Document Title:

Generic Risk Assessment and Method Statement for Electricity metering work (M&S)

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I&C Metering & Solutions RAMS

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1.1.6	17/08/2025	Trevor Taylor	Nick Patnell

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Revision Description

Rev.	Date	Description	Originator	Checked	Approved
1.1.1	01/01/2022	Original Document	Trevor Taylor		
1.1.2	01/01/2023	Replaced DNO for DB (Distribution Business) Removed PULSE from document as redundant	Trevor Taylor		
1.1.3	09/01/2024	Reformatted	Daniel Lewis		
1.1.4	01/04/2025	Updated emergency contact/Technical support/Risk matrix	Daniel Lewis		
1.1.5	30/07/2024	Brand and TOV review	Fiona Yelland		
1.1.6	17/08/2025	Review and change of document owner	Trevor Taylor		

Changes Since Last Revision

Rev.	Date	Purpose	List of updated sections if any
1.1.3	09/01/2024	Reformatted to include more detail	Description of works References Added all SWP references
1.1.4	01/04/2025	1 Year review, updated risk matrix for new SWP's, New department name	Description of works References Added all SWP references
1.1.5	17/08/2025	Head office address	Footer
1.1.5	17/08/2025	Slight wording alteration	Various

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1. References & Abbreviations

1.1. References

Ref.	Document Reference	Title
1.	SWP 001	Use of Hand Tools
2.	SWP 002	Use of Powered Tools
3.	SWP 003	Working with Electricity
4.	SWP 004	Working at Height
5.	SWP 005	Manual Handling
6.	SWP 008a	Occupational Road risk
7.	SWP 008b	Travel Excluding driving
8.	SWP 009	Personal Protective Equipment
9.	SWP 010	Lone Working
10.	SWP 012	Asbestos
11.	SWP014	On Site Conditions
12.	Folder2- Electronic Safety Binder	Electrical Documents for the Installation of WC metering.
13.	Folder 3 – Electronic Safety Binder	Energy Solutions Documents for the Installation of CT metering.
14.	EDF-EL-Cert-2023	Liability insurance

Table 1: References

1.2. Abbreviations & Definitions

1.2.1. Abbreviations

Table	Table
CT	Current Transformer
HSE	Health and Safety Executive
LV	Low Voltage
MH	Manual Handling
PPE	Personal Protective Equipment
SWP	Safe Working Practice
AP	Authorised Person
POWRA	Point of work Risk Assessment
FM	Facilities Management
LV	Low Voltage
HV	High Voltage
BNO	Building Network Operator
WC	Whole current

Table 2: Abbreviations

1.2.2. Definitions

Table	Table
Principal Contractor	Appointed person / company in control of workspace during the phase of works.
Defined Metering Point	Defined Metering Point means the physical location at which the overall accuracy requirement as stated in this Code of Practice are to be met.
Meter	Meter means a device for measuring Active Energy and/or Reactive Energy.
Metering Equipment	Metering Equipment means Meters, measurement transformers (voltage, current and combination units), contactors, radio teleswitches, metering protection equipment including alarms, circuitry, associated Communications Equipment and Outstation and wiring.
Permit to work	Documents used to support the safe isolation of electrical energy from the point of work, documenting the safe hand over of the system to Principal contractor Authorised Person.

Table 3: Definitions

2. Overview

This method statement describes how metering installations, and associated works will be undertaken in a controlled and safe manner. EDF Core services & Metering (CS&M) will be undertaking the work to install, remove, repair, commission or upgrade the electricity metering and/or any associated equipment relevant to the electrical installation at the meter Point. CS&M personnel will carry out any local isolations to the electrical installations or Meter Operator Equipment to enable the works to proceed, however, if required, an appointed authorised person(s) other than CS&M personnel will be responsible for making the installation electrically safe and advising CS&M they are able to undertake the work, usually by way of issuing and controlling an approved 'Permit to Work' procedure.

Any work carried out at the meter point, service termination or at any point of the customer's electrical installation shall be carried out in accordance with the relevant General Instructions, Operational Instructions and Technical Bulletins, and any pertinent DB Safety Rules.

This document shall be read in conjunction with the relevant safe working practice (SWP) documents and EDF work instructions.

