

Document Title:

Generic Risk Assessment and Method Statement for Electricity metering work (BWS)

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Generic Risk Assessment and Method Statement for Electricity metering work (BWS)

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Revision Description

Ver.	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		

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1.1.7	06/08/2026	Name changes to BWS/addition of Sign-on Sheet	Trevor Taylor		
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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
1.1.6	13/05/2026	Footer alteration	Footer

Table of Contents

1.	REFERENCES & ABBREVIATIONS	5
1.1.	REFERENCES	5
1.2.	ABBREVIATIONS & DEFINITIONS	6
1.2.1.	Abbreviations	6
1.2.2.	Definitions	6
2.	OVERVIEW	7
3.	DESCRIPTION OF WORKS	7
3.1.	ARRIVAL AND INDUCTION (GENERAL)	8
3.2.	CT METERING WORKS	9
3.3.	WHOLE CURRENT METERING WORKS	9
4.	LOCATION	9
5.	EMERGENCY CONTACTS	10
6.	ASSESSMENT OF SIGNIFICANT RISKS / IMPACTS AND CONTROL MEASURES	10
6.1.	THE RISK ASSESSMENT METHODOLOGY WILL UTILISE THE FOLLOWING FACTORS:	10
6.2.	HAZARD ASSESSMENT CONCLUSIONS	10
7.	LABOUR RESOURCE, PLANT, MATERIALS & WELFARE	15
7.1.	LABOUR	15
7.2.	ACCESS TO PLACE OF WORK	15
7.3.	PLANT AND EQUIPMENT	15
7.3.1.	Portable apparatus	15
7.3.2.	Lighting	15
7.3.4.	Materials	15
7.4.	WELFARE	15
8.	PERSONAL PROTECTIVE EQUIPMENT TO BE USED	16
8.1.	STANDARD ENVIRONMENTAL CONDITIONS	16
8.2.	SPECIAL ENVIRONMENTAL CONDITIONS	16
9.	EMERGENCY ARRANGEMENTS & INCIDENT RESPONSES	16
9.1.	EMERGENCY ACTION PROCEDURE FOR ANY EMERGENCY	16
9.1.1.	On Discovering a Fire or Other Emergency	16
9.1.2.	Action in an Emergency	17
9.1.3.	Fire Alarm and Fire Fighting Equipment	17
9.1.4.	Fire Alarm Testing	17

9.2.	GENERAL.....	17
9.2.1.	Assembly Points	17
9.2.2.	First Aid	17
9.2.3.	Adverse weather.....	18
9.2.4.	Wet conditions.....	18
9.2.5.	Excessive heat	18
10.	DOCUMENT DISTRIBUTION	18
10.1.	METHOD STATEMENT	18
10.2.	CHANGES TO THE METHOD STATEMENT	18
11.	APPENDICES.....	19
11.1.1	GENERAL REFERENCES.....	19
11.1.2	RAMS SIGN-ON SHEET.....	20

List of Figures

Figure 1 – Risk Assessment Matrix.....	14
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List of Tables

Table 1: References.....	5
Table 2: Abbreviations.....	6
Table 3: Definitions.....	6
Table 4: Emergency contact.....	10

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-2026	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 Business & Wholesale Services (BWS) 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. BWS 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 BWS personnel will be responsible for making the installation electrically safe and advising BWS 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 Distribution Business 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" summary 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 to provide adequate isolation from the system. (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, which may result in an Abort fee.
- 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. time switches, 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, 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 Metering 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 BWS 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:

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



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Generic Risk Assessment and Method Statement for Electricity metering work (BWS)

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Step	Hazards	Unmitigated			Control Measures	Mitigated		
		L	C	R		L	C	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 commences. 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 is 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



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Generic Risk Assessment and Method Statement for Electricity metering work (BWS)

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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 always wearing flame retardant overalls. 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



