EDINBVRGH ROADS SERVICES

Safe Work Method Statement SU10

Division:	Roads Operations	**Workplace location:**	City of Edinburgh
Work Activity	Clarence Response Units, Minor repair works – shallow excavations. 100mm – Carriageway & 80mm – Footpath.	**Date:**	November 2025
Site Management:	Team Leader	**Responsible Person**	Skilled Roadworker

SAFETY FIRST - Before leaving the depot do you have your site safety pack?

Team Site Pack	**This Safe Working Method must be read in conjunction with:**	**Work Activity must be read in conjunction with:**
- Site Instruction Site Location Works Plan - Site Drawings Surfacing, Drainage, hard land, Carriageway markers) - Site Specific Risk Assessment - Site Diary - Resources & Materials - Risk Assessments & Safe Working Methods - Method Statement example	- RO-SWM-MH01 – Manual handling & lifting - RO-SWM-GE02 – Lone working - RO-SWM-GE04 – General safety pointers - RO-SWM-TM02 – Minor works & mobile lane closures - RO-SWM-TM03 – Signing for Roadworks - RO-SWM-SU02 – Handling of Bituminous Compounds - RO-SWM-DR07 - Driver - General Guidance	- RO-RA-MH05 – Manual handling - RO-RA-GE01 – Handheld devices - RO-RA-GE02 – Lone working - RO-RA-GE04 – PPE Generic - RO-RA-SU05 - Minor Repairs - Clarence response unit - RO-RA-GE11 - Vibration general - RO-RA-EX01 – Buried Services

Personal Protective Equipment (PPE) required to complete the job

Roads Operation issue of safety clothing must be worn. This includes overalls, gloves, high visibility jackets/vests, Hard Hat, safety boots, Eye protection & ear defenders. (HAVs) Hand Arm Vibration monitoring equipment. if required, respiratory protection.

-

Gloves X	Face mask ☐	Eye protection X	HAVs Wear X	Appropriate footwear X	Hearing protection X	Protective clothing X

Health & Safety is important within our business and listed below are some of the initiatives we have taken to ensure your safety.

- All vehicles have a twin beacon bar fitted to the cab roof and a single beacon to the rear as standard.
- The plant & machinery are operative only when the hazard beacon is switched ON ensuring that all personnel are aware that the machine is in use.
- Chapter 8 livery including High Viz rear chevron boards and rear facing doors and edges have red reflective strips fitted as standard.
- Audible reverse alarm and reverse camera fitted as standard.
- Access and egress to and from all vehicles are via 3 points of contact dedicated access steps.

Privacy statement: To complete this Safe Working Method, we need to collect some personal data. We need this to comply with our legal obligations under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. Safe Working Method will be kept securely and retained in accordance with the Council's retention rules, they may be shared internally where it is necessary to meet our legal duty and keep people safe. It is sometimes necessary to share safe working methods records with external agencies such as the Health and Safety Executive or the Council's insurance handlers, but we will only do this when it is necessary and permitted by law. For more information about how the Council processes personal data, and your information rights, please see the Council's Website Privacy Notice

Controls

1. Operatives must ensure they have adequate site information in their pack prior to leaving the depot.
2. Operatives must ensure they have sufficient traffic management on vehicles before leaving the depot.
3. Drivers must insert their driver's tachograph card before carrying out daily checks on their vehicle.
4. Drivers are responsible for carrying their DCPC card when using CEC vehicles.

Site Preparation

1. Traffic controls on all sites must be set out in accordance with Chapter 8, in conjunction with 'the RED BOOK `Safety at Street Works and Road Works` All operatives are trained and hold the relevant street works card.
2. Ensure that all existing services, Water, Gas, Electricity, Telecoms, Virgin, City Fiber, Street Lighting & Drainage etc. have been located and clearly marked with paint or waterproof marking chalk by a competent person. Prior to starting.
3. All public utility drawings must be on site prior to starting. (If excavating to a depth more than 100mm).
4. The area MUST be Cat Scanned prior to starting any work.

Traffic Management - Sequence for setting out signs

You are at increased risk when setting out signing, lighting and guarding, so great care is needed to ensure that you can see the traffic and the traffic can see you. Put your high visibility clothing on before leaving the vehicle.

