

METHOD STATEMENT

This procedure should be read in conjunction with all relevant specifications and standards for Safety, Environment, Engineering, Construction and Reinstatement. The specifications below are those of Utility Support Solutions Limited, however, the specifications of the adopting authorities shall have precedence where they differ from those indicated

Method Statement Title	Excavations General up to 300mm depth.		
Scope	To provide a safe and efficient method of excavating to 300mm in depth to required specifications. The procedure covers works in both public highway and private land.		
Procedure Reference	MS09	Issue Number	01
Issue Date	02/08/24	Review Period	Annually
Originated By	Robin Wilkes	Approved By	Ian McDonald

This method statement has been developed, and must be read, in conjunction with the risk assessment manual. Particular attention should be given to the following risk assessments:

RA #1 – Underground Services	RA #26 – Manual Handling
RA #2 – Overhead Services	RA #63 – Loading and Unloading
RA #12 – Gas Escapes	RA #79 – Lifting Equipment
RA #13 – Using a Jackhammer	RA #E1 – Water from Excavations
RA #24 – Use of Vibrating Hand Tools	RA #E3 – Excavated Materials

Relevant Documentation

HSE Guidance Note HS (G) 47 – Avoiding danger from underground services

HSE Guidance Note GS6 – Avoidance of danger from overhead electric lines

Safety at Street Works and Road Works – A Code of Practice

NJUG – Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees.

Emergency Arrangement Details

			
Fire/Evacuation	First Aid	Pollution/Spill	Other
SP08 – Emergency Preparedness & Response	HSEI01 - Emergency Information	MS04 – Spill Response	SP08 – Emergency Preparedness & Response

Personal Protective Equipment (PPE) Requirements

							
Head (EN397)	Foot (BS EN345-1)	Protective Clothing	Hi-Vis Jacket	Hand (BS EN388)	Eye (EN166)	Hearing (EN 352-1)	Dust Mask (EN149)
✓	✓	✓	✓	✓	✓	✓	✓

Other PPE Requirements: Based on risk assessment (PAM's)

Construction Dust (Note: construction dust is harmful and can lead to fatal lung diseases such as silicosis)

Will the work create dust or fumes?	Yes, during loading/unloading and compaction
Identify control measures to minimize dust/fumes:	Water suppression for dust in addition to dust mask, operatives clean shaven and face fit tested.
If dust cannot be avoided, identify required RPE:	EN149 dust mask during dust creating operations

Hazardous Materials

Are hazardous materials to be used?	No
Are COSHH/DSEAR data sheets available?	Yes

Relevant COSHH Risk Assessments Reference should be made to the USS COSHH Manual.

COSHH #2 - Aggregate	

Permit to Work

Identify any Permit to Work required for this activity?	Permit arrangements under SCO.
Description of Safe Working Method	
All team leaders must have Operative qualifications under New Roads and Street Works Act for Excavating. In addition to this all team leaders as a minimum must have suitably defined and approved Cable avoidance training. All plant operators must have suitable training for the equipment being utilized (NPORS or similar) All operational supervisory staff must have Supervisory qualifications under New Roads and Street Works Act for Excavating. Additionally, all supervisory staff will be provided with a copy of the appropriate documentation detailed above to enable the appropriate advice to be provided if required. This method statement is aimed at providing a safe and efficient method of excavating around Gas apparatus and within the confines of a Gas compound to a depth of no greater than 300mm to assist in the refurbishment of the reinstated surfaces within the specified areas of work. This Method Statement covers works in both public highway and private land. This Method Statement should be read in conjunction with all relevant specifications and standards for Safety, Environment, Engineering, Construction and Reinstatement. 1. Site specific information will be obtained from the Client and the USS competent person will refer to these when carrying out the initial site survey to identify and clarify site specifics. 2. USL will where required advise the utilities companies of the job and a copy of all utility drawings will be obtained. 3. USL will where required notify the roads department of the intended works as required and a provisional commencement date will be obtained. 4. The roads department will be consulted before removing or obliterating permanent traffic signs and advise on completion. 5. All affected stakeholders and others in the vicinity of the works area who may be affected by the work will be informed of the nature of the work, expected duration and the out of hours emergency contact number. 6. Competencies and experience of all site personnel involved in the works will be checked and will include but not be limited to:- a. SHEA GAS b. CSCS / CPCS (as applicable). c. NCO. d. SCO qualifications. e. NRSWA Qualifications. f. Cable Avoidance training. 7. Before any work is commenced on site a Site Specific Risk Assessment will be carried out. Any observations and actions should be noted on the Site Specific Risk Assessment form included in the project file. 8. The completed Risk Assessment form will be signed, dated and retained within the project file. On any subsequent days an assessment should be carried out to ensure that site conditions have not changed. 9. Drawings, material lists and specifications should be checked to ensure that they are relevant to the proposed works. 10. All necessary traffic management systems, signing, guarding and lighting should be in place and operational prior to commencement. 11. Utilities will be identified and legibly marked on the ground surface; where required the utility provider will be contacted for assistance / presence on site to prove the status and ownership of the utility e.g. voltage, dead, pot ended (drilling tapping will be done by the asset owner -the utility provider may make the utility safe to allow the work to progress). 12. Where overhead cables are present the site safety officer or appropriate Electricity Authority should be contacted to determine safe working practices. 13. Each day all plant, tools, materials and equipment should be checked for safety, soundness and fitness for purpose prior to commencement of work. 14. Tooling on site will consist of:-	

