work Instruction is required for all work locations and a site specific risk assessment must be completed for all work locations. Together with the design drawings, these act as the instruction to undertake the works.

The permit to work requires the site teams to answer a series of basic questions to undertake a site/location specific risk assessment. If any questions are answered in a negative way, this acts as a hold point and the supervisor must be contacted before proceeding.

Random inspections of work are to be undertaken by supervisory staff as required by the sector scheme plan.

14.0 Welfare Facilities

All vehicles should be fitted or equipped with:

Hand wipes
Emergency First Aid Kit

COMPETENCY

(Beyond the training received from this SSOW list any other training that is required)

TRAINING	FORMAT (COURSE/CERTIFICATED/QUALIFICATION)
MEWP; IPAF 1b	Course
Harness Use	Course
HEA302.1	Course

PERSONAL PROTECTIVE EQUIPMENT

(This PPE is to be provided & used, as specified, by people undertaking this task &/or using this work equipment)

ITEM	REMARKS
Harness and Lanyard	LOLER inspection every 6 months – visual inspection before use
Hi-Vis PPE	
Hard Hat	

SAFETY SIGNAGE

(The below Safety Signage is to be displayed, as specified, in the workplace where this SSOW applies)

ITEM	REMARKS
Appropriate TM signage as required by Code of Practice	

If required, you must have a rescue plan in place. Provide brief details.

(You must always be able to provide a way of safe escape in the event of something going wrong.)

All of the above controls will, if implemented effectively, reduce the safety risks associated with this task &/or work equipment to an ACCEPTABLE level and as such will be 'Adequately Controlled'.

SSOW AUTHORISATION			
	Name	Signed	Date
Author:	J Hardwick	J Hardwick	18/08/2021
Safety support (where applicable):			
I have authorised this SSOW for deployment			
Authorised by:	I Webster		
On deployment in the Work Area a copy of the SSOW should be retained for reference			

Appendix A; Recovery Plan

See separate Appendix A / document

STRTLIGHTING-HS-SSOWMS01MEWP-FO-02 APPENDIX A Recovery Plan

Appendix B; Typical Lift Plan

LIFT PLAN

This lift plan is specific only to the lifting operations described in the scope of works.

LIFT PLAN			
PROJECT NAME	Royal Exchange - Survey	LOCATION/SITE	Exchange Street, Manchester
DATE OF LIFTING OPERATION		19/08/21	
LIFT PLAN REFERENCE OR ACTIVITY		Versalift ETL 38 F MEWP	
APPOINTED PERSON PREPARING THIS LIFT PLAN		J Hardwick	
DATE	18/08/2020	SIGNED	J hardwick
LIFT SUPERVISOR		Competent MEWP Operator	
SCOPE OF WORKS			
General use of MEWP for gaining access and working on to street lighting apparatus. (i) Specific duties include installation of lanterns and signs from basket (ii) Specific duties include removal of lanterns and signs from basket (iii) Various routine maintenance and installation operations from the basket			

DETAILS OF CRANE PROVIDER (if applicable)			
COMPANY NAME	Amey Fleet Services / Hitachi Capital		
ADDRESS	Hakuba House, White Horse Business Park, Trowbridge, Wiltshire BA14 0FL		
CONTACT NAME	Tracy King	TELEPHONE	Direct Line: 0344 463 2929 Switchboard: 03433 519034

DETAILS OF CRANE PROVIDER (if applicable)	
COMPANY NAME	Access Hire
ADDRESS	Access Hire; Trident Park, Rosie Road Normanton, West Yorkshire WF6 1ZB

CONTACT NAME	Danny Cooper	TELEPHONE	0845 3655 091
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DETAILS OF CRANE OPERATOR(S)

NAME	various		
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LOAD DETAILS

MAXIMUM WEIGHT	200kg	MAXIMUM SIZE OF LOAD	2 persons plus tools
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Load Weights / Description (s):