3. Description of Works

The following documents detail installing, replacing and commissioning metering equipment and communications equipment, for Whole current and CT metering work:

- Tab 07 "Electrical Metering Procedure checks before Starting Work" for Whole current (WC) metering work.
- Tab 09 "General Metering Installation Procedures" for Whole current (WC) metering work.
- Tab 11 "Installing, Changing or Replacing LV CT Metering, and Energising and De-energising LV CT Metered Supplies" for LV CT metering work.
- Tab 12 "The Metering of Single and Dual Feeder HV Supplies using VT and CT Connected Metering Equipment" for HV CT metering work.

The following sections provide a "High-level" summery for the description of works, any detailed information can be found in EDF's H&S binder.

Note that:

- CT metering maintenance work will not require a shutdown (Replacing, commissioning and comms faults)
- WC meter exchanges will require a shutdown (This will be discussed with the representatives onsite)
- WC comms faults will not require a shutdown, if the meters faulty then a meter exchange will be arranged with the representatives onsite or a revisit scheduled.

3.1. Arrival and induction (General)

When attending site and before work commences, EDF operatives will check;

- They are at the correct address.
- That the relevant customer contact is aware of EDF's presence on their property and complete any onsite inductions, as appropriate. Determine if more appropriate or specified PPE is required prior to access.
- The supply arrangements (WC, LVCT, HVCT…) to ensure operatives has the correct competency level to complete the work.
- The environment is safe for working in (e.g. access and egress, trip hazards, dust, noxious substances, fumes or gas, lighting, machinery, confined space, asbestos presence etc)
- Compare the job details received with what they have found on site.
- Check the surrounding metalwork, the CT chamber, switchgear, trunking and metal-clad cut-out is not LIVE with a Voltage and phase finder.
- The number of Supplies into a Premise - It is not normal practice for the distributor to provide more than one supply to a premise.
- Determine whether a Distribution Business or a Building Network Operator (BNO) Supply.
- If appropriate, determine the Network Operator and that they are authorised to operate on this Network Operator's network.
- Visually check the condition of metering equipment and meter panel.
- Check all DB and metering equipment can be suitably locked or sealed.
- For CT work, check that pilot cables are correctly terminated prior to commencing work. Where cables are unterminated, work should not continue until the cables have been correctly installed and terminated into the meter box or testing facilities.
- For CT work, check for the presence or absence of main switch (if energising or de-energising)
- Determine if there is any on-site generation and whether it is generating at time of the visit as it may affect test results, also if it has an impact on the network connection and as it may require a special meter configuration (e.g. import/export).
- For CT work, check the CT/VT ratio details in the meter panel match work instruction. Note if CT/VT information is not available on new installations and EDF are unable to verify the details the visit may be aborted.
- For CT work, visually check the CT's, burden, Test terminal block (TTB) and PPE requirements for the enclosure.
- Determine if the cut-out or distribution board is of a type that cannot be operated or worked on, or is of a condition that prevents safe operation.

- Interruption of Supply to Other Customers (Whole current) - If the customer is on a shared fuse or requires another fuse to be pulled to undertake testing or work, operatives will discuss the options with the customer prior to any isolations.
- Determine if there is sufficient space for the metering allowing for the type of supply and tariff.
- If a meter board has been provided it is secure, of suitable fire-retardant material and it is of adequate size.
- The condition of any Existing Metering and any signs of unauthorised interference.
- Redundant Equipment - Identify any metering equipment that is or will become redundant (e.g. timeswitches, contactors, etc). Redundant metering equipment will be removed.
- Record meter readings and contact data collectors.
- EDF Meter operative(s) to review Risk Assessments, Method Statements (RAMS), and complete a Point of Work Risk Assessment (POWRA) form, with all parties involved in the work.
- Site FM appointed 'Authorised Person' to receive confirmation that work can proceed from the Appointed Designated Person(s) or customer representative.

3.2. CT Metering works

Work instructions for CT metering works can be found in the following documents:

- Tab 11 "Installing, Changing or Replacing LV CT Metering, and Energising and De-energising LV CT Metered Supplies" for LV CT metering work.
- Tab 12 "The Metering of Single and Dual Feeder HV Supplies using VT and CT Connected Metering Equipment" for HV CT metering work.
- SWP003 –details the safe working practices working with electricity.
- SWP001 – details the safe working practices when using hand tools.
- SWP 002 – details the safe working practices when using power tools

3.3. Whole current metering works

Work instructions for WC metering works can be found in the following documents:

- Tab 9 "General Mering installation procedure"
- SWP003 –details the safe working practices working with electricity.
- SWP001 – details the safe working practices when using hand tools.