- a. CAT & Genny (within calibration).
 - b. Plant Nappies or Drip Trays + Spill Kits
 - c. Signing, Lighting & Guarding
 - d. Welfare Facilities
 - e. Compound
 - f. Hand Tools consisting of
 - Safe Dig tooling
 - Hammers As required
 - Spanners As required
 - Generator As required
 - g. Stihl Saw.
 - h. Excavator + Lifting Slings and shackles with appropriate LOLER certificate)
 - i. Water Pump.
15. The works area will be walked and checks will be made for existing surface defects, damaged structures or boxes and any other anomalies. Any findings should be noted in the appropriate manner and notified to the relevant authority / person.
 16. If there are any concerns about the possibility of the presence of contaminated land which has not been previously identified, no work should be carried out until the Project Manager or Agent has been consulted. Signs of contaminated land may include odour, discoloured run off or discoloured / unusual excavated material.
 17. High visibility jackets appropriate for the road type should be worn at all times when working on or near the highway or in any other location where vehicles may pass in close proximity.
 18. Where necessary, shallow (300mm) trial holes shall be excavated to locate other plant or determine any other obstructions, which may prevent the design route being followed.
 19. The impact of any adjacent open excavations on the proposed works should be considered
 20. The proposed area to be excavated should be marked on site, taking due regard of other utilities, in order to minimise trench widths while taking account of the nature of work to be carried out in the trench. The excavation route should follow that indicated on the proposal drawing for the project. Should any major changes be required from the proposed route due to site conditions, the proposed changes should be referred back to the project designer.
 21. Reinstatement costs of existing permanent surfaces must be minimised by
 - a. Delineating the trench edges in flexible or rigid surfaces by saw cutting or other appropriate method.
 - b. Taking due recognition of the location of other permanently reinstated tracks in relation to the proposed trench to ensure that excessive cut back is not required.
 - c. Carefully removing modular surfaces and safely storing for reuse on completion of the works.
 22. As the excavations may be within 10 metres of a Gas Pressure Regulating Station, NGN will be made aware prior to work commencing
 23. All underground electric cables should be treated as live unless certified as dead by their owner
 24. Hand excavation using appropriate tools will be used to locate buried plant and cables before using mechanical excavation.
 25. A CAT and Genny Survey will be carried out using the CAT in all modes, with the GENNY used first.
 26. Where appropriate direct connections will be made to Street light columns, Electric Services and any other exposed metallic utility.
 27. Where underground utilities are identified as "shallow" i.e. less than the standard depth, the works will be planned to include hand digging of additional trial holes to the side of the track to prove the lay of the main and to expose underground utilities in the area of work.
 28. All excavations will be carried out in accordance with HSG 47 and under no circumstances will excavations be carried out directly above any known apparatus, excavations will be made to the side of the apparatus until the depth can be positively identified.
 29. Mechanical excavation will not be used within 500mm of the known position of any underground plant.
 30. All Excavator Operators will always work under the direction of a Banksman.
 31. NJUG guidance and care should be taken while excavating in the vicinity of trees to ensure that no damage is caused to the root system.
 32. Keep all machinery not in use (road breakers, compaction equipment) away from excavation edges.

