SHE002 Risk Assessment and Method Statement

1 Purpose

This information sheet is designed to detail the mandatory requirements that anyone accessing and working on an Arqiva site should follow. Several information sheets are available on variety of subjects. This information should be read in conjunction with the other information sheets applicable to the activities you are undertaking.

This information sheet details the requirements for method statement and risk assessment that must be submitted with your site access request for certain high-risk activities.

2 Projects

Please ensure that RAMS are reviewed and included as part of your site-specific construction phase health and safety plans for all projects.

3 When are RAMS required to be submitted to Arqiva?

If you are a contractor, site sharer or their contractor, you will be required to submit a method statement and risk assessment with your site access request for the following activities which must include the information detailed below.

Method statements and risk assessment for the below activities must be uploaded into ServiceNow for approval prior to work commencing on site. Documents supporting an access in the event of an emergency or fault will be reviewed the same or next working day.

Type of Work	Specific Requirements to be Included in RAMS
Lifting and installing dishes of 1.2m or more in diameter	• Height and position of installation • Weight of load • Equipment to be used during lift and SWLs to be well defined. Hierarchical approach must be taken therefore mechanical means to be used where practicable. • Means of anchoring the winch and ensuring integrity of anchor must be described. • Competency and training of winch operators. • Means of holding the dish away from the structure (to protect the infrastructure) to be defined. • Exclusion zones required for the activity. • The communications systems to be set up for the activity. • Weather restrictions for the task e.g., wind speeds.
Use of a Derrick	• What type of derrick will be used? • Derricks range from small gin-poles to purpose-built rail and clamped collar systems. It is important to know what will be used as larger derricks will require approval by Arqiva structural design team. Generally, derricks required to take off small dishes and antennas towards the top of the structure will not need prior approval whilst

Type of Work	Specific Requirements to be Included in RAMS
	derricks for removing/installing cantilevered antennas (spines) will do. • How will derrick be fitted to structure? • Methodology for fitting derrick should be included in MS as well as for using it.
Use of a Crane (see SHE003 for more details including MEWPS and lorry mounted cranes)	• Is the lift a contract lift, or a hire and use lift? • This will influence who is acting as slinger/banks person, appointed person etc. For hire and use lifts particularly check that the contractor is providing suitably qualified labour. • Rescue Plan submitted • Has the lift plan and berthing diagram been provided? • Has a site-specific method statement and risk assessment been provided? Check to ensure that ground conditions, installations and specific RF issues have been considered when planning the crane location etc. • Has proof of statutory inspection been provided?
Use of a capstan, erection or person riding winch for lifting and lowering	Capstan winch • The capstan winch form must be completed and submitted with your RAMS • What will winch be anchored to? - Structure legs and purpose made points on vehicles are generally ok but cable gantries, fence posts, towbars etc are not. • Where will load be suspended in relation to operator? - If anchoring to a leg the operator may be stood directly beneath load which is bad practise. • How close is the weight of the load to the safe capacity of the winch? - Capstans are generally not marked with a SWL- the safety factors used to derive the capacity are not known so they should not be used to their limits. 450kg is usually the absolute maximum capacity. • What distance will the load be lifted/lowered? • What experience and training does the operator have? Erection Winch • What is the capacity of the winch? • What will the winch be anchored to? Winches may be anchored back to stay-blocks, lifting saddles, sledges and concrete blocks etc. Any reference to duck-bill anchors etc should prompt further questions about buried services as these anchors penetrate the ground. • What experience and training does the operator have? Person Riding Winch • Use of a Musson fall arrest system • What is the capacity of the winch? • What will the winch be anchored to? - Winches may be anchored back to stay-blocks, lifting saddles, sledges and concrete blocks etc. Any reference to duck-bill anchors etc should prompt further questions about buried services as these anchors penetrate the ground. • What experience and training does the operator have?
Working on sensitive sites (Luton, Northampton and Aldeburgh)	• See Appendix A for further information. • The site-specific text must be cut and paste into your RAMS for the job. • RAMS are only required to be submitted if carrying out installation / decommissioning work on the structure
Erection of scaffolds	• Competency and training of the scaffold erection team • To what design requirement has the scaffold been designed (maximum weight loading) • What is the sequence to be followed when erecting the scaffold? • What system is to be used by the scaffold erectors to protect from