4. Location

Works to be carried out at customers electrical switch/intake room or meter(s) position. However, if work is to be carried out in Distribution Business/BNO Substation, or a special site, e.g., Network Rail, then EDF CS&M staff

will be authorised to enter and carry out necessary work and may have necessary key(s) for access.

5. Emergency contacts

Contact	Mobile
Electricity emergencies	Dial 105
Technical support	CFSTechnicalHelpline@edfenergy.com

Table 4: Emergency contact

Other emergency contact numbers for DB's (Distribution Business's) and Suppliers can be found in the Electronic Safety Binder under Electrical Documents – Tab 04.

NB. Personal Emergency numbers for the operative may be found in their mobile phone as ICE (In Case of Emergency) contacts, which can be accessed from the lock screen, no pin required.

6. Assessment of significant risks / impacts and control measures

6.1. The risk assessment methodology will utilise the following factors:

a) Identify hazards arising from activities or present in the working environment and the potential safety consequence of each hazard.

b) Rate the likelihood (L) of the hazard and severity (S) of the consequence to identify risk profile prior to the application of controls by use of the EDF Energy Risk Rating Matrix.

c) Multiply the severity and the likelihood ratings to give a Risk Rating (Risk Value) and the resulting hazard category is defined by the following 'Risk Profile' and Hazard Categories' tables below.

6.2. Hazard Assessment Conclusions

The analysis concludes that there are no residual 'High' category hazards. The 'Medium' and 'Low' category hazards are contained by adherence to EDF Energy safety and operating procedure.

Step	Hazards	Unmitigated L	Unmitigated C	Unmitigated R	Control Measures	Mitigated L	Mitigated C	Mitigated R
Transportation, Access and Egress	Site specific hazards leading to injuries to operatives i.e. site vehicles, under foot conditions, site equipment.	2	C	7	Visual and dynamic risk assessment to be carried out in accordance with ZERO HARM and EDF Energy Integrated Management System, identifying and rectifying any hazards or risks before work is commenced. Site inductions and HSE briefing before entering a site to commence work and comply with local health and safety requirements. If an Asbestos Register is available, then it shall be checked to ensure that any activity undertaken presents no risk to EDF personnel, or the customer. All EDF personnel are trained to identify the various uses and appearance of Asbestos, and a refresher course attended every 3 years. Should Asbestos be identified which is not apparent in the Asbestos register, then the customer will be informed. If the discovery of Asbestos introduces a risk during our activity then all work will cease until such risk can be mitigated. Relevant risk analysis can be found in the ESB, please refer to the below. SWP012 – Asbestos (Inadvertent contact) SWP 008a – Occupational road risk SWP 008b – Travel Excluding driving SWP 010 - Lone working SWP 014 – Site Conditions. Adherence to 3rd party site induction and Health and Safety requirements. (Access to site)	1	C	4
Installing and disconnecting metering equipment	Improper use of tools and equipment resulting in injury to staff	3	C	17	The operative must comply with SWP 001 – Use of Hand Tools, SWP 002 - Use of powered tools and, SWP 003 - Working with Electricity.	1	C	4

Installing and disconnecting metering equipment (cont.)								
	Re-instating supply to the meter creating flash over which could cause electrical burns to the operative	**2**	**E**	**14**	When re-energising supply staff must comply with SWP 003 - Working with Electricity. The operative must be wearing flame retardant overalls at all times. Operatives will carry the relevant Competency Certificate to undertake the work to evidence competence. Folder 3 of the Electronic Safety Binder – Energy Solutions Documents – Installation of CT metering Folder 2 of the Electronic Safety Binder – Electrical Documents for the Installation of WC metering	**1**	**E**	**10**
	Electrical injury to third parties	**3**	**C**	**17**	On completion of the work the operative must ensure that all test procedures are carried out to prove the installation is safe to operate, that all the terminations are tight and that all seals are in place. While the work is being conducted and the working area is exposed to third parties, it must be barriered off and where needed, warning signs should be in place.	**1**	**C**	**4**