33. Take special care when positioning vehicles and other plant adjacent to any excavation.
34. Excavated materials should be promptly removed from site or, where it is intended to reuse them, stacked tidily and at a safe distance from the edge of the trench (See Figure 1).
35. Any excavated materials, which are to be re-used as backfill must be sorted to separate surface materials from subsoil and suitably protected from the weather to maintain the necessary moisture content.
36. All excavated materials should be contained within the signing and guarding system.

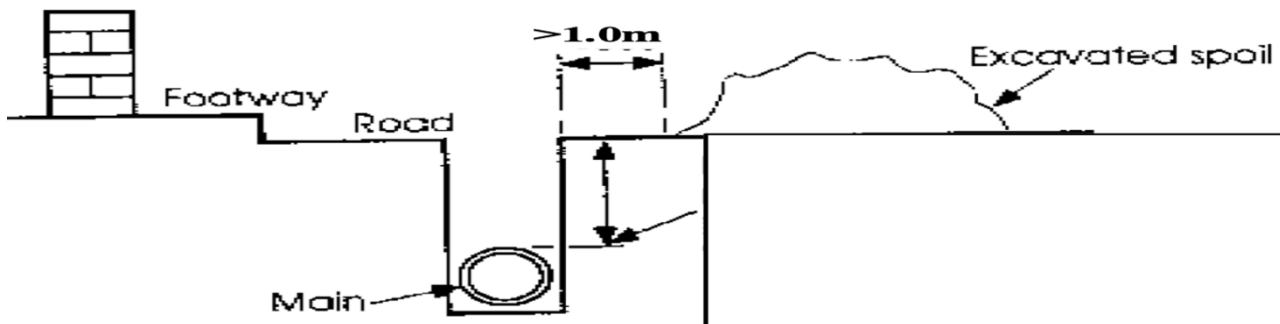


Figure 1 – Typical trench layout

37. Excavate a sufficient area in advance to ensure that the correct depth can be achieved for the finished surface within the specifications can be maintained.
38. If due to local site conditions (other plant, mass concrete etc.) the minimum cover, or any other cover specifically specified by the Designer, can not be achieved the Designer must be notified and no further work at the location carried out until a variation to the Design has been supplied by the Designer.
39. Existing utility plant situated in or across the excavation must be suitably supported as required and must not be used to climb on or rest equipment. Care must be exercised to ensure that any other shallow utilities apparatus, not exposed but adjacent to the excavation is not affected by ground movement.
40. Due to the nature of this works it is unlikely that any trench supports will be required. Where the depth of the excavation is likely to exceed 300mm then works must stop and an alternative SOW must be agreed.
41. During the excavation phase, it may be necessary to install temporary bridging across the excavated area. Where this has been identified then the following will be required
42. General
 - a. Support road-plates by overlapping each side of the excavated area by 600mm.
 - b. Secure road-plates when not attended by pinning or sinking into the roadway.
 - c. All road-plates must be fitted with a non slip surface. It is not acceptable to use a plain steel plate.
 - d. Where pedestrians are crossing an excavation barrier must be provided at the edge of the road-plate or footpath board if there is an open excavation next to the edge.
43. Heavy Traffic (all traffic in roadways)
 - a. Choose road-plate for heavy traffic conditions from table 1.
 - b. A competent person shall supervise installation and daily inspection of road-plates.
 - c. Fully support excavations beneath road-plates frequently used by heavy traffic and secure the plates by pinning or sinking into the roadway.

