

# **SHE Rules for Contractors**

## **BOW109.11**

# 1.0 Introduction

This document details the safety, health and environment rules that contractors employed by Arqiva must follow. This document should be read in conjunction with [the Arqiva Access Regulations](#).

The rules and performance standards apply to any contracted activity, including but not limited to, planning, designing, installing, commissioning, testing, operating, maintaining, demolishing or dismantling.

# 2.0 Legal Requirements

Contractors working for Arqiva must, at all times, comply with relevant safety, health and environment legislation.

Customers or Third Parties occasionally

specify different or additional health and safety rules, than those required by Arqiva. Arqiva will inform its contractors of any such requirements before a particular contract or task commences.

# 3.0 Management System

## 3.1 Management System

Contractors should have in place effective safety, health and environmental managements systems that are commensurate to the nature of the activities they undertake and risks involved. Elements of the management system which are applicable to construction activities

being undertaken must be available at a site level to all operatives.

Certain key Arqiva policies and procedures are referenced within this document. The contractor is not required to adopt them but ensure their own procedures follow the key requirements set by Arqiva.

## 3.2 Design

Any design undertaken by the contractor shall meet all relevant statutes, standards and codes of practice and shall be undertaken by competent persons. The designer shall take into account the full life of the product, component or system to include health safety and environmental

considerations during installation, erection, commissioning, testing, operation, maintenance, decommissioning, dismantling and demolition. A designer risk assessment must be in place for all designs undertaken by the contractor.

## 3.3 Pre Construction Information

Arqiva will supply the contractor with a Pre-Construction safety, health and

environmental information relevant to the site and task being undertaken.

## 3.4 Construction Documentation

For all construction work regardless of length a method statement must be prepared and submitted to Arqiva for review prior to the work commencing on site. It must be specific to the location and

activities that are being undertaken. The method statement must be supported by risk assessments which must be relevant to the site and activities being undertaken. Appendix 1 provides details of type of

information Arqiva expects a method statement to contain.

If a project is notifiable to the Health and Safety Executive under the Construction (Design and Management) Regulations, Arqiva will be responsible for appointing a CDM Coordinator.

The Principle Contractor will be responsible

for developing and maintaining a Construction Phase Health and Safety Plan. This must be submitted to Arqiva for review prior to construction commencing on site.

When work is completed on a site the contractor is responsible for providing information to Arqiva for the health and safety file and identifying any residual risks on site.

## 4.0 Site Access and Gateway

All contractors must be registered on Arqiva's site access system Gateway.

## 5.0 Site Setup and Management

### 5.1 Site Setup and Welfare

The requirement for site set and provision of on site facilities will depend on the nature of the work and duration of the task. Appendix 2 provides guidance on the type of facilities that should be provided.

Contractors will be responsible for providing all welfare facilities for the contract including toilets, eating and drinking facilities and drying arrangements. From time to time Arqiva at its discretion may allow the

contractor to make use of existing welfare facilities. This shall be detailed in the pre-construction health and safety plan. The Contractor shall ensure that the facilities are maintained in good and hygienic condition at all times.

Camping on site or overnight stays in buildings or vehicles is prohibited. No pets are allowed on site to ensure that livestock on neighbouring property are not disturbed.

### 5.2 Working Methods and Behaviour

All work must be completed in accordance with the Contractors method statement.

All work must be performed so as to cause the minimum of disruption to the normal operation of Arqiva sites and activities and to Arqiva's neighbours. Proper regard must be paid to the wellbeing of Arqiva employees, neighbours and others who may be affected by the contractor's activities.

At the end of each working day, and on contract completion, the work area must be left tidy and all wastes must be cleared.

Those persons responsible for opening and closing the premises must assume responsibility for securing the site and complying with Arqiva security procedures.

Noise nuisance must be kept to a minimum and within any defined parameters.

Smoking is not allowed in buildings and should be restricted to the designated smoking area. Drugs and alcohol are banned from Arqiva sites.

Communication between contractor's employees and Arqiva employees should be kept to a minimum, and should only be connected with the work being carried out or to be courteous.

Contractors must at all times refrain from making defamatory remarks about, and remain impartial towards, Arqiva, it's customers or other contractors.

A summary of these requirements can be

found in the site rules poster in Appendix 3.

