

Method Statements and Risk Assessments

SHE002

Arqiva SHE Site Access Requirements

This information sheet is designed to detail the mandatory requirements that anyone accessing and working on an Arqiva site should follow. A number of 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.

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:

Type of Work	Specific Requirements to be Included in RAMS
Working on sensitive sites (Luton and Northampton)	<ul style="list-style-type: none"> • Control of noise and nuisance • Prevention of falling objects • Security – locking gates • No smoking
Erection of scaffolds	<ul style="list-style-type: none"> • 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 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 (eg 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

Type of Work	Specific Requirements to be Included in RAMS
Use of mobile elevated work platforms such as cherry pickers	<ul style="list-style-type: none"> • 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
Lifting items weighing 5 tonnes or more	<ul style="list-style-type: none"> • Height and position of installation • Equipment to be used during lift and SWLs to be well defined • Slings methods to be used • Berthing diagram for crane (if crane used) • Means of safely maneuvering the crane into position (if crane used) • Evidence of appropriate calculations/tests of derrick (if winch & derrick used) • Means of anchoring the winch and ensuring integrity of anchor must be described.(if winch used) • Competency and training of winch or crane operators, slinger and banksman. • Means of holding the load 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.
Lifting and installing dishes of 1.2m or more in diameter	<ul style="list-style-type: none"> • Height and position of installation • 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.
Lifting an items more than 35m	<ul style="list-style-type: none"> • Height and position of installation • 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.

Type of Work	Specific Requirements to be Included in RAMS
Abseiling	<ul style="list-style-type: none"> • 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 effected 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	<ul style="list-style-type: none"> • 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 eg mechanical vs 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 eg pre start meeting
Hot works	<ul style="list-style-type: none"> • 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
Bringing temporary generators onto site	<ul style="list-style-type: none"> • Is the generator and fuel source suitably banded • 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

Method statements and risk assessment for the above activities must be submitted to Site.Access@arqiva.com five working days 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.

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 ie toilets, wash and mess facilities, personal protective equipment requirements.

- Emergency planning - Details of first aider(s) and nearest hospital, fire fighting 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.

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