


Network Operations (Construction) Standard Operating Procedure	 Dee Valley Water Your local water company
SOP:C017 - Winter Working	

Introduction

During the winter months, the inclement weather conditions can affect the day to day operational activities of the Department in many ways.

Accessibility to and safe vehicle / pedestrian movement within the various Company premises, in particular the depot at Packsaddle and the Water Treatment Works located throughout the Wrexham and Chester area are key to maintaining the Company’s daily activities as are maintaining safe working environments on the various mobile sites.

Accessibility to the supply area is also of paramount importance to allow ongoing maintenance of the Company’s below ground infrastructure.

Purpose

The purpose of this procedure is to identify the organisational requirements to ensure the Company’s daily operational activities and supply to customers are maintained throughout periods of inclement weather experienced during the winter months


Procedure

1. Organisational requirements will be identified in each Team Manager’s Outlook calendar to ensure that the tasks identified are completed in a timely manner.
2. Monthly Checks: Rock Salt Stock Levels

A stock check of all rock salt will be undertaken on a monthly basis in order to monitor amounts, location, and condition and to ensure the salt is suitably covered to protect it from deterioration.

Salt will be stored at the following locations:

- Packsaddle Depot, Wrexham (Construction Team Manager’s)
- Boughton Water Treatment Works, Chester (Asset owner Team Manager)
- Llwyn Onn Water Treatment Works, Wrexham (Asset owner Team Manager)

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- Legacy Water Tower, Wrexham (Asset owner Team Manager)
- Pendinas Water Treatment Works, Wrexham (Asset owner Team Manager)

3. November: Christmas / New Year Standby

A standby list to cover the Christmas / New Year period is compiled as part of the Construction section working pattern rota to provide cover for the period, taking into account the strength of the individual crews. The standby list will also take into account the previous year's allocation of crews working Bank Holidays to minimise repetition and establish a rota system whereby the Bank Holiday work is shared throughout the workforce.

Any staff member requiring a change outside of the dates detailed within the standby list will mutually agree the change with the person providing cover, both of whom will submit a '*Change of Standby Request*' form to the Team Manager who will authorise the request taking into account the effects of the change in relation to crew strength.

The standby list will be subject to change in the event of any allocated persons becoming absent from work or leaving the employment of the Company and in the event of any new staff joining the Company, any changes will be notified to staff immediately.


4. November – Annual Leave Authorisation for the Christmas / New Year Period

Annual leave booked for the Christmas period will be authorised / declined in accordance with the needs of the business for that period to ensure the daily operational activities are suitably resourced.

5. October: Ordering and Delivery of Rock Salt

Following an assessment of remaining stock from the previous year's rock salt deliveries, orders will be placed by the allocated Team Manager via the ST Admin team to ensure the timely delivery of rock salt prior to the potential inclement weather periods.

Rock salt is required in set amounts at the following locations:

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- Packsaddle Depot, Wrexham – 3 tonnes
- Boughton Water Treatment Works, Chester – 4 tonnes
- Llwyn Onn Water Treatment Works, Wrexham – 1 ton
- Legacy Water Tower, Wrexham - 1 ton
- Pendinas Water Treatment Works, Wrexham – 1 ton

Confirmation of any additional salt requirements for Treatment works will be the responsibility of the individual Team Manager in charge of the asset.

Rock salt will be sourced in 1 ton bags from the following suppliers;


- Huws Gray: *(Contact Wrexham 01978 264269)*
- Jewson: *(Contact Wrexham 01978 354444, Chester – 01244 342171)*
- Travis Perkins: *(Contact Ruabon 01978 822826, Chester – 01244 381662)*
- Dandys: *(Contact Chester 01244 280008)*

All orders must be placed through ST Admin via the requisition system, if no confirmation has been received within 1 week of the order being placed, confirmation will be sought.

Rock salt will also be available in 25kg bags direct from Dee Valley Water Stores, maintenance of stock levels will be the responsibility of the Stores Department.