Max Width of Trench	Road Plate Thickness	
	600mm wide	1200mm wide
200mm	8mm	5mm
235mm	10mm	8mm
550mm	20mm	12.5mm
700mm	20mm	15mm
900mm	25mm	20mm
1100mm	30mm	25mm
1400mm	40mm	30mm

Table 1 – road plates for heavy traffic

44. Light Traffic (occasional use by light traffic across footpaths)

- a. For footpaths, purpose built path boards should be used if no vehicular traffic is to cross the excavation at this point.
- b. Choose road-plates for light traffic conditions from Table 2.

Max Width of Trench	Road Plate Thickness	
	600mm wide	1200mm wide
200mm	5mm	5mm
350mm	8mm	5mm
450mm	8mm	5mm
850mm	15mm	12.5mm
1100mm	20mm	15mm
1400mm	25mm	20mm

Table 2 - Road-plate thickness for Light Traffic

45. Road-plates for use by private cars over trenches less than 600mm wide in driveways to be 5mm thick, and supported by an overlap of 600mm on each side of the trench. (see figure 3)

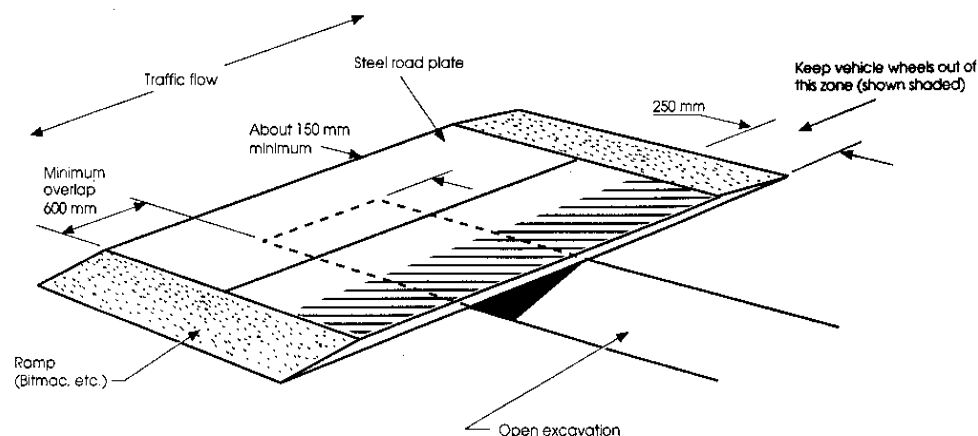


FIGURE 3 -TYPICAL TEMPORARY BRIDGING

46. When water logged ground is encountered, or there is a risk of surface water run off entering any excavation, appropriate water removal techniques should be utilised. If a normal water pump is not adequate to keep excavations clear of water, the Agent should be consulted and where appropriate specialist advice may be sought.
47. All necessary precautions shall be taken to prevent any ground water from entering mains to be used for water supply.
48. The width of any excavation should be kept to a minimum consistent with the method of construction. Additional width may be required at joint and connection holes to allow safe operation.
49. The bottom of the excavation should be trimmed to enable the bedding to be evenly and consistently through out their length at the correct cover.
50. At the start of a new working day or when restarting excavation after a period away from site, the condition of any open excavation will be assessed by the team leader before entry into the excavation.
51. On completion of the excavation, the sides and base of the excavation should be left in a safe condition and with a suitable depth and width for the proposed installation.
52. Open excavations should be adequately protected with signs and barriers when the team is not on site.