Ref.	Load Description	Load Height	Load Radius	Load Weight	Sling / Beam Wt	Factor of Safety	TOTAL WEIGHT
1	Operative(s) plus Lantern	Various upto 14 m	Varies – typically upto 4m	Varies – 10kg to 25 kg lantern plus operative – upto 200kg total	N/a	None	Upto 200kg
2	Operative(s) plus Lantern /bracket assemblies	Various	Varies – typically upto 4m	Varies – 40kg to 100 kg for lantern/bracket assembly plus operative – upto 200kg total	N/a	None	Upto 200kg
3	Operative(s) plus Plant & equipment	Various	Varies – typically upto 4m	Varies – 5kg typical plus operative – upto 200kg total	N/a	None	Upto 200kg
4							
5							
6							

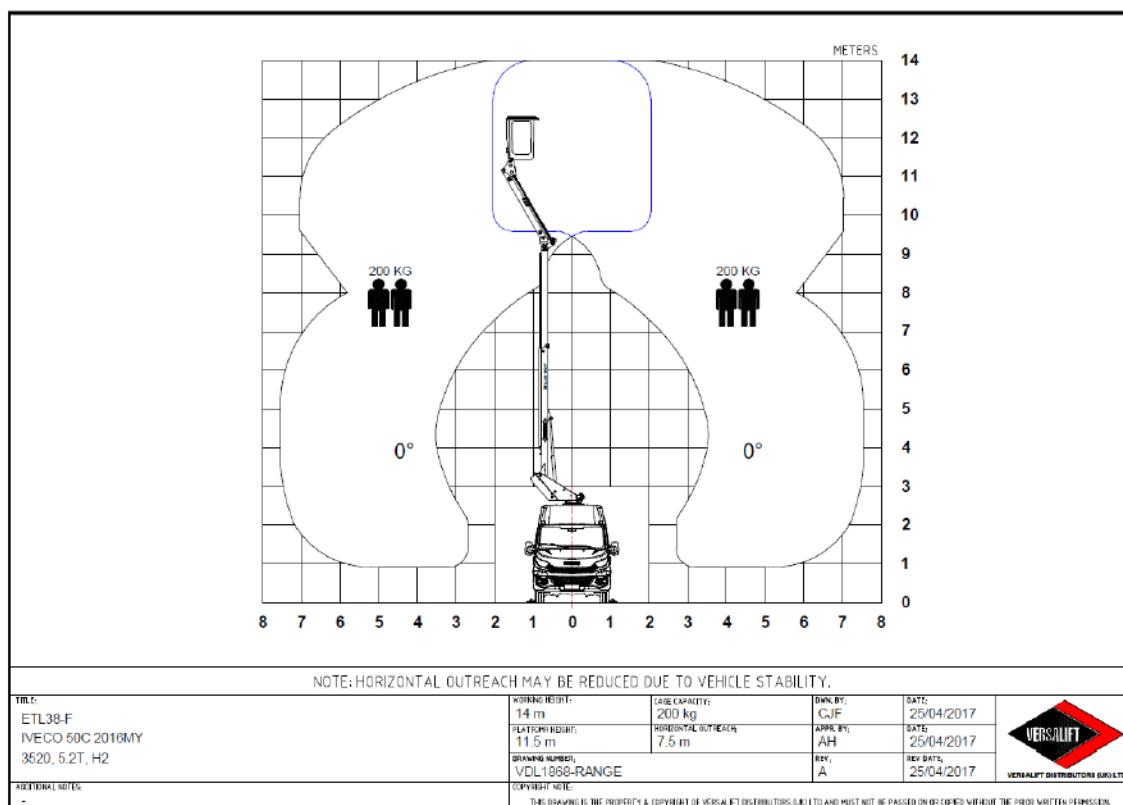
Capacity of Lifting Equipment:

Ref.	Capacity at Rad, / Ht.	Gross Load	% Utilisation	Comments / Controls
1	200kg At 7.5 m horizontal	Up to 200kg	Up to 100%	See Lift Performance Chart for Specific details

2				
3				

ETL-38-F DIMENSIONAL SPECIFICATIONS (with 120 Deg FLYBOOM)