Follow the sequence below:

1. You must park your vehicle safely. You can park off the road in a position that does not obstruct a footway or cycle route. If you park in the road, you must protect it from traffic going past. Set up a 'Keep right' sign at the outside corner of the vehicle, along with a traffic cone.
2. Set out the 'Road works ahead' sign. Measure or pace out the appropriate distance (D) from the point where your lead-in taper will begin. Then put one sign on the left-hand side (viewed from the perspective of traffic facing the sign) and another on the right-hand side of the road if your risk assessment deems it necessary. (Consult the table in the Setting out site section of this code for the appropriate distance D for different sites).
3. Using the appropriate diagrams in this Code to help you, work back towards the site, placing more signs as necessary. Keep on the verge or footway if you can. If you are on a two-way road, repeat this procedure and place signs for traffic going in the opposite direction, then cone off the works.
4. Always face the oncoming traffic when you set out the cones for the lead-in taper. Start from the kerb or road edge, working out towards the works. Complete the coning around the works, leaving enough room for working space and safety zones.
5. Use cones, 'Keep right' signs, barriers and road warning lights, and an information board to complete the warning, guidance and protection for the works.
6. On completion of work remove all the signs and traffic management in reverse.

General

A substantial amount of works in this category will not require excavation utilising mechanical means, most frequently it will require operatives to 'scrape' away any loose materials, utilising hand-tools & repairing the area using cold bituminous materials.

Where there is a requirement to excavate, the following control measures must be adopted to:

Privacy statement: To complete this Safe Working Method, we need to collect some personal data. We need this to comply with our legal obligations under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. Safe Working Method will be kept securely and retained in accordance with the Council's retention rules, they may be shared internally where it is necessary to meet our legal duty and keep people safe. It is sometimes necessary to share safe working methods records with external agencies such as the Health and Safety Executive or the Council's insurance handlers, but we will only do this when it is necessary and permitted by law. For more information about how the Council processes personal data, and your information rights, please see the Council's Website Privacy Notice

Controls

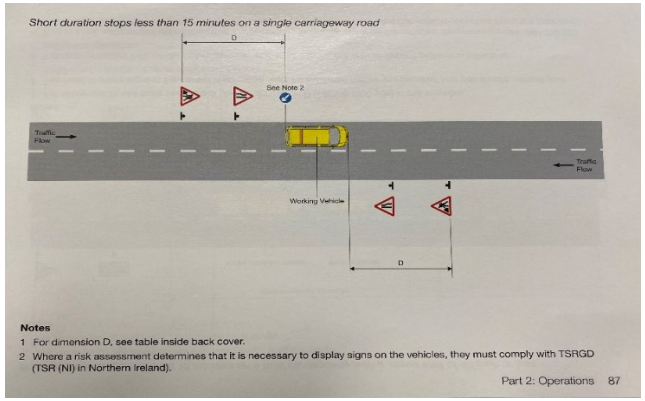
- Cable Avoidance tools MUST be utilised to 'sweep' the area and mark the line of any identified underground services with waterproof crayons or paint.
- Depths of 100mm in carriageways and 80mm in footpaths are permissible without the need for utility information.

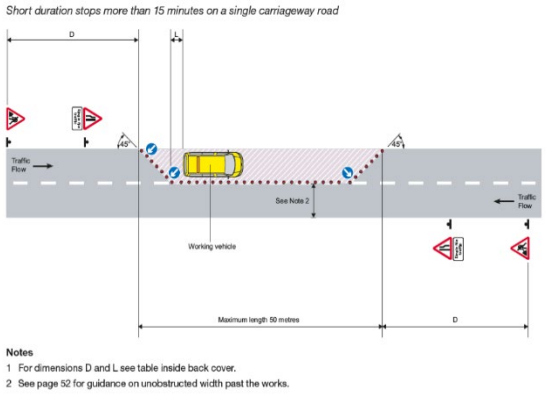
SAFE DIGGING PRACTICES MUST BE FOLLOWED!

- Where the excavation depth is likely to be greater than the above-mentioned depth's, ALL available information MUST be available on site and regularly consulted. Public Utility Drawings and site plans.
- Trail holes must be excavated in areas where the CAT has identified buried services.
- Treat all cables as LIVE.
- If YOU require further information or are unsure, STOP WORK, and consult your Team Leader.
- Operatives must be trained in the safe use of Pneumatic Breakers & must be fully aware of the effects and control measures relating to Hand-arm Vibration Syndrome & Noise.

Process:

- Set out traffic management signing as below shown in RED BOOK - Safety at Street Works and Road Works A Code of Practice
- High viz vehicle with hazard warning lights and roof beacon to protect work operatives.
- Man at work advanced warning.
- Road Narrow
- Direction arrow.
- Cone tapers round the work area.





