



POLICY INSTRUCTION

Subject: Justification to Excavate without a Statement of Known Hazards (SoKH) Procedure for Aquatrine Service Providers (ASPs)

Number: PI 03/12

Strategy & Policy Directorate Sponsor:

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Who should read this: : CEstOs, Top Level Budget Holders, Heads of Establishment, Project Sponsors, MOD Project Managers and others within the IPT (for both Prime, PFI/PPP and traditionally procured contracts), Defence Infrastructure Organisation Advisors and Property Managers/Site Estate Representatives with responsibility for MOD projects and Property Management Works Services (including the legacy work of EWCs/WSMs).

When it takes effect: Immediately

When it is due to expire: 07/2015

Health and Safety

Equality And Diversity Impact Assessment

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

Part 1 Assessment Only (no diversity impact found)

Document Aim: Justification to Excavate without a Statement of Known Hazards (SoKH) Procedure for Aquatrine Service Providers (ASPs):

Introduction

1. The procedure for the justification for ASPs to excavate without a SoKH has been written to ensure that where there are issues with the provision of water services on site, for example, a burst water main; these are addressed with minimal delay to prevent impact on the environment or services provided.
2. Drought notices and hose pipe bans in 2012 also highlighted the need for more sustainable behaviour toward water resources and raised the urgency by which the repair of water leaks is now assigned and carried out, which in some specified cases, will be “immediate”. This has in turn led to the review of the SoKH process to determine whether any delays could be eliminated or minimised safely.
3. Due to the increased difficulty with obtaining SoKH forms, this Policy Instruction is to advise of the process that is to be followed when a SoKH is required to affect urgent repair but cannot be obtained within a reasonable timescale and following at least three unsuccessful attempts to obtain one.
- 4. The preferred method of working is still to use a SoKH form, the Justifications Forms should NOT become routinely used.**
5. This process will be monitored by the DIO PFI Aquatrine PMO to ensure that it is not being subject to abuse.

Scope

6. The procedure applies to Aquatrine Service Providers both directly employed staff, contractors and Partners.

Procedure

7. Annex A shows the flow chart that describes the process to be followed.
8. Where an excavation is required and a SoKH cannot be obtained, as identified in the flow chart, then a justification form must be completed.
9. Approval to proceed without a SoKH form can only be given by an authorised ASP employee.
10. The “Justification to proceed” Form must be completed fully and detail who has authorised the works and when. A copy of the Justification Form must be left on site on completion of the works with the ALR/SETL/4C’s Co-ordinator and a copy returned to the relevant Aquatrine Service Provider Health & Safety Manager.

11. All ASP's will notify the DIO PFI Aquatrine PMO helpdesk when an excavation has been undertaken without a SoKH as soon as possible to the works being undertaken.
12. When works are being undertaken without a SoKH a detailed risk assessment and method statement must be produced with strict adherence to the Health & Safety Executives Guidance, HSG47 – Avoiding Danger from Underground.
13. Any incidents such as cable strikes must be reported to the relevant ASPs Health & Safety Manager as soon as they occur.

**JUSTIFICATION TO EXCAVATE
WITHIN THE MOD
DEMARCATON WITHOUT
A SoKH FORM**