Type of Work	Specific Requirements to be Included in RAMS
	falls from height • How are scaffold components to be lifted/lowered during erection/dismantling • What exclusion zones will be put in place during erection/dismantling • How is the scaffold to be transported safely to the location of installation? • How will erection tools be prevented from falling (constant attachment to the individual) • What control measures will be put in place for control of overhead hazards (e.g., electricity, RF) • How will access by unwanted persons be controlled • Who will be responsible for scaffold inspections and how often will this occur? • What period is the scaffold proposed to be in place
Use of mobile elevated work platforms such as cherry pickers for access to masts and towers only or where the MEWP provider is not IPAF accredited	• Competency and training of the individuals utilising the MEWP • Where is the MEWP to be sited with respect of other vehicle or people movements? • How is the drop zone to be protected? • What is the maximum height to be achieved during the use of the MEWP? • Are the ground conditions suitable for MEWP access? • Has the MEWP been examined, inspected and maintained by the supplier/owner? • Is fall arrest or fall restraint being adopted by the users (climbing out of a MEWP is not recommended) • If applicable, how are overhead hazards to be negotiated • Rescue Plans
Abseiling	• Competency and training of the individuals carrying out the work • There must always be a minimum of two competent and authorised rope access workers present on site and in communication with each other at all times. • The competent persons undertaking the works must ensure that a suitable rescue kit for the job is available and it is close to the point of work in order that a rescue can be affected quickly. • A main working rope and a back-up rope must be used at all times and each rope must have a separate anchor point. For added security these anchors may be joined together. When placing a rope and anchor, care must be taken to ensure that there is no risk of cutting or abrading either the ropes or any slings used. If there is such a hazard, then suitable protection must be used. • All karabiners must be situated such that the only forces applied are straight-line pulls; under no circumstances should they be placed such that there is a bending force in a sideways direction. Karabiners should have a minimum strength of 20Kn. • All materials, unless lightweight, are to be lifted to the working area on a separate rope once the operative is in position. Wherever possible materials are to be lifted up and not lowered down to the operative. Under no circumstances is the operative to attempt to ascend or descend whilst carrying or loaded with more than 10 kilos of equipment or tools
Excavations	• How buried services will be identified • If a CAT scanner is to be used the make and model and competency and training of the operator • How buried services will be marked on the service • How the excavation will be undertaken e.g., mechanical verses hand digging • How a permit to work will be issued and by whom • If the work is to be supervised by an Arqiva representative • Notification of communications between Contractor and Arqiva e.g.,

Type of Work	Specific Requirements to be Included in RAMS
	prestart meeting
Hot works	• Details of the type of hot work to be carried out • Nearby sources of fuel and how they will be managed • How a permit to work will be issued and by whom • A mandatory fire watch post work will be one hour • Detail of the emergency arrangements to be put in place
Installation of permanent generators	• Is the generator and fuel source suitably bunded? • During refuelling activities are adequate controls in place (e.g., drip trays) • Has the location and siting of the generator been considered (e.g., proximity to drains and on top of slopes) • Is it sited away from the main thoroughfare to avoid accidental damage? • Has the land classification of the site and neighbouring property been considered (e.g., SSSI or AONB) • Is a planned maintenance programme in place for the generator • Is a spill kit available for minor spills? • Is an emergency plan detailed for major spillages?
Tensioning stay wires	• A site-specific method statement must be submitted.
Strengthening work on mast and towers	• A site-specific method statement must be submitted.
Intrusive work likely to disturb asbestos containing materials	• Location and type of ACMs identified, and operatives informed of location • Training and competence of operatives undertaking the work • Where the work is notifiable to the HSE evidence this has been done • Where the work is required to be carried out by a licenced contractor details of their accreditation • Description of the work • Control measures to limit damage to ACMs, including personal protective equipment • Method of limiting the spread of ACMs • Clean up and waste disposal
Work on MF / LF structures	• Your RAMS must acknowledge that you are working on an MF / LF site and provide guidance to employees on the unique hazards of working on this type of site. You can find specific guidance when you request access to MF / LF sites on Service Now. • You must state in your RAMS that you are using an RF personal monitor approved by Arqiva for use on MF / LF sites. • If climbing is taking place state, the number of the structure. There are often non-MF telecoms structures on MF sites and it is important to state exactly where the work is taking place • Is climbing is taking place on the MF structure state details of the planned work that is in place to isolate the structure before you ascend • If equipment is being brought onto site what are the earthing arrangements. • If excavations are being undertaken how will the earth mat be protected / avoided.