Work area	Injury due to inappropriate housekeeping	3	C	17	On completion of the task all waste must be removed and any other potential hazards resulting from the activity must be resolved where possible.	1	C	4
Electricity	Contact with electrical supplies. Access to live components	4	C	19	Competent person, supervision, locks and label access points. SWP 003 – Working with Electricity	1	C	4
Manual Handling	Various. Dropping loads. Straining to lift. Incorrect handling procedure	3	C	17	Avoid MH where possible. Mechanical aids available. Specific Manual Handling Task Risk assessments. No lifting over 10kG without two Men. SWP 005 – Manual Handling	1	C	4
Metering point Access and Egress	Slip, trip or Impact (feet/ankles). Debris on access route, damaged flooring, unstable ground, uneven floor. Poor lighting	3	C	17	General awareness. Appropriate protestive footwear. Adequate lighting. SWP 009 – PPE and uniform SWP 008B – Travel (excluding driving)	1	B	2
Working at height	Skeletal Injuries Injuries to third parties	4	C	19	Ladders and Steps are inspected every 6 months and any defective equipment quarantined. If Ladders are required, then 2-man teams at all times will be present. SWP 004 – Working at Height.	2	C	7

L: Likelihood C: Consequences R: Risk

Metering point Entry	Slip, trip or impact (feet/ankles). Debris on access route damaged flooring, unstable ground. Uneven floor. Poor lighting.	3	C	17	General awareness. Appropriate protective footwear. Adequate lighting. SWP 009 – PPE and uniform SWP008B – travel (excluding driving)	1	B	2
Working at height	Skeletal Injuries Injuries to third Parties	4	C	19	Ladders and Steps are checked every 6 months and SCAFFTAG is updated annually. 2-man working is required at all times. SWP 004 – Working at Height	2	C	7
				L: Likelihood	C: Consequences	R: Risk		

