



METHOD STATEMENT

HEALTH & SAFETY SEQUENCE OF WORK PROCEDURE WHEN ARRIVING AT CUSTOMER SITE TO CARRY OUT RPZ TEST

Upon arrival at Ultravalve, engineer to liaise with Joy Cooke on days work schedule to check paperwork, contact details, site address, spares requirements, mobile phone, location maps or GPS (using GPS is preferred, maps only to be used as backup).

Engineer to check and discuss last year's test certificate if applicable, for any variations and site conditions, to comply with new Health and Safety requirements.

Proceed to site

Engineer to make contact with allocated contact on site when arriving

Engineer to telephone Ultravalve office to report arrival

Customer Induction on site (if applicable)

All P.P.E. requirements must be adhered to.

Ultravalve expect engineers to always wear overalls, high visibility vests, safety boots or shoes and carry with them safety helmet, ear defenders and safety spectacles at all times.

Engineers to carry all paperwork issued by office with them.

The Engineer should always ensure he is escorted to the place where the RPZ valves are installed (if applicable).

Proper consideration should be taken to the accessibility of the valve to be tested.

Our Engineers will work from a 2 tread "4 sided guardrail safe working step ladder as required by HSE" kitemark to BS EN131 with working heights of 1.84m up to a maximum of 2.34m, any valve installed above this height will require site to provide a safe working platform for engineers to work from. (see attached specification)

If you are unable to test or repair valve, the valve needs to be removed from pipework for repair or it is the responsibility of the site concerned to provide proper and safe access via scaffold/platforms for engineers to work from.

Only when Engineer is satisfied the sufficient protection has been taken on maintain his safety and the safety of people on customer site will any work be carried out.

Isolation of the RPZ valve will be necessary to carry out a proper function test.

It will be pointed out by our Engineers to the end client, that water flow will be interrupted for a minimum of 15 to 30 minutes or possibly more if the valve fails the test.

End client must take into consideration any effect of the process that turning water supply off will have to his particular site conditions.

Attention will always be given by our engineers to site conditions/area requirements and under no circumstances will our engineer breach any statutory Health & Safety regulations on customer sites.

Engineer to record serial number of RPZ valve. If the serial number is not visible, engineer to put Ultravalve I.D. Tag on valve.

On completion of test, engineer will complete appropriate WTI Water Industry paperwork and get all relevant paperwork signed by customer.

Our engineer will at all times have a copy of WTI Training Certificate, our Insurance Certificate, Water Hygiene Certificate, Method Statement, Risk Assessment and WRAS AIM 08-01 leaflet, should customer request to see any of them.

If for any reason the RPZ valve should fail the test, then unless otherwise directed before his visit, no remedial work will take place at this time Engineer should ring office and report his findings.

Customer Certificate will show that the valve has failed and the customer will be advised to contact Ultravalve office to discuss remedial work and agree to costs, before commencement of work.

Engineer to contact office on departure of site.

