

## **SECTION 1: Site and Contractor Details**

This section is divided into 4 sub-sections in which a successful application would require all fields to be populated with the relevant information:

### **1.1 The site – Details of the site or premises to be connected/works will take place.**

This section will require the address of the site or premises, in which the proposed wastewater connection is for. The postcode (or nearest known postcode) should be inclusive of the address.

### **1.2 The contractor – Company/Individual who will carry out the work.**

All information regarding the contractor carrying out the proposed works must be populated within the relevant fields.

### **1.3 CDM**

#### **'Is the project notifiable under the CDM regulations 2015?'**

Construction work is notifiable to the HSE if the construction phase is expected to last more than 30 days or 500 person days of construction work. If the answer to this question is yes then it is recommended that you fully understand your duties under the CDM Regulations 2015 whether you are the contractor or the principal contractor for the project.

For more information visit <http://www.hse.gov.uk/construction/cdm.htm>

If the project is notifiable under the CDM regulations 2015, then all fields within this subsection should be completed. Copies of any formal correspondence (approval or rejection notice) will be issued to the principal contractor identified within this subsection by email.

It is important to note that it is the principal contractors' duty to ensure effective management of health and safety throughout the construction phase of the project. The principal contractor should ensure that hazards are identified and are properly controlled in respect to the construction phase of the project. Therefore, it is the principal contractors' duty to ensure the contractors method of working and risk assessments are to an acceptable standard.

Within the application, United Utilities identify the typical hazards associated with making a connection to the public sewer (see Section 4.1). The list of hazards is not exhaustive and a site specific risk assessment should be carried out to assess any additional hazards arising from the task.

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United Utilities will appraise the competency of the contractor intending to carry out work on the public sewer; however, this does not detract from the duties of the principal contractor

who retains responsibility for managing construction activities and the health and safety of their contractors and sub-contractors.

## **1.4 The proposed work – Type of work to be carried out. A separate application to be made for each individual connection.**

Please select from the following connection methods detailed on the application form.

Selection should be marked on the application form with an 'X'. If the proposed connection method falls into the 'other' category, please specify within the field instead of marking with an 'X'.

If the application relates to a foul water and surface water connection, a separate application form will need to be completed for each connection.

## SECTION 2: Classification of Space

Within this section you will be asked choose the classification of confined space in which the proposed connection will fall into. United Utilities have detailed the parameters for the classification of confined space so please read through and mark with an 'X' accordingly. Below are the classifications of confined space, relative to sewer connection activities, inclusive of the minimum training requirements as detailed on the application form:

Classification	Criteria
<b>Low Risk Entry</b>	<ul style="list-style-type: none"> <li>• Manhole/inspection chamber less than 1.5m deep.</li> <li>• Junction connections within excavations less than 1.5m deep.</li> <li>• Pipe diameter less than 300mm diameter. Does not require the use of self-rescue BA. Adequate natural ventilation. No likely risk of flooding.</li> <li>• Confined space entry only by qualified persons to comply with the 'The Confined Space Regulations 1997' with safe systems of work and emergency procedures.</li> </ul>
<b>Medium Risk Entry</b>	<ul style="list-style-type: none"> <li>• Manhole depth greater than 1.5m, less than 7.0m with straight vertical access via fixed ladder or rungs.</li> <li>• Excavation depth greater than 1.5m, less than 7m. Requires the use of self-rescue BA.</li> <li>• Realistic risk of a specified hazard.</li> <li>• Certification is required for every Operative involved in the proposed work: City and Guilds or CABWI Level 2 Award in Working in Medium Risk Confined Spaces in the Water Industry (6150-02).</li> </ul>
<b>High Risk Entry</b>	<ul style="list-style-type: none"> <li>• Manhole depth greater than 3.0m with multiple stage landings or non-standard entry.</li> <li>• Excavation depth greater than 7.0m. Requires a traverse within a sewer.</li> <li>• There is a specified hazard to be encountered.</li> <li>• Certification is required for every Operative involved in the proposed work: City and Guilds or CABWI Level 2 Award in Working in High Risk Confined Spaces in the Water Industry (6150-03).</li> <li>• Further information may be required following an initial assessment for High Risk entries.</li> </ul>

## SECTION 3: Supporting Information

A successful application would consist of a completed application form and the supporting information detailed within this section.