All dimensions and angles are nominal



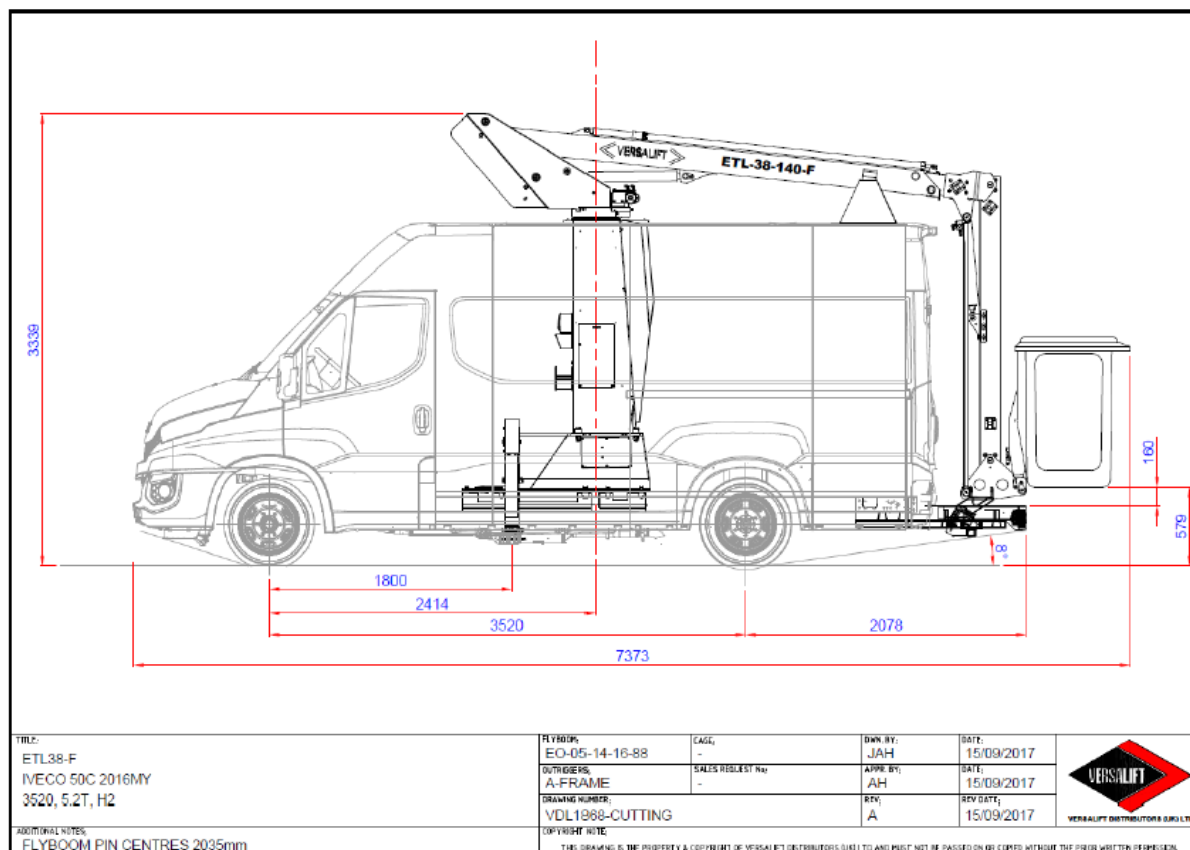
OTHER DETAILS (CENTRE OF GRAVITY, LIFTING POINTS, PACKAGING, PALLETS ETC)

Lift Environment:

Ref.	Ground Bearing Capacity	Lifting Area (TM width, etc)	Overhead Cables / Structures	Specific Lift Needs / Issues	Comments / Controls
1	Good - Surfaced or Hardcore Area	Possible restrictions on stabiliser legs – see comments below	Site assessment required	N/A	Operators to be aware of potential for overhead services

2	Wind Speed			Max wind speed = 12.5m/s	Do not operate if wind speed exceeds 12.5 m/s
3					
4					
Other:					
- There are no stabiliser legs on the vehicle. - MEWP should not be operated if wind speed exceeds 12.5 m/s – MEWPs to have an anemometer to check wind speeds - Max wind speed may reduce depending on operation being undertaken (eg installing signs) – on-site Risk assessment required - Operatives in MEWP basket to have harness and fixed length lanyard attached to basket when MEWP is out of the docking position - LOLER checks and inspections/certificates required at all times - Operatives to be familiar					

