

SAFE SYSTEM OF WORK — ERECTING A GARDEN FENCE

SSW — ONE PAGE

Scan the line, hand dig near a service, two to a panel — on one page

KD-SSW-GF-014 Rev A0

Post holes are the hazard nobody sees: a cable or a gas service a spade's depth down. MHSWR 1999 reg 3 is the duty — the risk assessed and recorded, which is this sheet — and HSG47 (3rd edition, 2014) is the guidance on how: plans, a locator, and a hand dig near a service. The auger, the post driver, the panels in wind and the concrete are assessed with it. One-page safe system of work for a domestic fence; the full activity RAMS is KD-RAMS-EW-001.

1 THE JOB

PROJECT / SITE REF	SITE	DATE	SHEET PREPARED BY
THE TASK, IN ONE LINE			SUPERVISOR / WHO TO CALL

2 HAZARDS ON THIS JOB — TICK EACH ONE PRESENT; THE CONTROL BESIDE IT IS WHAT YOU WILL DO

- ☐ Buried services — plans checked; the line scanned with a locator; hand dig near cables, gas and water; no auger where a service may run
- ☐ The auger and the post driver — two-handed; the hole cleared of stones; hearing protection; vibration time recorded; petrol tools in the open
- ☐ Posts and panels — two people to a panel in any wind; posts carried, not thrown
- ☐ Post-mix and concrete on skin — gloves; eye protection when pouring; washed off; KD-COSHH-CC-004
- ☐ Overhead lines and trees — look up; no post lifted under a line
- ☐ Neighbours, children and pets — the boundary agreed; holes covered when left; the working length barriered

3 SEQUENCE OF WORK — AMEND EACH STEP TO THIS JOB, OR WRITE "AS PRINTED"; SAY WHO DOES IT

1. AGREE THE LINE WITH THE CUSTOMER; CHECK THE PLANS FOR SERVICES; SCAN THE LINE	WHO
2. MARK THE POSTS; HAND DIG THE FIRST SPIT NEAR ANY SERVICE; AUGER ONLY WHERE THE LINE IS CLEAR	WHO
3. SET THE FIRST POST PLUMB; BRACE IT; CHECK THE LINE THROUGH TO THE LAST POST	WHO
4. CONCRETE OR POST-MIX EACH POST; KEEP OFF UNTIL SET	WHO
5. FIT PANELS OR RAILS BETWEEN THE POSTS WITH TWO PEOPLE; FIX TO THE MANUFACTURER'S METHOD	WHO
6. TRIM TO HEIGHT; FIT CAPS AND GRAVEL BOARDS	WHO
7. BACKFILL; CLEAR THE SPOIL AND OFFCUTS; WASH THE TOOLS; HAND OVER	WHO

4 KIT AND PPE — AND STOP CONDITIONS: STOP AND GET THE SUPERVISOR IF... (TICK WHEN BRIEFED)

Kit: service locator, spade and post-hole digger, auger, post driver, level and line, drill, barriers, hole covers. PPE: safety boots; gloves; eye protection; hearing protection at the auger; hi-vis on a road boundary.

- ☐ The locator shows a service on the line and the plans do not explain it
- ☐ A cable, a pipe or an unknown object is struck or found in a hole
- ☐ A post cannot be set without working under a line or a tree limb
- ☐ Wind makes a panel unsafe to hold

5 SIGNATURES

Person doing the work — I have read this sheet, the kit and PPE are on the job, and I will stop at the conditions in section 4:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Briefed by / supervisor — I have checked the job against this sheet and amended what needed it:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.