Groundscan Ltd Standard Method Statement	GSMS Rev 2019
Project:	**Utility Survey**

Methodology Planning & Control for Utility Surveying

a) This document sets out the plan of how the survey is to be carried out, and the manner of controlling the work to ensure it is completed safely, and to a high quality with the resources available.

b) This document should be read alongside our risk assessment for the project, and working practices must allow for any control measures outlined within the risk assessment to be implemented. If in doubt; safety should overrule productivity at all times.

c) The usual sequence for sub-surface utilities investigations is outlined below. This may however, be changed to suit local site conditions.

d) Topographic surveying may be carried out concurrently with utilities surveying procedures.

1) Contractor details:	**Company Name:**	Groundscan Ltd		
	Company Address:	Unit 4 the Old Glove Factory, Bristol Road, Sherborne, Dorset, DT9 4HP		
	Project Manager:	Adam Glegg		
	Tel:	01935 389 123		
	E-mail:	adamglegg@groundscan.co.uk		
	Site Person in Charge & mobile No.	Adam Glegg – 07702 799 382		
2) Client representative name & contacts at site				
3) Site address and location of work:				
4) Task or project being undertaken:	Type B Utility, GPR and drainage survey		**Start date/time:**	
			Anticipated Finish date/time:	
5) Arrangements for demarcation of these works.	Survey areas agreed prior to surveys commencing. Drawings detailing extents of survey to be kept in site vehicle.			
6) Access & egress arrangements to/from site and the working place(s)	Designated area off site			
7) Pre-survey suggestions to be implemented ahead of survey works taking place. **These are usually implemented by the client or a third party and may increase both the accuracy and completeness of achievable survey results.**	We recommend that the survey area is cleared ahead of, and for the duration of the survey, as vehicles, construction materials, temporary fencing or other obstructions may limit the effectiveness of our investigation. If practicable, areas of vegetation should be cleared ahead of our arrival. If practicable, areas of grass should be topped/mown as short as possible ahead of our arrival. Instruction should be given to estate management or grass mowing teams **not** to operate whilst surveying is underway, unless agreed with the survey team, as survey ground markings may be lost; necessitating works to be re-done. If possible, site occupiers should be made aware of our survey and requirements ahead of our arrival. The client should make us aware of any known unusual or site specific hazards as soon as is reasonably practicable, and ahead of our arrival on site.			

8) Usual Sequence of operations, and techniques employed. This may vary to suit local site conditions.	8.10 On arrival at site survey personnel are to book in at the site security or guardroom, if present, then to the client's site office to sign in.
	8.11 All personnel are to put on appropriate PPE.
	8.12 Cautious site walk over to check for hazards not covered by our RAMS
	8.13 Existing record drawings, if available, are referred to and can be valuable as a guide to the possible position of services, and in establishing the nature of services found that may otherwise be recorded as an unidentified service.
	8.14 The survey area is walked over and visually inspected for signs or evidence of buried services. Features of interest including trench lines, inspection covers, rising services, services furniture, valves etc. are noted and later investigated during the survey.
	8.15 Drainage covers are lifted. Drainage routes and connections may be established either acoustically, with drain tracing dye, by using ground penetrating radar or by passing a signal transmitting sonde along the run.
	8.16 Inspection covers are lifted and direct connections are made to valves, hydrants etc. Cables are clamped and their routes traced across the site.
	8.17 Temporary signal generator connections are made to the outside casing of lighting columns, lit signage, cabinets and other street furniture. (No Actual electrical connection is made)
	8.18. A sweep is made over the site, using electro-magnetic locators, over an orthogonal grid in passive modes.
	8.19 In suitable areas EM induction is used to apply an active signal to services found during the passive sweep
	8.20 A parallel sweep is made over the site using the induction principle at approximately 25 metres spacing.
	8.21 GPR is used to target known services that have not been brought to light by other techniques.
	8.22 GPR is employed over an orthogonal grid of the site to search for previously un-located services.
	(8.23 Where Land surveying – Topo Required - Survey results & topographic detail are coordinated using Total station EDM of RTK GNSS.)

	8.24 Consumables e.g. disposable gloves, spray paint cans etc. to be removed from site and recycled/disposed of appropriately.
	8.25 Work areas to be left clean & tidy.