Risk Assessment No		RAMS-09		Activity		Excavating		Location		NGN Governor sites		
Assessment Undertaken by		R. Wilkes		Assessment Date		Aug 2024		Review Date		Aug 2025		
Risk Ratings												
Persons at risk (PAR)		Severity / Harm Rating (S)				Likelihood (L)						
E	Employees /Contractors	1	Negligible injury or no injury				1	Extremely unlikely to occur at any time				
P	Members of Public	2	Minor injury requiring First Aid				2	A rare combination of factors would be required for an incident to occur				
V	Visitors	3	Lost time injury				3	Could happen, but considered unlikely under normal circumstances				
C	Clients	4	Single serious injury or single death				4	Not certain, but an additional factor may result in an incident				
		5	Multiple deaths and or serious injuries				5	Almost inevitable that an incident will result - Highly likely to occur				
Tolerance rating												
15 - 25		DANGER - Task/activity should not proceed. Further control measures are to be put in place to reduce risk. When in place the level of risk should be re-assessed for adequacy before the work recommences.										
7 - 14		SIGNIFICANT RISK is attached to this task/activity. Look critically at ways of reducing the level of risk to a more tolerable level by improving existing control measures or by introducing new controls.										
1 - 6		TOLERABLE RISK - Consider if risk is "as low as reasonably practicable", If not try to reduce risk further by improving control measures. Keep under review and continue with task/activity, but with caution										
NB. Full PPE will be utilised as a matter of course during any works undertaken												
Initial Assessment No controls						Risk Mitigation Measures						
Item No	Hazard Identification	PAR	S	L	Score	Control Measures	S	L	Revised Score	Risk Acceptable		
1	Pedestrians & vehicles - Inadequate clearance between equipment and individuals , causing cuts, lacerations, bruising, entrapment loss of	E,P,V,C	4	4	16	Operatives to wear high-visibility clothing and hard hats. Signing and guarding to comply with Chapter 8 and Method Statement and Risk Assessment for 'Signing and Guarding'. Use lookouts / banks men to ensure that vehicles and the public are kept away from the working area Substantial guard rails must be provided to prevent falls into the excavation, e.g. Heras fencing. Where there is a risk of children gaining access ensure that the area is either backfilled, guarded with Heras fencing or securely covered.	4	1	4	Yes		

	digits and limbs. Death.					Walkways must be provided for pedestrians Vehicle parking to be planned and vehicle doors that may obstruct pedestrians and traffic kept closed Working area to be arranged to provide sufficient width for pushchairs and electrically powered scooters for the elderly – secured ramps are to be provided on kerbs. Areas where the customers and the public may walk must be kept free from tools and materials Work is to be stopped and supervisor consulted when customers/public are violent or aggressive				
2	Other Contractor Employees, Members of the Public, Vehicular Traffic.	E,P,V,C	4	3	12	Operatives to wear high-visibility clothing. Signing and guarding to comply with Chapter 8 requirements Use lookouts / banksmen to ensure that vehicles and the public are kept away from the working area when setting out. Utilise Beacons on Vehicles when undertaking all works. Backfill excavations, however where this is not possible place skid-resistance footway board over excavations in the footway. Where road plates are used, they must have a skid resistance surface, they must also be rigidly secured into position. Road plates must be either sunk into the surface of the road or a suitable bitumastic material should be used to provide a ramp to the plate level. Ramp signs must be positioned to warn drivers.	4	1	4	Yes
3	Poor lighting. Slips trips and falls, broken bones.	E,P,V,C	4	4	16	Place Road Danger lamps next to signs which are on, or partially on the footway. Operatives must wear long sleeve high-vis clothing. Hazard warning lights and flashing beacons must be in use.	4	1	4	Yes
4	Excavation / Deep Excavations - Excavation collapse causing crush injuries asphyxiation and death	E,P,V,C	4	5	20	Excavations deemed deep will require Confined Space control measures Works must stop and an alternative SSOW If working in poor ground conditions it may be required to shore excavations. The excavation must be securely guarded with scaffold guarding or crowd control barriers Ensure safe access and egress is maintained via ladders that are footed and secured at the top.	4	1	4	Yes

						Prior to the commencement of any work a risk assessment must be carried out in relation to each excavation If poor ground conditions are experienced then appropriate shoring must be installed. Ensure that a continuous atmospheric monitoring takes place and the results recorded. Inspection of the excavation must take place, in accordance with the inspection schedule. All excavated areas must be protected with a suitable barrier. Safe digging practices must be observed. Works to be Supervised at all times Spoil from the excavation must be stored away from the edge of the excavated area				
5	Use of Plant and Equipment	E,P,V,C	3	4	12	Training in equipment to be utilised No untrained personnel to use equipment No mechanical Excavating within 500mm of any identified underground apparatus.	3	1	3	Yes
6	Hazardous substances, Dusts (Silica / Asbestos) Contact, Skin contact over a long period can lead to severe dermatitis and skin cancer.	E	4	4	16	A material Health & Safety Datasheet is obtained for every substance prior to it being used within the business. Data Sheet transposed into COSHH assessment outlining the correct use of the substance. No employee will undertake any work liable to expose him or her to hazardous substances unless a suitable and sufficient assessment of the risk has been prepared and the steps needed to comply with the regulations has been implemented. Where risks can not be avoided or engineered out suitable and adequate personal protective clothing will be provided as a last resort. Appropriate equipment and maintenance procedures will be implemented with records being kept. Where required appropriate medical surveillance will be provided undertaken by an appointed occupational Doctor. Employees exposed to substances hazardous to their health will be provided with such information, instruction and training as is	4	1	4	Yes