### 5.3 Cooperation and Coordination

Contractors will co-operate with other contractors on site and co-ordinate their

activities to ensure that safety, health and environment risks are controlled.

### 5.4 Access and Security

Arqiva shall provide details to the Contractor on arrangements for site access including access tracks and where appropriate arrangements for ensuring security of gates and buildings.

third parties through the provision of appropriate temporary security fencing or guarding.

Where necessary the contractor shall ensure that any activities and storage areas are safe for Arqiva employees, visitors and

If access is required into the contractors work area by Arqiva or third party the contractor shall ensure the individuals have a site induction.

### 5.5 Housekeeping

Contractors must maintain a tidy work site at all times to reduce the risk of slips, trips and falls. Walkways, exits and fire points must not be obstructed.

Stacks of material or equipment and storage areas must be secure to prevent the risk of items falling on passers-by, or on persons who may have to subsequently move them.

### 5.6 Signage

The Contractor shall provide suitable signage to warn of any additional hazards on site eg falling objects. Signage shall

also be provided to state who the contractor's organisation is, any site rules and minimum PPE requirements.

### 5.7 Personal Protective Equipment

The minimum PPE requirements for Arqiva construction sites are hard hat, safety boots with ankle support, mid sole protections and steel toe cap and high visibility vest with the contractor company name displayed clearly displayed on the back of the vest.

The contractor must undertake a risk assessment to determine any other PPE that maybe required for the activities that are being undertaken.







### 5.8 Training and Instruction

Contractors must ensure that all employees and others are competent and capable to perform the duties assigned to them and shall provide safety, health and environment training to their employees. Where training

is required to undertake a specific tasks eg climbing, operating a forklift truck, the individual must carry their training certificates with them for inspection on site by Arqiva.

## 6.0 Control of Specific Hazards

### 6.1 Absolute Rules

Hazard		SHE Rule	Background wording
Work at Height		Climbers shall be attached at all times	Mast and tower climbers shall be attached to a purpose installed or robust structural anchor point at all times by means of a fall arrest device. Attachment shall not be required when working on fully protected platforms (when trapdoor down) or when fall distance <3metres and no fixed fall arrest system is attached.
Work at Height		Rooftop workers shall maintain a minimum distance of 2 metres from any unprotected edge unless attached to a suitable fall prevention system	Workers shall not access within 2 metres (or more where conditions dictate) of an edge, hole or fragile material which is not 'protected' by a suitably sized parapet wall or guardrail unless attached to a suitable anchor by means of a fall-restraint or fall arrest device
RF		Climbers shall always wear a Radio Frequency monitor while on structures	Each climber shall wear an Arqiva approved and calibrated monitor at all times. There shall be at least one monitor in use for rooftop work
Electricity		Anyone who carries out electrical activities shall be competent and authorised	Anyone undertaking electrical work shall be competent and authorised to undertake the work in question. This may include electrical design, installation, maintenance and decommissioning.
Electricity		Electrical systems and equipment shall be isolated and proven dead before any installation work takes place	Electrical supplies and equipment shall be isolated, locked off and warning notices will be displayed. A HSE approved voltage indicator shall be used to prove a supply is dead. Live fault finding and testing shall only take place if authorised by a senior electrical person and a member of the Arqiva SHE team. Installation includes the physical work of installing, altering, removing or adding to an electrical installation
Asbestos		Any Asbestos Containing Materials that may affect the work area shall be identified prior to work starting	Work shall not begin before everyone in the working party understands where asbestos containing materials are located and control measures have been implemented. Works shall cease immediately on identification of any suspect materials not previously identified

## 6.2 Site Specific Hazards

Site specific hazards for the site will be detailed on the Gateway site access permit. Any new permanent or temporary hazards

should be notified to Arqiva using the Gateway end of work report.

## 6.2 Asbestos

If intrusive works are planned to be undertaken asbestos surveys that are available for the site must be reviewed by the Contractor. If a survey is not available and asbestos could be present Arqiva will arrange for a survey to be undertaken.

If the contractor discovers previously unidentified asbestos containing materials during their work, or believe that their work will disturb suspected asbestos containing materials, they must, stop work and ensure

that all employees leave the work area and inform the Arqiva representative of their findings.