3.1 General method statement content

- All method statements should be specific to the site and work activity being undertaken. As a minimum it should contain the following information:
- Scope of Work - Description of works, start and completion date, location
- Personnel Involved - Details of site supervisor and individuals, contact details, details of contractors

- Order of Work - Step by step description of how the work will be undertaken, details of tool machinery and equipment that will be used, details of who machine operators are and their training.
- Site Requirements - Access arrangements, material delivery arrangements, how the work area will be controlled to stop unauthorised access, site security arrangements, details of welfare arrangements i.e., toilets, wash and mess facilities, personal protective equipment requirements.
- Emergency planning - Details of first aider(s) and nearest hospital, firefighting arrangements.
- List of key hazards and controls - A risk assessment must be attached to the method statement.
- Environment - Waste disposal arrangements, management of nuisance such as noise
- Arqiva do not mandate a method statement template, but an Arqiva template is available for use if required.

3.2 Risk Assessments

Risk assessments must be specific to the task being undertaken. All risk assessments must comply with the requirements specified in the Management of Health and Safety at Work Regulations and as a minimum document the following:

- Activities being undertaken
- Hazards
- Who might be harmed
- An evaluation of the degree of risk
- Control measures

Appendix A

A.1 Working at sensitive sites

Luton (141120) and Northampton VHF (141264)

These requirements are only required at Luton for installation and decommissioning work on the structure

General Site Conditions

- All staff visiting the site must be very considerate to members of the public.
- The site gates must be kept shut and always locked, except for the minimum time required for access and egress. During this time the open gates must not be left unattended.
- Smoking is prohibited at all times on all parts of this site, including on the structure, within buildings and vehicles.
- Noise from any activity must be kept to a minimum. Shouting and the playing of radios is prohibited. Be especially considerate during the hours of darkness and keep vehicle and external building lighting to a minimum.
- All rubbish generated by any activity must be removed from the site at the end of each day.
- There are no welfare facilities on this site. Public conveniences are located close to the site, and these should be used.

Conditions for work on the structure

- No weekend or public holiday access to the tower is permitted unless genuinely urgent.
- All work on the structure must be supervised by an Arqiva Employee and within conditions laid down in the Arqiva Site Access Policy. Contractors will not be allowed to supervise at this site under any circumstances.
- Nothing whatsoever must be allowed to fall from the structure. Appropriate arrangements must be made to ensure this risk is minimised. All tools must be permanently attached to prevent them from being dropped
- A net is provided in the Arqiva accommodation, and, in the absence of an approved alternative, this must be held under the workplace to intercept any small objects accidentally dropped.
- A minimum of three climbers must be used to carry out any work on the structure. Two to complete the work and one to intercept any possible falling objects with the device provided.

Aldeburgh (140045)

General Site Conditions

- All staff and visitors MUST observe access restrictions and treat neighbours with tact & diplomacy.
- Speed limit of 10mph MUST be observed. Vehicles must NOT be parked in, or reversed down, lane or turned other than in Arqiva site. Great care must be taken not to deviate from the access route, stop on the access route or damage any marker posts.
- Every effort must be made to avoid bringing vehicles to site that are too large to turn at the site.
- If large vehicles have to be brought to site Arqiva's Community Relations manager must be given sufficient warning to inform the Neighbours in advance.
- If large vehicles are too big to turn at the site, then it will be necessary to provide a banks person to supervise reversing all the way to the public road. The track is a public footpath/bridle path, and it is not safe to reverse large vehicles without that supervision.
- The site gates must be kept shut and always locked, except for the minimum time required for access and egress.
- Noise from any activity must be kept to a minimum.

- All rubbish generated by any activity must be removed from the site at the end of each day. You must ensure that no rubbish from the site, however small, is allowed to fall or blow onto neighbouring land. This has recently been a cause of major contention.
- There are no welfare facilities on this site. The nearest Public conveniences are located In Aldeburgh adjacent to the car park at the South end of the High Street where it becomes Slaughden Road (NGR 646402,256135). On no account may Arqiva's site or adjacent land be used for this purpose.

Conditions for work on the structure

- The Drop zone for this tower extends 20m from each face and appropriate controls should be established to prevent any objects falling, causing either harm to an individual or damage to neighbouring property.
- Exclusion zone to be set up around the base of the structure within Arqiva's ownership and warning signs to be posted at access points (signs should only be located on Arqiva's land).
- You may not enter adjacent land for any purpose and Arqiva cannot prevent access by neighbours into the drop zone. A designated individual must be responsible for keeping a lookout to ensure that if anyone enters the exclusion zone who is not in the working party's direct control (i.e., the neighbouring landowner, associates, or a member of the public) works must be suspended immediately.
- Nothing whatsoever must be allowed to fall from the structure. Appropriate arrangements must be made to ensure this risk is minimised.
- All tools must be permanently attached to prevent them from being dropped
- Use closed bags to carry small items.