DETAILS OF CRANE			
CAPACITY AND TYPE	Versalift ETL 36 F		
HEIGHT (<i>ground – jib head</i>)	max	RADIUS	Max 14 m vertical Max 7.5 m horizontal
MAIN JIB LENGTH	See diagram below	FLY JIB LENGTH	n/a
TOTAL JIB LENGTH	Approx 2.0m to 8.5m		
SAFE WORKING LOAD	200kg at 7.5m horizonral	ACTUAL WORKING LOAD	Varies upto 200kg
OUTRIGGER SPREAD	n/a	COUNTERBALANCE WEIGHT	n/a
MAX GROUND BEARING CONDITIONS		Operator to assess site conditions - generally public road surfaces	
GROUND CONDITIONS, TEMPORARY WORKS DESIGN IN PLACE AND CHECKED OFF (<i>where appropriate</i>)		n/a – operator to assess conditions and contact supervisor if required	
OUTRIGGER LOADINGS	n/a		
SPREAD MAT REQUIREMENTS	n/a		



LIFTING ACCESSORIES AND CONFIGURATION

EQUIPMENT DETAILS	Operators harness/lanyard
TYPE (e.g. slings, spreader beam)	n/a
SAFE WORKING LOAD (Note: will configuration affect SWL?)	n/a

SKETCH OF SLINGING METHOD

n/a

SITE CONDITIONS AND HAZARDS	
<i>The following non-exhaustive list should be considered during the lift plan along with any other factors that could affect the lift:</i>	
• Overhead power lines • Other overhead obstacles • Underground services • Excavations • Embankments • Plant and equipment • Roads • Personnel/Public	• Culverts / Drainage /Manhole/inspection chambers • Buildings, stationary objects • Scaffolding • Environmental conditions • Rivers • Restrictive access – width/height • Work over/adjacent to railways or tramways
HAZARD	ACTION TO AVOID OR REDUCE RISK
• General	See risk assessments; STRTLIGHTING-HS-SSOW01MEWP-RA-01 STRTLIGHTING-HS-SSOW11LANTERNANDBRACKETINSTALLATION-RA-01 STRTLIGHTING-HS-SSOW12LANTERNANDBRACKETREMOVAL-RA-01 STRTLIGHTING-HS-SSOW13METALCOLUMNREMOVAL-RA-01 STRTLIGHTING-HS-SSOW25WORKUNDEROVERHEADSERVICES-RA-01 STRTLIGHTING-HS-SSOW38TRAFFICMANAGEMENT-RA-01
• Overhead power lines	Undertake Visual survey and inspection for overhead services – no operation under HV overhead power lines without bespoke method statement approved by the DNO. Work to G39 requirements in the vicinity of LV overhead power lines
• Other overhead obstacles	- See above - Undertake visual survey and assess risk
• Underground services	- Ensure spreader plates are in position under - Check service to column has been disconnected and removed prior to column/sign post removal - Check stats plans for underground services
• Excavations	- Do not set up MEWP adjacent to excavations without specific assessment by a competent person
• Embankments	- Do not set up MEWP adjacent to embankment without specific assessment by a competent person
• Plant and equipment	- Regular plant maintenance and checks before use
• Roads	- Set up TM as required by NRSWA / Chapter 8 and on-site risk assessment - Do not operate over live traffic
• Personnel/Public	- Work area to be barriered off, no members of public/workforce to be

	allowed to be within operating radius of the MEWP.
• Culverts / Drainage / Manhole/inspection chambers	- Check stats plans and make visual inspection of the work area - Do not set up or place outriggers over drains/culverts/manholes
• Buildings, stationary objects	- Undertake on-site risk assessment - Do not operate directly where there is a risk of crushing of operator
• Scaffolding	- Undertake on-site risk assessment
• Environmental conditions	- Check wind conditions for lifting operations max 26mph or 12.5 m/s
• Rivers	-
• Restrictive access – width/height	- Undertake on-site risk assessment
• Work over/adjacent to railways or tramways	- Bespoke method statement/risk assessment required to be agreed with network rail / tramway authority
•	-

STRENGTH AND STABILITY

Ground conditions must be suitable and sufficient and remain so during crane lifts to take the anticipated loads. Include details of the ground conditions and any additional works required to the ground, including spreader mats specification and any testing regime requirements.

