

Safe System of Work for Surveying, Setting Out and Site Inspections

a. Purpose:

To provide guidance and a series of actions, on how to prevent injury and/or ill-health associated with the carrying out of surveying, setting out or site inspections and to mandate all employees to demonstrate compliance with all applicable legislation.

b. Scope:

Applicable to all employees engaged in surveying, setting out or site inspections.

c. Definitions:

Surveying is the process of collecting and recording measurements or topographical data on site.

Setting Out is the process of physically marking out site data held in digital/paper format.

Site Inspection is the process of conducting a visual inspection of a location outside of the office including health and safety inspections or Safety Audits.

All of the above operations may take place on or adjacent to existing roads in normal conditions or at/during roadworks operations.

Line Manager is the person directly responsible for the day to day management of the project that the Surveying/Setting Out/Site Inspection is required.

The Activity Planner is the person who prepares the Site Specific Risk Assessment for the work.

The Surveyor is the person who carries out the Surveying/Setting Out/Site Inspection.

d. Relevant Risk Assessments may include but not limited to:

RA 001: Lifting Operations

RA 016: Working on/adjacent to Water

RA 004a: Biological Hazards

RA 004b: Weils Disease

RA 004c: Infectious Diseases

RA 006: Confined Spaces

RA 009: Lone Working

RA 012: Manual Handling

RA 013: Noise at Roadworks

RA 014: Personal Protective Equipment

RA 017b: Slips, Trips and Falls on a Construction Site

RA 019: Mobile Construction Plant

RA 012: Working on Roads or at Roadworks

RA 028: Children and Unauthorised Public

RA 033: Harassment from the Public

RA 044: Working outside in All Types of Weather Conditions

RA 052: Generic Risk Assessment for Surveying, Setting Out and Site Inspections.

e. Roles and Responsibilities:

At the beginning of each programme period the relevant line manager for any teams involved in Surveying, Setting Out or Site Inspections shall in consultation with their team agree assignment of roles and responsibilities with respect of this Safe System of Work. These shall be documented below in section f.

These responsibilities are specific to this Safe System of Work and are to be read in conjunction with the other roles and responsibilities assigned to the post-holder in the Roads Safety Statement.

f. Procedure:

1) Operation Planning and Design	
Item:	Responsibility assignment and date
General:	
<ul style="list-style-type: none"> ▪ Assess type of location and nature of work to be undertaken and identify how work will be carried out, i.e. from vehicle, on foot on verge/footway, on foot in hard shoulder/carriageway. 	
<ul style="list-style-type: none"> ▪ Prepare Site Specific Risk Assessment using DCC SSWP for Site Surveys and Inspections (having regard to generic risks assessments above and in particular RA052) 	
<ul style="list-style-type: none"> ▪ Identify location and contact telephone of nearest first aid / doctor and include on Contact section of DCC SSWP for Site Surveys and Inspections. 	
<ul style="list-style-type: none"> ▪ Where operation involves lone working arrangements assess likely risks and implement Lone Working Arrangements appropriate to the situation. As a minimum Office to know where employee is working and how they can be contacted. Confirm employees are medically fit and suitable to work alone. 	
<ul style="list-style-type: none"> ▪ If Traffic Management is required prepare Site Specific Traffic Management Plan is prepared for all phases of the operation. 	
<ul style="list-style-type: none"> ▪ Arrange and support resources required from other departments or third parties. (E.g. to implement Traffic Management, assist with access, lifting manholes, identification of features etc.) 	
<ul style="list-style-type: none"> ▪ 	
Plant and equipment:	
<ul style="list-style-type: none"> ▪ Identify and arrange availability of appropriate plant or equipment needed to carry out works safely (if any). 	
Materials:	
<ul style="list-style-type: none"> ▪ Identify materials needed (if any) and source a copy of any relevant MSDS where applicable. 	
Training Requirements:	
<ul style="list-style-type: none"> ▪ Staff should be instructed on the relevant risk assessments set out in Section d via a rolling programme of Toolbox Talks 	
<ul style="list-style-type: none"> ▪ Ensure that staff have training relevant to the task, including as a minimum but not limited to: <ul style="list-style-type: none"> ○ Safe Pass ○ Manual Handling 	
Personal Protective Equipment:	
<ul style="list-style-type: none"> ▪ Ensure that staff have suitable PPE as identified in the Risk Assessment including as a minimum but not limited to: <ul style="list-style-type: none"> ○ High Visibility Clothing ○ Safety Boots / Safety Wellies ○ Hard Hats (where working on a live construction site) ○ Gloves 	

2) Operations:	
Item:	Responsibility assignment and date
<ul style="list-style-type: none"> ▪ On first arriving at site the DCC SSWP for Site Surveys and Inspections should be reviewed and any necessary amendments/additions made. Before commencing work all control measures must be in place and this should be confirmed by ticking the CIRCLE on the above SSWP. Appropriate PPE must be worn as identified in the Risk Assessment. 	
<ul style="list-style-type: none"> ▪ Where a Traffic Management Plan is required the Traffic Management for the relevant phase of work must be in place and operational <u>before any work commences</u>. 	
<ul style="list-style-type: none"> ▪ Where any initial assumptions during planning of the work (Risk Assessment or Traffic Management Plan) are found to be incorrect or inappropriate, revert to the Activity Planner identifying any material differences to determine if any additional control measures are required. 	
<ul style="list-style-type: none"> ▪ Line management should monitor compliance with this Safe System of Work 	

3) Records and Closeout:	
Item:	Responsibility assignment and date
<ul style="list-style-type: none"> ▪ Copy of DCC SSWP for Site Surveys and Inspections and any TM Plans to be retained in the Design Stage Safety File; 	
<ul style="list-style-type: none"> ▪ Copy of any monitoring of implementation of this SSWP carried out by Line Management to be included in the Design Stage Safety File. 	
<ul style="list-style-type: none"> ▪ Close out sheet to Section 12 of Safety Management System (Green Folder) is not used. 	