In the event that stocks of rock salt require transportation, the 1 ton bags will be lifted onto the rear of a 26 ton HIAB grab wagon utilising 2 x 2 ton web-slings and 'D' shackles issued by the Dee Valley Water Plant Department

6. October: 4x4 Vehicle Requirements

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An additional 4x4 vehicle may be required to facilitate accessibility to the area allowing for maintenance of the Network and checking of any open excavations.

The requirement to hire a suitable vehicle will be assessed in October and will be based upon weather forecasts taken from the MET Office on the following link:

<http://www.metoffice.gov.uk/>

Prior to arranging hire, authorisation will be sought from Stuart Owen / Trefor Jones.

Hired 4x4 vehicles will be sourced from the following supplier;

- SHB 4X4 (*Contact - 01794 511458*)

7. December: Aggregate / Temporary Tar Stock Levels


An ongoing assessment will be carried out by Team Managers via feedback from the HIAB crews and weekly visits to the individual locations to ascertain stock levels of fine-fill material (sand / pea gravel), stone and temporary tarmac, taking into account increased levels of mains repairs during the winter months and ensuring there is a sufficient minimum stock level to maintain operations during inclement weather periods.

Stock levels to cover quarry closures during the Christmas / New Year period will be maintained at the following locations:

- Rhosddu Yard, Wrexham
- Duttons Farm, Chester

All materials orders are to be placed through ST Admin via purchase requisition, following delivery, all materials are to be suitably covered to ensure the quality of the material is maintained.

8. November: Review Levels of Stand-by Cover

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A review of the level of stand-by cover required between November and February will be undertaken on a weekly basis, the purpose of which will be to prioritise leak repairs in line with manpower levels.

The Network Department will supply information pertaining to areas of high leakage under investigation, potential leakage locations and areas that are low on water resources which must be prioritised accompanied by plans of any such zones.

Additional crew's may be required during periods of increased leakage levels, the decision to increase the level of cover will be made in consultation with the Wholesale Ops Business Lead.

During busy periods of out of hours working, the Team Managers will assess the working patterns of all staff to establish the work teams status in relation to hours worked, estimated completion time and welfare.

Performance on DG3's will also be monitored by the Team Manager to ensure target isolation times are met through correct allocation and levels of manpower assigned to each job.


Wherever possible, a mini digger driver should form part of the stand-by personnel during busy periods.

9. Stock Levels in Stand-by Cabins

The stand-by cabins contain spare plant and fittings to facilitate emergency out of hours work and are located at:

- Packsaddle Depot

A standard stock level is maintained as detailed on the '*Stand-by Cabin Minimum Stock List*'. During the winter period, the frequency of stock level checks will be checked daily as opposed weekly by the Network Construction Plant Foreman.

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The purpose of the checks will be to ensure that the amount and type of emergency fittings match that of the minimum stock level requirements and that all spare plant within the cabin is fully operational.
Any additional plant requirements will be assessed and the plant item hired / purchased.

10. Frozen Pipe-Work

Ongoing assessments will be made with regards the likelihood of decreasing ambient temperature resulting in exposed supply pipes freezing. All site staff will be instructed to ensure that service pipes and communication pipes are covered with an insulating layer of sand or fine fill material to prevent a loss of supply prior to backfill and reinstatement being carried out. All meterfit chambers should also be fitted with a frost pad.
All site staff will be advised of this procedure via comms cells and verbal instruction from Team Managers.

11. Site Checks

All excavation works will be subject to daily site checks during periods of inclement weather to ensure the signing of the site is visible and unobstructed by snow and to ensure the excavation is guarded in accordance with the '*Safety at Street Works and Road Works Code of Practice*'.
An assessment must be made considering weather conditions, location and accessibility to such sites to evaluate as to whether the persons carrying out the site checks should be issued with a 4x4 vehicle