A temporary works design must be in place and checked before any lifting operation or crane set up takes place.

WEATHER/ENVIRONMENTAL CONSIDERATIONS

Detail wind speeds/environmental conditions that have been referenced/anticipated for the duration of the lifting operations.

MEWP operator to assess wind conditions as part of the on-site dynamic risk assessment. Max wind speed 26mph or 12.5m/s - operators to have a wind meter

ACCESS

Include any special travelling routes, road closures, access issues, confined working area etc

DRIVER/S TO BE INDUCTED ON VEHICLE, TRAVELLING HEIGHT AND LOW BRIDGES

THIRD PARTY CONSIDERATIONS

Over-sailing, works adjacent to railways, noise restriction of view.

Work adjacent / over railways requires a bespoke method statement approved by Network rail

EMERGENCY/BREAKDOWN PROCEDURES

15.0 Emergency Contacts / Procedure in Event of an Emergency

- (x) A MEWP recovery plan is included in Appendix A
- (xi) In the event of failure (ie the MEWP bucket/working platform is in an elevated position), the operative in the bucket/working platform will alert the second person on the ground who will attempt to lower the bucket/working platform to the ground by the emergency procedure (a) turn the key on the boom inside the vehicle and use the adjacent the control console (b) if this does not resolve the issue, activate the valve release to lower the boom to ground level.(c) call for assistance from another vehicle or the emergency services.
- (xii) Where single person working is in operation, the MEWP operative should have a mobile phone at all times with emergency contact numbers saved to the phone. The phone should be fully charged at the commencement of each work shift. In the event of emergency, the operative will call for assistance via the Depot (or emergency services if appropriate)
- (xiii) In the event of damage to a service or other emergency, Stop work immediately, contact the supervisor / works manager or other office staff immediately and make the area safe. The supervisor should be the first point of contact.
- (xiv) If medical treatment is required, this should be put in place without delay (ie any injured person taken to an A&E dept or call 999)
- (xv) The operative should inform the supervisor responsible for work in the area and the supervisor should report the damage immediately to the Utility company fault desk (or ensure that an alternative person makes the report straight away). The supervisor should make arrangements as required to keep people well clear of the area until it has been repaired or otherwise made safe by the owner/operator, this may involve leaving someone posted at the location.
- (xvi) Fuel or hydraulic oil leaks from plant are to be contained and soaked up using spill kits. Contact the depot / supervisor for additional spill kits. Any spillage to be treated as an environmental incident.
- (xvii) If there is any accidental contact with live electric services by plant, the operatives are to stay in cab until authorised to leave by the service owner.
- (xviii) Following any accidental contact with live services the site must be cordoned off, with no attempt made to work in the vicinity until the service provider has confirmed in writing that the service is dead, or safe'.

