


<b>Network Operations Standard Operating Procedure</b>	
<b>SOP: NE 26 – Winter Working</b>	


## INTRODUCTION

The following procedure is written to ensure that when the winter weather conditions are upon us, we are prepared for any such events that would potentially cause us problems with our day to day operational activities. We need to ensure that access can be gained to our off-site reservoir and booster stations in order to maintain operability to continually supply and maintain our network and to ensure our PPE and our Company vehicles are in the best order to be able to cope with the onset of winter.

## PURPOSE

The purpose of this procedure is to make sure daily tasks and operational activities are considered by everyone in the section to enable us to adequately continue normal operations during any inclement weather conditions we may encounter and to ensure our customers supply is maintained at all times . DST & Leakage Team Manager, together with the Senior DST and Team Leaders will assess equipment and vehicles at the start of the winter months to ensure that requirements for the winter period are in place.

- 1) Organisational requirements will be identified in the weekly programme to ensure measures are in place for the working week.
- 2) Rota is in place and any holiday requirements are signed off or declined for Xmas period. Anybody on the rota requiring leave over this period, should agree any changes between the team members prior to leave application.
- 3) Individuals will check that their vehicle is in good working order and weekly check sheets completed and any defect work required is notified immediately via the current Company process.
- 4) Check that all required tools are available on your vehicle and are in good working order.
- 5) Ensure that you have the correct level of PPE
- 6) Storage of Rock Salt will be as follows;-
  - Packsaddle site Wrexham – 3 tonnes
  - Boughton site Chester – 4 tonnes
  - Llwyn Onn site – 1 tonne
  - Legacy water tower Wrexham – 1 tonne


<b>Network Operations Standard Operating Procedure</b>	
<b>SOP: NE 26 – Winter Working</b>	

- Pendinas site – Llandegla Wrexham – 1 tonne
  - 25kg bags of rock salt will be available in the stores at Packsaddle
  - Sand bags are available on stores to book out and keep on your vehicle
- 7) With the above in mind, where a leak is causing ice to appear on the highway or footway, then ensure you keep a small amount of rock salt on your vehicle to be able to spread over the affected area.
  - 8) Ensure WW50's for leakage work are put through to Construction without delay and all information required to complete works is correct and complete, paying particular attention to whether or not the leak is causing icing up of the highway.
  - 9) Any additional salt requirements for service reservoir / booster stations sites etc. must be considered and checked. If salt can be stored in a safe manner at the stations, where it will not be a potential hazard or risk, then ensure there is salt placed ready. If not, ensure you take some with you when you visit your stations in inclement weather conditions.
  - 10) Weekly Comm Cell meeting will include a discussion to prioritise leak repairs (mid November to end of February?). Liaison with Network and Construction to prioritise leaks requiring repairs should be ongoing to avoid frozen highways etc. Regarding high leakage areas being investigated, potential leakage locations and areas that are being checked must be notified to all concerned.

## **MANPOWER**

As stated above, a rota is in place for the DST & Leakage team. Printed sheets of this rota are on boards within the office and are also available on Operations Network central data <V:\NetworkOperations\Admin\Shared\STANDBY\2017\Copy of 40 hour Standby rota october 17 till march 18.xlsx> Holiday cover requirements (any change / swap in rota standby, must be agreed with other team members PRIOR to leave application).

During severe winter weather additional cover will / may be required to get us through the bad weather periods. This decision is made in consultation with the DST & Leakage Manager, Senior DST and Team Leaders / Business Lead and team members.

<b>Network Operations Standard Operating Procedure</b>	
<b>SOP: NE 26 – Winter Working</b>	

During busy periods of out of hours working, the Senior DST and Team Leaders must assess working patterns of all staff; instruction must be given to control room via e-mail not to use staff that have worked excessive hours as first call during a particular severe weather period.

**VEHICLES - 4x4**

We now have a 4X4 vehicle on the Network fleet. Availability and allocation of this vehicle will be considered for rota staff and will be reviewed weekly by DST & Leakage Team manager, Senior DST and Team Leaders.

**SITE CHECKS – CUSTOMER OUTSTANDING ISSUES**

As is normal practice throughout the year, checks will be carried out on our sites. Throughout the winter period and at times of severe weather extra vigilance is required. A written record of visits and any defects found must be completed at the time of the site check. A follow-up of any defect found must be undertaken to ensure defects are rectified.

During severe winter weather periods, all our sites and outstanding customer works must be checked to ensure sites are safe at all times. Any defects must be recorded and actioned accordingly.

Constant communication between Network and Construction must be maintained to ensure our customers’ expectations are met.

**CONTROL ROOM**

The control room will issue weather warnings via e-mail of any anticipated severe weather conditions. These will be acted upon to ensure we are ready to cope with the same.