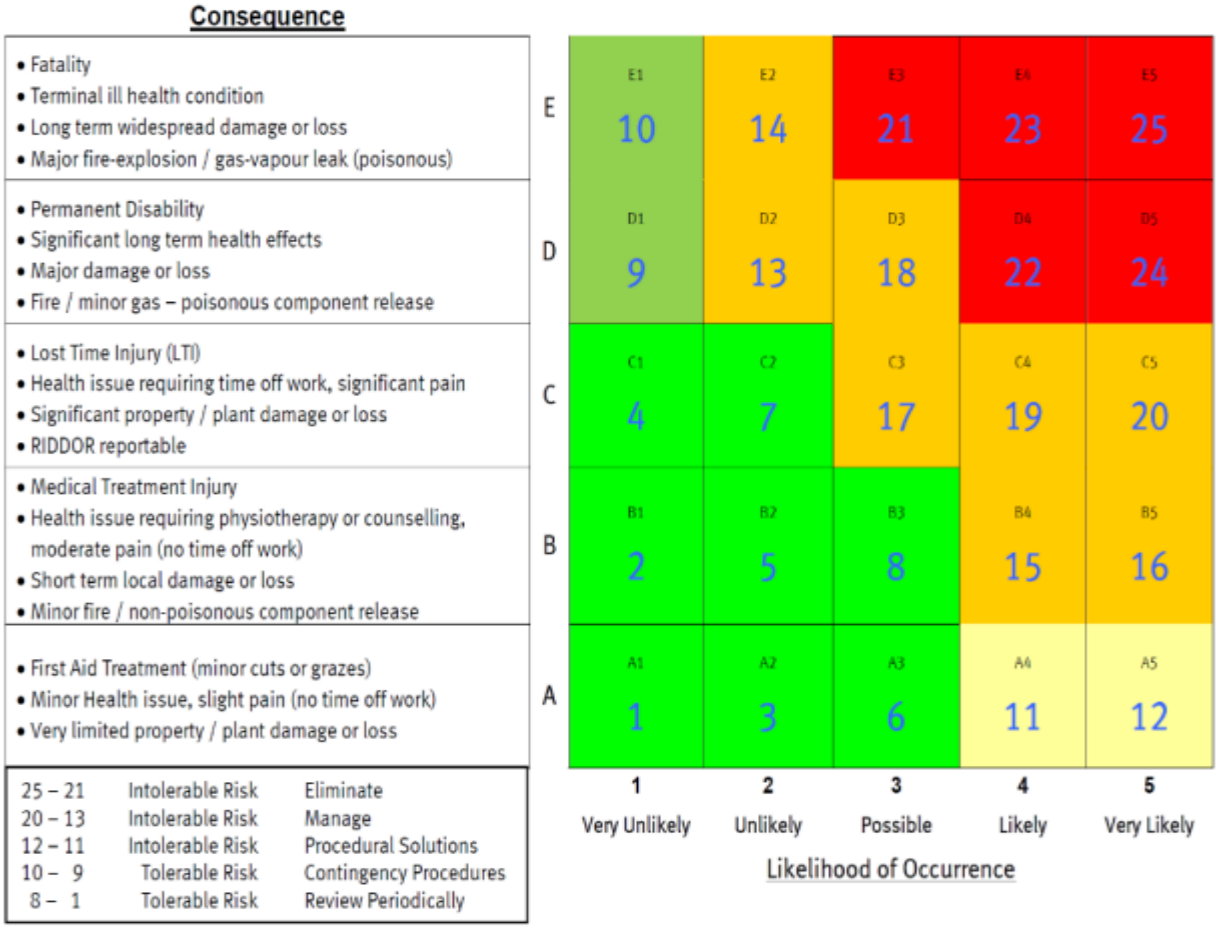

Figure 1 – Risk Assessment Matrix

7. Labour Resource, Plant, Materials & Welfare

7.1. Labour

EDF Metering & Solutions personnel only.

7.2. Access to place of work

- EDF Operative(s) will undertake and complete any site induction and sign in prior to commencing works where required.
- EDF Operative(s) will also carry out a site-specific Risk Assessment and POWRA.

7.3. Plant and Equipment

7.3.1. Portable apparatus

The items of test equipment / tools used during the installation of metering are detailed below. All equipment has been company issued and deemed fit for purpose.

- Hand tools – (Electrically Insulated tools)
- Drill – Battery Operated or 110v drills will be used at all times
- Portable Appliances have been PAT Tested Annually
- Test Instruments have been annually calibrated and safety inspected
- Ladders and Steps are checked every 6months and SCAFFTAG is updated annually.

7.3.2. Lighting

Battery and generator powered task and safety lighting is to be used as required.
An assessment will be made prior to work starting to ensure light levels are sufficient to complete work safely. Should the assessment show lighting is insufficient in any area additional task and safety lighting will need to be installed.

7.3.4. Materials

EDF Metering Solutions will provide all necessary Meter Operator materials to complete the task as per agreement.

7.4. Welfare

Toilet and wash facilities to be provided by the site.
Details will be provided during site induction.

8. Personal Protective Equipment to be used

All personnel must comply with the PPE requirements most appropriate for the task being undertaken and with the minimum requirements as per EDF policy.

8.1. Standard Environmental Conditions

Safety Footwear shall be worn at all times.

All personnel must comply with the site/location PPE requirements and those highlighted in any site-specific risk assessment for the task. The minimum requirements are those listed within the policies and procedures of Customer Operations (Field) documentation.

8.2. Special Environmental Conditions

In the event of having any special environmental conditions e.g. Pandemics, infectious diseases etc. then the operative(s) shall comply with the UK Government and the World Health Organisations' recommendations for the safest method of working, but only when the work to carry out is classed as "Essential"

9. Emergency Arrangements & Incident Responses

Large sites may have their own Emergency Procedure which EDF personal will follow in the event of an incident. However, if this is the case, it is the site responsibility to outline these procedures prior to the work starting.

9.1. Emergency action procedure for any emergency

9.1.1. On Discovering a Fire or Other Emergency

In the event of a fire alarm being operated within the building, or on the site, and NOT part of the test specified in an Induction, the operative will leave the workplace immediately using the nearest available designated fire exit route, not using lifts, and assemble at the Designated Fire Assembly Point. We will not re-enter the site or building unless advised to do so by an authorised fire marshal or the Emergency Services.

Firefighting equipment will only be deployed when the fire exit is blocked by fire. WE WILL NOT ENDANGER OURSELVES OR OTHERS by unnecessarily fighting a fire.

On Discovering a Fire;

- Operate emergency 'break glass' unit
- Dial 999 or 112 from a mobile
- Give details:

- Nature of incident
- Exact Location
- What assistance is required?
- How to Access.
- Inform Site / Location and follow safety procedures in place.
- Evacuate the building and assemble at the muster point located advised at site induction.

9.1.2. Action in an Emergency

In the event of a fire being reported in the building leave your workplace immediately using the nearest available signed fire exit route, do not use lifts, do not re-enter the building unless advised to do so by an authorised fire marshal or the Emergency Services.

9.1.3. Fire Alarm and Fire Fighting Equipment

The fire alarms and firefighting equipment will be located at strategic points within the building. All personnel to familiarise themselves with locations of fire alarms and firefighting equipment before work commences.