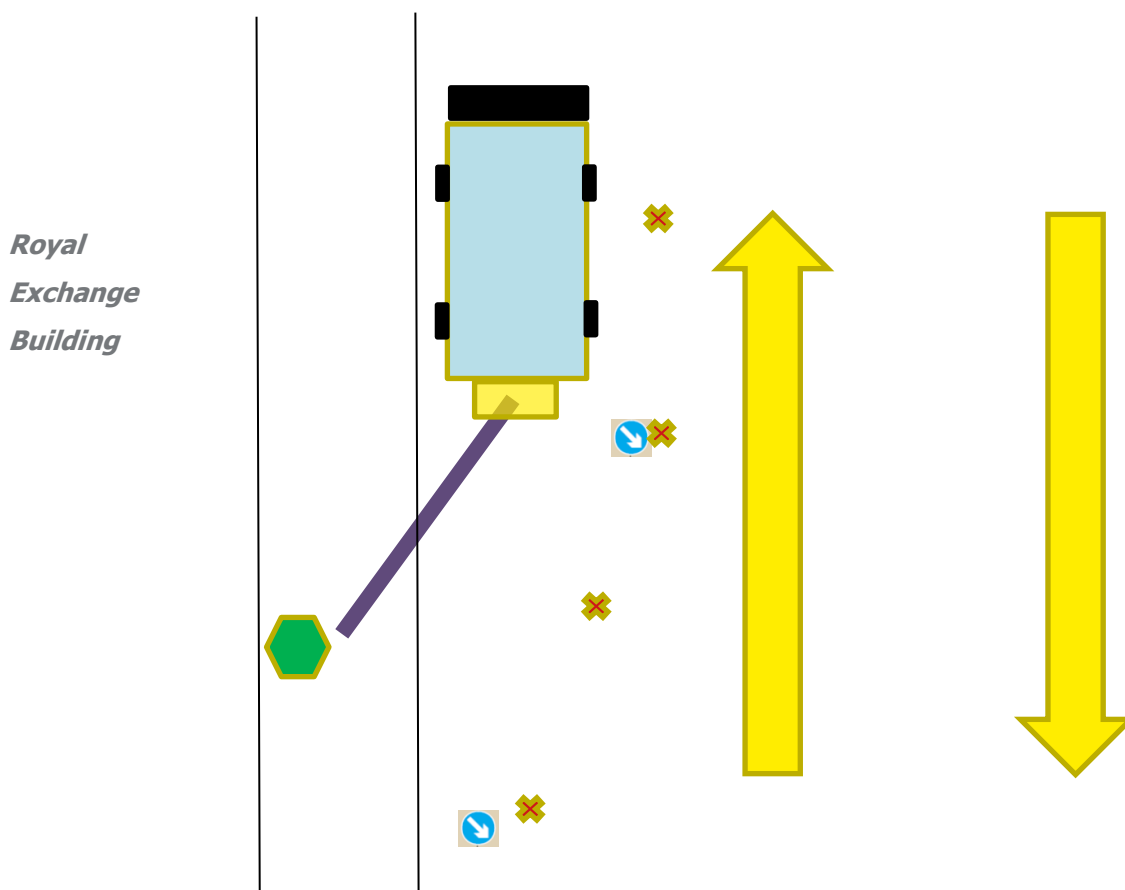
SIGNALLING

Indicate whether hand signals or radios are to be used, if radios include frequency channel. Include any unique slinger/signaller identification (different colour helmet/hi-vis) if required.

In general works will be controlled by the MEWP operator in the MEWP working platform – a banksman-signaller may be required when there are overhead BT cables etc

SITE AND CRANE LAYOUT PLAN

Include crane position, lay-down/rigging area, position of delivery vehicles, landing points, banksman positions, ground, overhead hazards and exclusion zones. If required use elevation drawings.



Typical site and MEWP layout

SAFE SYSTEM OF WORK - METHODOLOGY

Include pre-lift, lift and post lift

See;