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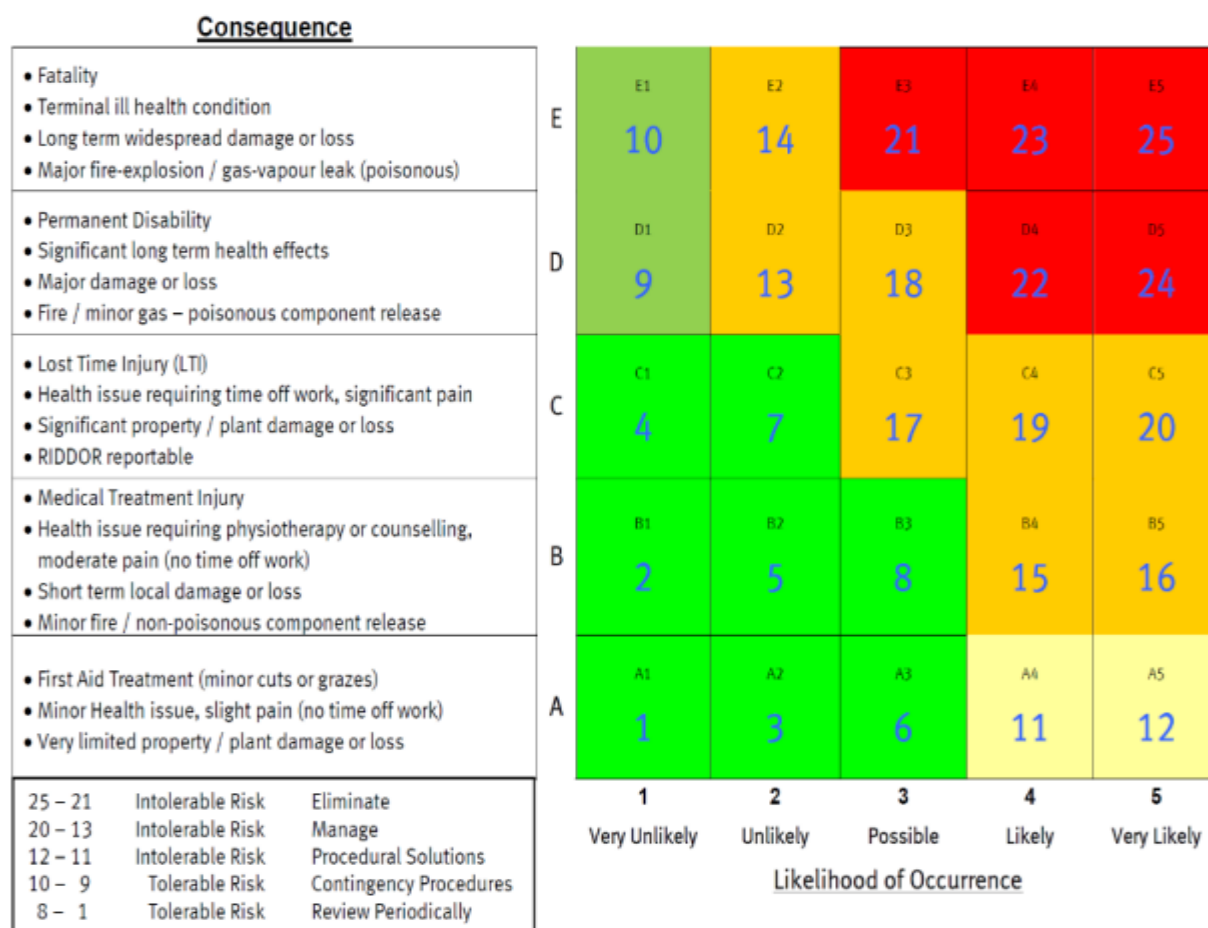


Figure 1 – Risk Assessment Matrix

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7. Labour Resource, Plant, Materials & Welfare

7.1. Labour

EDF Business & Wholesale Services 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 always used.
- Portable Appliances are 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 employed.

7.3.4. Materials

EDF Business & Wholesale Services 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 always worn.

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 be carried 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 planned 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

(cont.)

Document Title:

Generic Risk Assessment and Method Statement for Electricity metering work (BWS)

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- 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 the 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's responsibility to outline these procedures prior to work commencing.

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

Advice 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.

Advice 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 BWS 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. Appendices

11.1.1 General references.

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 handrail 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 safety.



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