						suitable and sufficient for them to know the health risks associated with the substances they are using. Use hydraulic flag and block cutters where possible Water sprays on cutting saws are to be used to control dust from cutting operations – concrete, flags etc. If no water is available disposable half mask respirators to minimum of FFP3 standard should be used and fit tested to the individual				
7	Noise - Lack of concentration caused by noise possibly causing injury, Deafness.	E,P,V,C	3	3	12	Ensure equipment has been maintained in line with manufacturers recommendations Ensure the correct cutting drill is utilised for the materials being cut Any canopies / Mufflers must be closed when the equipment is in operation Operatives must wear suitable ear protection when noise levels exceed 85db.	3	1	3	Yes
8	Hand / Arm Vibration Causing VWF or carpal tunnel syndrome	E	3	3	9	Operatives are advised not to grip controls too tightly. Operatives must keep their hands and arms warm i.e. wear gloves and suitable clothing to maintain blood supply to the hands, fingers and arms. Periodically rotate the use of vibratory equipment with other operatives by carrying out other operations. Monitor vibration levels daily and report any excessive exposure. Ensure guidance on Vibration assessments is followed.	3	1	3	Yes
9	Working at Height, falls and falling material	E,P,V,C,	3	4	12	Avoid the need to work at height whenever possible. Ensure access ladders are secure at top of excavations. Ensure access steps/ ladders are free from debris and detritus.	3	1	3	Yes
10	Manual Handling - Strains and Sprains to back and muscles.	E	3	3	9	Manual handling to be avoided or reduced as much as possible. Consider the use of mechanical lifting aids before carrying out any lifting activity. Keep any carrying distances to a minimum. Undertake a Manual Handling assessment before lifting. Two operatives or mechanical means must be used if the equipment is assessed as too heavy for one operative Manual Handling training for all site personnel	3	1	3	Yes

11	Electricity and Electric shock activation of Strike alert. Shock and Burns, Death.	E	5	4	20	Contact with underground / overhead apparatus can cause an electric shock if an electric cable has been struck or damaged. Do not touch the equipment. Vacate area immediately.	5	1	5	Yes
12	Excavated spoil Falling into excavations trip hazards	E	3	4	12	Ensure that all excavated spoil is stored at a safe distance from excavation, e.g. if the excavation is 1 metre deep, the leading edge of the spoil must be 1 metre away from the top of the excavation, if the excavation is 2 metres deep, then the leading edge of the spoil must be 2 metres away from the top of the excavation etc. Ensure Excavations are inspected on a daily basis any movement in the excavation must be documented on the excavation inspection from	3	2	6	Yes
13	Materials, plant or equipment falling into the excavation. Lost time injuries head injuries	E,V,P,C	4	4	16	Do not store materials close to the excavation. Do not park or operate vehicles or plant close to the sides of the excavation. Position stop blocks where vehicles or plant must operate close to the excavation Ensure poling boards are protruding over the top of the excavation in order to prevent objects falling into the excavation	4	1	4	Yes