**Failure to submit any of the required information would result in the rejection of an application.**

Information required:

Manhole details (drawing) as appropriate, including the method of connection onto the new and/or existing manholes (for low, medium and high connections).

Any works which requires an installation of a **new manhole** or an alteration to an existing United Utilities manhole must have the construction detail attached. The proposed benching layout must be included with a minimum accessible landing of 500mm (for new manholes).

Please refer to United Utilities Standard Details which are available on request for the construction of new manholes.

For **existing manholes**, the connection must not cause detriment to the existing access arrangements. New connections will be turned into the flow with the use of a 45 degree channel section. 'T' junctions are not acceptable in foul systems.

Copies of all relevant confined space certification to City and Guilds / CABWI standard for Works Supervisor and all Operatives carrying out work (for medium and high risk sites).

The City and Guilds/CABWI certificate itself would be required and not the training providers own certification. If the City and Guilds/CABWI certificate has not arrived due to only just completing the course, then a covering letter from the training provider would be valid for up to 1 month from the date of successfully completing the course. For connections which fall into the 'Low Risk Entry' category, the certification would not need to be included in the submission of the application.

Please note that at least two operatives will be required to carry out a Medium Risk connection.

Evidence of public liability insurance with a minimum £5mn cover (for medium and high risk sites).

For connections which fall into the 'Low Risk Entry' category, the certification would not need to be included in the submission of the application.

## **SECTION 4: Method statement**

This section will address the method of working from start to finish. A successful application will have all fields completed with a comprehensive look at the proposed method of working on United Utilities asset.

**Separate method statements and risk assessments will not be accepted (see Section 3 - Supporting Information).**

Please note when completing this section, it should be site specific to the activities taking place.

### **4.1 – Typical Hazards**

United Utilities identify the typical hazards associated with making a connection to the public sewer.

The list of hazards is not exhaustive and a site specific risk assessment should be carried out to assess any additional hazards arising from the task. It is important to note that by marking 'X' in the required fields, you are declaring that a risk assessment has been carried out and that control measures have been put in place to bring the risk down to an acceptable range.

The Management of Health and Safety at Work Regulations 1999 state that a suitable and sufficient assessment of the risks for all work activities is required for the purpose of deciding what measures are necessary to ensure safety.

### **4.2 – Description of site location and the works to be completed**

This is a summary of the works to be completed and its associated location. Details should include the method of connection, size of the connection and its purpose (Foul Water, Surface Water or Combined Flows), the size of the existing pipe you intend to connect to and its relative depth.

When describing the location, specify where the connection is going to take place relative to the site. Include road names and landmarks where applicable.

### **4.3 – Equipment**

This subsection is divided into 4 fields in which all the tools/equipment to carry out the proposed task can be submitted. This subsection encourages a considered approach to the task at hand and assists us in verifying a contractor's competency for working on United Utilities asset.

If vital pieces of equipment are missing from your submission, to enable you as a contractor to carry out the task safely, a rejection notice will be issued.

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Individuals using the equipment mentioned must be trained and competent to do so. The work equipment must be risk assessed for its inherent use (refer subsection 4.1) to complete the task and control measures utilised to reduce or eliminate the risk.

## 4.4 – People

The individuals physically working on United Utilities asset and the associated works supervisor must be trained and competent in confined space entry.

United Utilities have a minimum training requirement for our personnel in confined space entry and would ask any external contractors to meet this requirement.

The works supervisor must understand that it is their responsibility to ensure that all persons working on the Public Sewer are adequately confined space entry trained to an EU skills standard (City and Guilds or CABWI) and competent to perform their tasks in a safe and appropriate manner.