Privacy statement: To complete this Safe Working Method, we need to collect some personal data. We need this to comply with our legal obligations under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. Safe Working Method will be kept securely and retained in accordance with the Council's retention rules, they may be shared internally where it is necessary to meet our legal duty and keep people safe. It is sometimes necessary to share safe working methods records with external agencies such as the Health and Safety Executive or the Council's insurance handlers, but we will only do this when it is necessary and permitted by law. For more information about how the Council processes personal data, and your information rights, please see the Council's Website Privacy Notice

Operating Procedure – Cold pothole repair

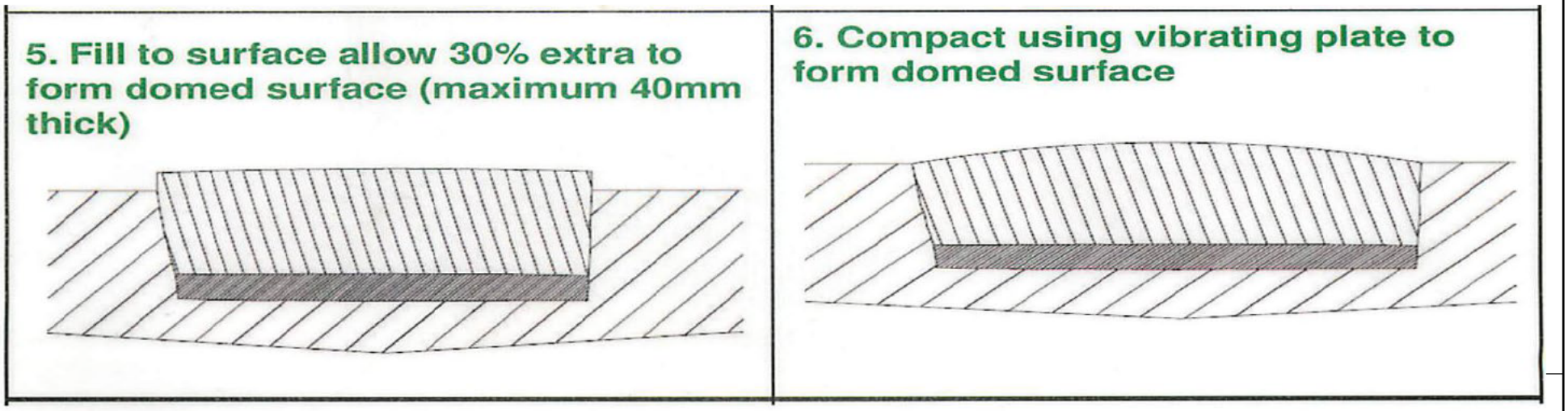
1. Remove loose and cracked edges back to sound material

2. Sweep out pothole and remove debris and water

3. Tack Coat base and vertical faces with spray or brush applied

4. Fill in layers no deeper than 40mm per layer

Privacy statement: To complete this Safe Working Method, we need to collect some personal data. We need this to comply with our legal obligations under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. Safe Working Method will be kept securely and retained in accordance with the Council's retention rules, they may be shared internally where it is necessary to meet our legal duty and keep people safe. It is sometimes necessary to share safe working methods records with external agencies such as the Health and Safety Executive or the Council's insurance handlers, but we will only do this when it is necessary and permitted by law. For more information about how the Council processes personal data, and your information rights, please see the Council's Website Privacy Notice



Checklist

- Trained & Competent Operatives
- All Relevant Documentation available on site
- Cable Avoidance Tool used & in working order.
- The site complies with New Roads & Street Works Act 1991
- Appropriate PPE being worn.
  Adherence to ERS SWM

Training

- Signing Lighting & Guarding
- Cable Avoidance
- Manual Handling
- Hand-Arm Vibration
- Signing, Lighting & guarding

Privacy statement: To complete this Safe Working Method, we need to collect some personal data. We need this to comply with our legal obligations under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. Safe Working Method will be kept securely and retained in accordance with the Council's retention rules, they may be shared internally where it is necessary to meet our legal duty and keep people safe. It is sometimes necessary to share safe working methods records with external agencies such as the Health and Safety Executive or the Council's insurance handlers, but we will only do this when it is necessary and permitted by law. For more information about how the Council processes personal data, and your information rights, please see the Council's Website Privacy Notice

Additional information

HSG47 – Avoiding Danger from Underground Services

Manual Handling Regulations 1992

Vibration Solutions HSG170

Roads Operations Manager	Prepared By:	Date completed:	Next Review
		November 2025	November 2026

Privacy statement: To complete this Safe Working Method, we need to collect some personal data. We need this to comply with our legal obligations under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. Safe Working Method will be kept securely and retained in accordance with the Council's retention rules, they may be shared internally where it is necessary to meet our legal duty and keep people safe. It is sometimes necessary to share safe working methods records with external agencies such as the Health and Safety Executive or the Council's insurance handlers, but we will only do this when it is necessary and permitted by law. For more information about how the Council processes personal data, and your information rights, please see the Council's Website Privacy Notice