9.1.4. Fire Alarm Testing

Fire alarm tests are conducted at regular intervals. Operatives will check on arrival or at site induction for planned fire alarm tests during works.

9.2. General

9.2.1. Assembly Points

Assembly points will be clearly marked and will be outlined on arrival or during induction.

9.2.2. First Aid

Large sites may have their own First Aid Procedures which we will follow in the event of an incident. However, if this is the case it is the site responsibility to outline these procedures prior to the work starts.

Otherwise in the first instance all MAJOR emergencies / injuries shall be reported to the Emergency Services by dialing 999 or 112 on a mobile telephone giving all the relevant details outlined above.

All staff are trained in emergency first aid.

Emergency First Aid to be administered if necessary.

Nearest Hospital to be shared during site induction.

9.2.3. Adverse weather

Advise to be taken from site during the induction regarding weather conditions.

9.2.4. Wet conditions

When the Defined Metering Point is indoors then this is not applicable. However, if the Defined Metering Point is located outside and adequate provision cannot be made to ensure the operative can complete the task safely, then the work may have to be rescheduled until such provision can be made or the adverse weather conditions subside.

Advise to be taken from site during the induction regarding weather conditions.

9.2.5. Excessive heat

When the Defined Metering Point is located where the ambient temperature is high, the operative will ensure that they are adequately hydrated and have the necessary UV protection to ensure they can carry out the works in a safe manner.

10. Document Distribution

10.1. Method Statement

This method statement will be reviewed on a regular basis for amendments.
All operatives have read the method of work and the risk assessment and fully understand the contents.
A 'point of work' risk assessment form will also be completed prior to starting work, a hard copy of which is available to EDF Metering Solutions Line Management.
Should a member of staff not fully understand any detail then a full briefing will be held.

10.2. Changes to the Method Statement

Any changes to the work method described within this Method Statement will require the works to stop. A Method Statements Amendments Sheet will then be completed by the Metering Engineer and all operatives will receive a briefing outlining the amended procedure.

11. Appendix

References

- General Health, Safety & Environmental Instructions
- All Safe Working Practices
- Life Saving Rules
- Alongside You
- Simple Actions:
- We always address unsafe behaviours
- We always attend work fit for duty
- We always hold the hand rail on stairs
- We always keep our workplace tidy and free from obstructions
- We always look where we are going to avoid slips, trips and falls
- Government Guidance documents
- Construction and other outdoor works
- Other people's homes
- Vehicle

Safe Working Practices - INDEX

Safe Working Practice		Field Staff		Other		
		Legacy Metering & Smart Metering Services Including Section Managers	**Revenue Collection**	**Business Services** - Logistics & Supply Chain	**Measurement & Calibration Centre & Stores** - Including Section Managers	**Technical Assurance, Training & H&S**
SWP 001	Use of Hand Tools	Yes	Yes*	Yes	Yes	Yes
SWP 002	Use of powered tools (mains, rechargeable & compressed air) and associated equipment	Yes	Yes*	Yes	Yes	Yes
SWP 003	Working with electricity	Yes*	Yes*	No	Yes	Yes
SWP 004	Work at height (Use of access equipment)	Yes	Yes*	Yes	Yes	Yes
SWP 005	Manual Handling	Yes	Yes*	Yes	Yes	Yes
SWP 006A	Training Centre Activities	No	No	No	No	Yes
SWP 008A	Occupational Road Risk	Yes	Yes	Yes	Yes	Yes
SWP 008B	Travel (excluding driving)	Yes	Yes	Yes	Yes	Yes
SWP 009	Personal Protective Equipment & Uniform	Yes	Yes	Yes	Yes	Yes
SWP 010	Confrontation and Lone Working	Yes	Yes	Yes	Yes	Yes
SWP 011	Project Park (Logistics and MT&T)	No	No	No	Yes*	Yes
SWP 012	Asbestos	Yes	Yes*	No	No	Yes
SWP 013	Working with Gas	Yes*	No	No	Yes	Yes
SWP 014	Site conditions	Yes	Yes	Yes	Yes*	Yes
SWP 016	Communication and HHDs	Yes	Yes	Yes*	Yes*	Yes
SWP 017	Islands	Yes*	Yes*	No	No	Yes
SWP 018	Stress	Yes	Yes	Yes	Yes	Yes
SWP 019	Contact with Dogs	Yes	Yes	Yes	Yes	Yes

* Where appropriate to operational duties