A successful application will provide evidence that the works supervisor and the nominated operatives meet this minimum requirement. Please note that the certification submitted must meet the classification of confined space entry required (Low, Medium or High Risk). This is inclusive of the works supervisor.

## 4.5 – Method Statement

The method statement will be an in depth look at how the task will be completed from start to finish. The method of working will be specific the site and task at hand, making reference to size, depth and location of the sewer.

Control measures identified from the risk assessments shall be incorporated with evidence of a considered approach. Please note that one of the specified risks of working on live public sewers is the potential of drowning from an increased level of liquid.

The public sewers can be particularly sensitive to changes in weather and the flows can change in an instant. The larger the sewer, the greater the risk. Dealing with flow must be considered in your methodology and be relative to the size of sewer you are working on. If the method statement appears generic and does not provide evidence of the aforementioned criteria, then it may result in a rejection notice being issued.

Additionally, if your method of working is deemed prejudicial or likely to cause detriment to our asset this will also result in a rejection notice being issued.

## 4.6 – Confined Space Entry Plan

This subsection requires your method of entry into a confined space. Structured similar to the method statement, it is a start to finish methodology focused specifically on your proposed method of confined space entry. Those trained and competent in confined space activity will be able to compile a safe working methodology of completing the task which, in doing so, will help us to assess your competency levels in that the work will be carried out in a safe and practical manner.

### What is a confined space?

A confined space is any place, including any chamber, tank, silo, pit, trench, pipe, sewer, flue, well, or other similar space, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

### What are the specified risks?

A 'specified risk' is defined by the Confined Spaces Regulations 1997, as a risk of;

Serious injury to any person at work arising from a fire or explosion

Loss of consciousness of any person at work arising from an increase in body temperature

Loss of consciousness or asphyxiation of any person at work, arising from gas, fume, vapour or lack of oxygen

Drowning of any person at work arising from an increase in the level of liquid

Asphyxiation of any person at work arising from a free flowing solid, or the inability to reach a respirable environment due to the entrapment by a free flowing solid.

All the above risks would need to be considered and with control measures in place respectively. Additional consideration may be if you are to introduce a hazard with the nature of your work i.e. exhaust fumes, sparking tools, unsupported excavations.

The confined space entry plan should be a task specific account of how you intend on practically entering the confined space. This should include any preparation i.e. equipment checks, duty delegation (top man, entrant), notification etc. How you are physically going to access/egress the confined space making reference to the equipment used, the communication regime, any control measures to reduce risk.

Finally, what do you do when you have finished? I.e. equipment storage.

## 4.7 Completing Works

Please confirm the name of person responsible for notifying United Utilities of any residual risks (even if to confirm there are none) and that the works are complete. The nominated person must give 5 working days notice prior to starting works and co-ordinating an inspection with the local Development Support Technician.

### **SECTION 5: Emergency Procedures**

A successful application will require all fields to be completed. In event of any emergency situations which occur whilst working on United Utilities asset, you must notify United Utilities via the centralised number 07826 539459.

The name of the person responsible for reporting any emergency situations or alerts to United Utilities would typically be the works supervisor. The nominated individual must be made aware of his/her duties and have robust emergency procedures in place in event of any emergency situations.

The nearest hospital details must have Accident and Emergency facilities and be within a reasonable distance from the site. Emergency contact details for both on and off site should be provided in case of emergency.

When compiling your confined space emergency procedures for working on United Utilities asset, we have asked you to consider a number of actions in the event of a gas alert, operative collapse within a confined space and injury/illness (major/minor).

The listed actions are not exhaustive and by marking 'X' within the field, it is important to note you are declaring that you have read and considered the actions within your confined space emergency procedures.

Reporting an emergency situation to United Utilities is mandatory. It is important to note that The Confined Spaces Regulations 1997 requires you to put in place adequate emergency arrangements prior to starting work.

### **SECTION 6: Declaration**

Read carefully through the declaration and ensure that you understand/accept the requirements stated. Complete all fields and when you have a full application to submit, this can be sent via email or postal service detailed on the front page of the application form.