

PROCEDURE BAG 106	Issue	1.0
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RECORDING OF BURIED SERVICES	Author	J.H.
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Purpose: This Procedure is designed to be used by any Volunteer involved in the installation of buried services anywhere in and around the Broadway Station site. This includes the station itself, the approach road, adjacent embankments, the track bed and the car park. It also includes services that may only be of a temporary nature during the construction phase, and any ducting, cabling and pipe work which may not initially be brought into use. In addition, when any underground services are disconnected and/or removed, this information should also be provided in order that the site records can be updated.

Background: In order to comply with the Construction Design & Management Regulations (CDM), it is necessary to provide a full and accurate record of the complete installation. This does of course include all buried services. In addition, and for obvious Health & Safety reasons, we need to know exactly what is in the ground during the construction phase of our project. This is in order to avoid damaging such services or indeed hurting any individual engaged in constructing additional works.

Actions: The BAG nominated CDM Coordinator under the CDM Regulations is Gordon Wood, who will maintain a plan giving details of all such buried services throughout the construction period. This plan is to be kept in section 6 of the Health & Safety Manual, which is located in the H & S drawer of the filing cabinet in the site office.

It is a requirement that details of any works described above are promptly documented and a record placed in section 6 of the H & S Manual, so that these can be incorporated onto the plan in a timely manner.

The CDM Coordinator, will on a monthly basis, check the file for new information and arrange to update the plan as required.

Details of the information required follow overleaf.

Note: Where it is intended to use machinery to perform the excavation, or if any doubt exists as to the existence of underground services, then either a CAT scan should be undertaken or a hand digging exercise, in order to locate such services, prior to any work commencing.

Information Required:

- 1) Sketch of the route of the buried service
- 2) Details of what has been buried and the protection used
- 3) Dimensions of both the length and the depth of the buried service
- 4) A reference point from which the dimensions have been taken
- 5) An indication as to whether the service is “live”, temporary or permanent
- 6) Date installed and the name of the person responsible