STRTLIGHTING-HS-SSOW01MEWP-FO-01

- 1.11 The location of the work is on the public highways. Work must not commence until traffic and/or pedestrian management is in place. All traffic management must be as per Red Book (code of practice – safety at street works and road works) and / or Chapter 8.
- Typical TM training for operatives will be HEA302.1 (Temporary Traffic Management on Urban Roads) or NRSWA unit 2 (signing lighting and guarding), this training is only for low speed roads upto 40mph and does not provide training for TM on higher speed roads or dual carriageways.
- TM should only be installed by trained operatives (on higher speed roads by trained, certificated and competent TM operatives) and may include
- Full Chapter 8 Static Lane Closures
 - Full Chapter 8 Mobile Lane Closures
 - Suitable Emergency Traffic Management, where the risks of vehicles impacting on a MEWP are controlled
 - Bespoke TM at junctions/ roundabouts
- 1.12 On approach to site
- Energize hazard beacons
 - Position the vehicle in a safe place, and place traffic management in accordance with the “Safety at Roadworks and Streetworks” Code of Practice.
 - If practicable exit vehicle from side opposite to live traffic, if this is impracticable ensure you access and egress vehicles in safe gaps in the traffic.
 - Do not walk or work between a Work Vehicle and live traffic
 - Maintain maximum distance between yourself, your works Vehicle and live traffic
- 1.13 Install Pedestrian and vehicular Traffic Management- See ‘Red Book’ – Approved Code of Practice as required by on-site risk assessment.
- 1.14 If required install temporary traffic lights (See Red Book – Approved Code of Practice & separate method statement)
- 1.15 Provide a safe place to work;**
- 1.15.1 Carry out a visual inspection of your work area, with particular attention to the ground conditions, any overhead lines and wind conditions.
- 1.15.2 Pay particular attention to overhead Lines. If overhead lines are present the operator should contact his supervisor and observe the requirements of G39 and the Electricity at Work Regulations. Remember 6m absolute minimum clearance requirements without liaising with supervisor and working to ERG G39/1 requirements and training. If in doubt suspend works and seek advice from your Supervisor / Manager. Assume all cables are live electric cables and not harmless telephone lines.
- 1.15.3 Ensure the place is clear of any excavations, clear of any other work being undertaken in the area or obstructions
- 1.15.4 Check ground stability; be aware of the following
- Un-compacted fill – be aware of the possibility of un-compacted backfill, particularly to trenches, this can be indicated by cracking of the ground along the line if the trench;
 - Cellars and basements – many are incapable of bearing the weight of the machine with or without a load, and may collapse without warning;
 - Underground services – sewers, drains, manholes, gas and water mains etc, may be damaged by the weight of the machine and may collapse causing machine to overturn;
 - Gradients - The maximum gradient on which a MEWP may operate should be clearly marked on the platform, and inclinometers should be provided to enable an operator to establish the slope of the ground.
 - Weather conditions – heavy or prolonged rain may alter ground conditions and cause sinking. Adjust or check leveling, packing mats etc, if you suspect that the ground is getting softer. A

check on the changing ground conditions should be made at regular intervals thereafter. The same regular checks must be made when frozen ground is thawing out. Frozen ground can appear much firmer than it actually is;

- Temporary hole coverings – in slabs when flush and dusty, can be missed and pose a threat to the MEWP.

1.16 Position the vehicle;

- MEWPs fitted with outriggers should always be operated in accordance with the manufacturer's instructions
- ensure that the machine is leveled in accordance with the Operator's Manual and located on a firm surface
- check that each outrigger and any spreader plates or packing is in full contact with the ground

1.16.1 If the stabiliser /outrigger jack legs of the platform are likely to cause damage to the carriageway or pathway, then wooden blocks should be used.

1.16.2 Drop the Stabiliser legs (where fitted) until engaged and level the MEWP.

1.16.3 Re-check ground stability under legs and wheels

1.16.4 There is an inter lock device to prevent boom operation without the legs being down, any alteration or tampering with interlocks or other safety devices is gross misconduct and a dismissible offence.

1.17 Using the Platform;

1.17.1 All users and persons working with or in the vicinity of MEWP must wear a Safety Helmet. Safety Helmets should be worn with a chin strap when working in the MEWP basket to avoid the danger of it falling off.

1.17.2 Before use, the operator is to ensure he is familiar with the tower and its controls, including the emergency lowering procedure.

1.17.3 Ensure that the Safe Working Load is not exceeded. The SWL will be marked on the MEWP bucket/working platform and is 200kg for most MEWPs on Amey street lighting contracts. Check that the combined weight of operator and any equipment /plant /lanterns /brackets does not exceed the SWL.

1.17.4 Ensure that the Safe wind speed and the Safe Gradient have not been exceeded.

1.17.5 Check the safety harness and lanyard for condition and that it is the correct type for the task.

1.17.6 Enter bucket/working platform and fix harness lanyard to safety anchor in bucket/working platform.

1.17.7 Again inspect area for overhead lines, and when satisfied that the area is clear, raise the boom to gain access to the equipment to be worked on. Never swing the basket over any part of a live carriageway.

1.17.8 All works must be carried out from within the confines of the bucket/working platform.

1.17.9 In no circumstances must the tower be moved whilst the boom is in operation.

1.17.10 Check with operative on ground /Visually inspect the area below that is clear before lowering and docking the bucket/working platform into position.

1.17.11 Unfasten harness lanyard and exit bucket/working platform

1.17.12 Keys should be removed from vehicles when not in use.

1.18 When leaving site

1.18.1 Position vehicle in a safe place, and remove the traffic management in accordance with the "Safety at Roadworks and Streetworks" Code of Practice.