14	Fumes – Asphyxiation Death	E	5	4	20	Do note site petrol or diesel-engine equipment such as generators or compressors in, or near the edge of an excavation unless fumes can be ducted away or the area can be ventilated. Prior to working in excavation do tests for toxic gases or oxygen depletion. This test should then run continually whilst working in the excavation.	5	1	5	Yes
15	Slips, Trips and Falls	E,P,V,C	4	4	16	Access to the working area to be kept clear of tools and materials at all times Working area to be maintained in a tidy condition as work progresses Mud to be cleaned from boots when leaving the working area and mud swept off footpaths Check the condition of stairs or places slips or trips may occur Take extra care in wet or freezing conditions Footwear must fit well - soles to be in good condition and kept clean – Boots must provide ankle support Steps into the vehicle to be kept clear and free from mud. Extra care to be taken if there is no step	4	1	4	Yes
16	Underground Services - Service Strikes, Loss of supply, damage to property, burns to individuals, electric shock, heart failure Death.	E	4	4	16	Read and implement the controls in Method Statement and Risk Assessment for 'Avoiding Danger from Underground Services' Ensure that no mechanical equipment does not operate within 500mm of underground services. Only trained and experienced operatives may carry out excavation activities. CAT and Genny must be used at all times even when the surface has been broken and underground apparatus has been identified. All underground plant along proposed pipe route will be identified and exposed prior to commencement of operations. A suitable handover to the team leader should take place ensuring the team leader is aware of all safety critical information, including locations and types of apparatus, depths of the apparatus, size of the apparatus.	4	1	4	Yes

17	Poor Underground Service Prints, Service Prints Unreadable	E	4	4	16	Stop work and contact line manager if prints are unreadable or if the prints are not understood Adequate training needed for both reading / Interpreting utility prints Ensure prints are complete i.e. sufficient details behind the prints. Quality Checking of Prints prior to breaking ground.	4	1	4	Yes
18	Operatives Not Trained to use locating equipment	E	3	5	15	At least one operative per team to be trained in the use of CAT & GENNY. Only trained operatives to carry out this operation, Specific location Tool	3	1	3	Yes
19	Defective locating equipment	E	4	5	20	Only use calibrated in date equipment Ensure Equipment is functioning correctly by carrying out a function check. Equipment has been tested over a known source Change batteries regularly and have spares available Stop work if equipment is considered faulty	4	1	4	Yes
20	Shallow laid services, Undetectable services	E	5	5	25	Clearly mark route of services identified Dig pilot holes in advance of working zone in order to clearly locate services Hand dig within 0.5 m of all services Use locating equipment at regular intervals Utilise Safe Digging Practices Never excavate directly over a known identified service – Excavate to the side of a known identified service and undermine Always ensure CAT & Genny is used on all modes (Power, Radio & Genny)	5	1	5	Yes
21	Tools striking live services Tools Striking Services once exposed	E	5	4	20	Rubber grips to be fitted to all jack hammers Mechanical tools not to be used within 0.5 m of any service. Hand dig with spades not forks or picks within 0.5m of any service Protect exposed services with Rubber mats, Split Ducts etc. Never Utilise Exposed services as Steps to exit the excavation Consider utilising Air Pick	5	1	5	Yes

22	Exposing damaged Services	E	4	4	16	Do not attempt to repair any service Report any damage immediately to your supervisor Ensure the works area is made safe	4	1	4	Yes
23	Cable(s) cast/buried in concrete	E	4	5	20	In order to prevent persons being injured, either of the following should be carried out:- 1. Make the cable dead (Documented proof must be obtained from the owner/operator stating that the cable is dead) 2. Agree a safe system of work with the owner/operator prior to progressing the work	4	1	4	Yes
24	Excavating within 3m. of a Medium, Intermediate or High Pressure pipelines, or 3 rd Party pipelines.	E	3	4	12	Identify any 3rd party marker posts and report to Line Manager Check for 3rd party pipelines on prints All teams must be in possession of the relevant documentation from the Gas Network operators if excavating in the vicinity of IP,HP pipelines If you have not been issued with a permit from the gas network operator, stop work and contact your supervisor.	3	1	3	Yes
25	Psychosocial (Work related stress)	E	4	4	16	General notice board displays mental health first aiders and mental health committee members. Administrators to check impact from previous job including driving and working hours. Supervisors to highlight any booked jobs that may cause concern for the week ahead at the Operations meeting and monitor any last minute additions to their teams workload. Line managers to actively communicate with reporter's and highlight any concerns.	4	1	4	Yes