9) Tools, equipment, plant, vehicles, machinery and instruments needed by staff and/or contractors to undertake the work tasks.	General hand tools, hydraulic/leverage manhole lifter, ground penetrating radar (GPR) instruments, electro-magnetic locators, pulse induction metal detectors, flux gate magnetometer, real time kinematic (RTK) global navigational satellite system (GNSS), drainage reel & sondes, Flexi-trace system, range of manhole keys, Signal transmitters (Radio detection TX10), signage, barriers, cones, diesel van, tripods, detail pole & prism, gas detector.
	All equipment calibrations kept in date. Daily checks made to ensure instruments function correctly.
	Barriers and signage will be used to warm and safe guard
10) Known hazards, risks and dangers associated with the work activities:	See accompanying risk assessment.
11) Client or site specific safety rules applicable to the project and work place.	To be advised by client.

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12) Emergency Preparedness – include the procedures to be put in place on this site for accidents, accidental asbestos disturbance events, major spillages, terrorist alert, etc: Attach or append detailed plans of best directions and route to local A&E hospital.		12.1 12.2 --- 12.3. Site supervisor 12.4. Any incident or near miss to be reported directly to the client's representative as soon as reasonably practicable.
13)  **First Aid**	**Name of on-site first aider(s)**	
	First aid box or medical centre location:	First aid box in van, behind passenger seat.
14) Asbestos Containing Materials (ACM) management arrangements.		N/A

15) COSHH hazardous substances likely to be used:							
							
Applicable to this project or works:	Toxic or Very Toxic	Harmful or Irritant	Corrosive	Dangerous for the Environment	Oxidising	Highly flammable	Explosive
	No	No	No	No	No	No	No

16) Any Others – state details:	None
17) COSHH materials storage arrangements:	N/A
18) Welfare requirements for this project or task:	

Personal Protective Equipment

	PPE Items	Applicable:	Specify the exact Type of PPE to be worn on this site and/or doing this task	State the Safety and/or Occupational Health Reason the Item is needed
19) Personnel Protective Equipment Requirements:	 Safety Boots	Yes	SAFETY BOOTS S3	As per safe working procedures, boots to be worn at all times. Lace up only – no rigger boots.
	 Hard Hats	Yes	EN166 1B	To be worn when working in designated hard hat areas, when working near moving plant, under scaffolding, or as instructed at site induction.
	 Safety Gloves	Yes	EN388 2111/4121	Nitrile disposable gloves worn under nitrile outer gloves for drainage operations. Nylon abrasion resistant gloves worn for manual handling and using Hand tools
	 Hearing Protection	Yes	EN352 - 2	Hearing protection carried in site vehicle. Not usually required for survey works.
	 Eye Protection	No/Yes	EN166	To be worn when using hand tools.
	 Face Protection	No	EN 14594	N/A
	 Body Cover / Overalls	No	ANTISTATIC	Anti-static, fire retardant coveralls carried in site vehicle.
	 High Visibility	Yes	Vest (full arm), trousers (full leg)	As a minimum, hi-vis vest to be worn at all times. High vis trousers to be worn if required by local site rules.
	 Respiratory Protection	no	EN140	N/A

Any Other PPE required:	Foul weather clothing, wide brimmed hat, sunscreen, insect repellant.

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All work shall be undertaken by suitably qualified competent persons or other staff under the direct supervision of qualified competent persons.

The production of this Method Statement does not replace or preclude the use of 'point of work' operatives on-site risk assessment.

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Any person: If in any doubt whatsoever on any safety issue at the work site, or with the work activity, or with any work equipment being used – **stop and ask.**

TSMS Prepared by:	Adam Glegg		
Position:	Lead surveyor /Director	**Date:**	

Items Attached:	Yes ✓ - No ☐	Attachment References or Comment
A. Task Specific Risk Assessments	✓	Attached on email.
B. Competence Certificates	X	Operations office holds certificates
C. Sketches & Photos	✓	Survey team to produce survey drawings
D. Site Layout Plans	✓	Plan of survey area to be carried in vehicle
E. Material Safety Data Sheets	X	Survey paint & diesel. COSHH certificates held at office.
F. Emergency Procedure Plans	X	Client's site emergency procedures to be followed, if provided.
G. Map & Directions to Local A&E	✓	Address given above. Satnav fitted in vehicle for directions
H. Client and/or CDM Principal Contractors' Site Safety Rules	X	
Other, please state		

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Method Statement Briefing Record

Operatives, contractors, client employees and other parties involved with the survey works must be briefed on this document.

Briefing delivered by: Adam Glegg

Position: Director/Lead surveyor

Date:

We (the undersigned) have been briefed. We have read and understood the attached method statement and risk assessment and will comply with the specified requirements and control measures.

Name (Print):	H&S Competence	Signature:	Date:
Adam Glegg	CSCS (02603608) exp. end Oct 2022		