- 1.18.2 De-energize the hazard beacons when you have rejoined the carriageway and are traveling at a sufficient speed.

LIFT TEAM

The details of this lift plan, along with the associated risk assessment, and safe systems of work have been brought to the attention of and explained to, the persons listed below, who have acknowledged they understand the contents, hazards and associated control measures.

OTHER RELEVANT DOCUMENTATION (*list and attach*)

NAME	POSITION	SIGNATURE	DATE
	SITE/PROJECT MANAGER		
	LIFT SUPERVISOR		
	CRANE OPERATOR		
	SLINGER/SIGNALLER		

This plan is specific to the lift as detailed in the scope of works

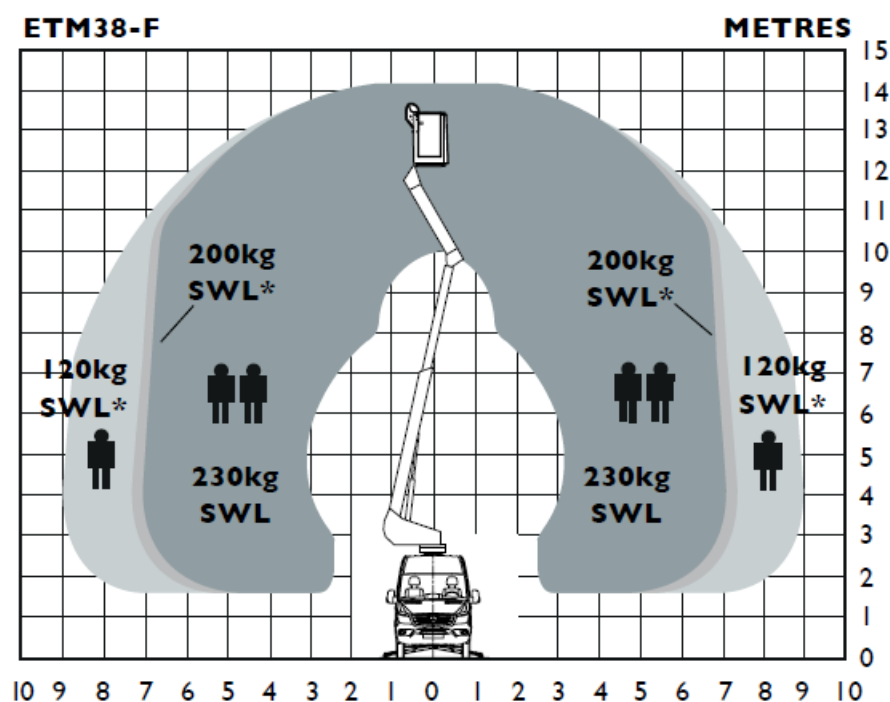
In the event of any changes to circumstances, personnel or equipment, the plan must be reviewed and revised by the Appointed person and any changes re-communicated to the lift team

Appendix 1 – Load diagrams / Technical details

SPECIFICATIONS

	4.7T GVW Jumbo Ford Transit	5.0T GVW Mercedes Sprinter VW Crafter	5.2T GVW Iveco Daily 50C	7.0T GVW Iveco Daily 70C
Working height	14.3m	14.3m	14.3m	14.3m
Platform height	12.3m	12.3m	12.3m	12.3m
Max. outreach with LMC*	9.0m	9.0m	9.0m	9.0m
Max. bucket capacity	230kg	230kg	230kg	230kg
Flyboom	120°	120°	120°	120°
GVW	4700kg	5000kg	5200kg	7000kg
Max. slope	3° / 5°	3° / 5°	3° / 5°	3° / 5°
Payload (after driver, passenger & fuel)**	800kg	1000kg	1500kg	2700kg

*Subject to options fitted to mounting vehicle **Subject to options fitted



Working envelope at 120kg/200kg/230kg bucket SWL

Appendix 2 – Recovery Plan

See STRTLIGHTING-HS-SSOWMS01MEWP-FO-02 APPENDIX a Recovery Plan