Arqiva will arrange for suspected asbestos containing materials reported to be analysed and for an assessment of any risks posed by them to be undertaken. Until the results of analysis are known, Contractor's employees must not cut, drill or otherwise disturb the materials suspected of containing asbestos.

## 6.3 Electricity

Only competent contractors may work on electrical equipment and systems. Contractors undertaking electrical work must be in receipt of an authorisation letter from Arqiva, Appendix 4.

All aspects of design, installation, commissioning, inspection, use and testing must conform to legal and technical standards, such as the Electricity at Work Regulations 1989 and the IEE Wiring Regulations.

## 6.4 Excavation

Arqiva will provide contractors with any available plans for buried services and, where applicable, details of any agreements or undertakings that might affect or restrict working methods e.g. contaminated land. Arqiva uses its best endeavours to ensure that any plans are accurate however they should not be relied on in terms of exact location and completeness.

Contractors must comply with the requirements of HSE guidance note HS(G)47 Avoidance of danger from underground services, which requires the use of plans, detection devices and safe

digging procedures including where appropriate hand digging trial holes to confirm the line and depth of services. The contractor must have in place a permit to dig system prior to any excavations commencing.

Excavations must be adequately supported to prevent falls of material or earth, which may endanger any person. Where excavations are undertaken close to buildings or structures due regard must be taken of the additional loads imposed. Excavations must have suitable barriers and where appropriate lights and signs.

## 6.5 Pollution Prevention

In all cases where liquids such as oil, diesel, paints etc are used or stored, the contractor shall ensure that adequate measures are in place to prevent pollution. Suitable bunds should be used for storage and for items such as bowsers and temporary generators to prevent pollution in the event of a spill.

Spill kits must be on site where more than

polluting liquids are stored, handled or used. The contractor shall be responsible for all spills resulting from their work on Arqiva sites, including all associated clean up costs. The contractor should ensure that spill kits are in good condition and sufficient stocks of absorbent materials are maintained. Any used spill kit materials must be disposed of as hazardous waste.

## 6.6 Hazardous Substances

Contractors must ensure that their use of hazardous substances, have been assessed. Assessments and associated manufacturers safety data sheets should be available on site where substances are being used.

Flammable substances must be stored in a suitable container in a well-ventilated place. Dusts generated from cutting or other activities must be suppressed to a minimum

to protect individuals and the surrounding environment.

Contractors working with pesticides must hold a certificate of competence, apply all applicable Environment Agency guidelines for the use of pesticides in or near water and ensure that any waste pesticides, or their containers, are treated as hazardous waste and disposed of in accordance with legal requirements.

## 6.7 Highway Work

All works on or near the highway must conform to legal requirements, including the New Roads and Street Works Act, 1991.

## 6.8 Hot Work

No activity involving hot work or naked flames may commence until a Permit to Work system has been implemented by the contractor. Whilst hot work continues, any flammable or combustible materials stored or being used in the vicinity of the task, must be removed or made safe.

Welding operations must be effectively screened so as to prevent others being in a position where they can see the welding arc or being hit by sparks.

Fire fighting equipment appropriate to the risk must be provided by contractors.

A fire watch must be maintained for at least 60 minutes, or as per the task risk assessment, after the work has been completed.

The isolation of fire detection devices during hot work may only be carried out following authorisation from the Arqiva representative.

## 6.9 Plant and Equipment

All plant and work equipment must be fit for purpose and comply with statutory requirements. Test and inspection

certificates must be available on site with the equipment for Arqiva to inspect.

## 6.10 Portable Appliance Equipment and Tools

All portable electrical tools and equipment used by contractors or their subcontractors must be:

- 110 volt centre-tapped to earth, or
- protected by a residual current device (RCD), or

- of a voltage that does not present a risk (i.e. below 55volts), or
- battery powered.

All portable electrical equipment must be, properly maintained and portable appliance tested and labelled.

## 6.11 Radio Frequency

Contractors undertaking any work on, or in the vicinity of, RF transmitting equipment, must follow the standards detailed within the Arqiva guidance document [SHE001](#).

When the contract requires work in the vicinity of transmitting antennas Arqiva will supply the contractor with details of any RF surveys as part of the pre-construction health and safety information. Arqiva will agree with the contractor a Planned Works Schedule when work in the vicinity of transmitters requires power reduction or outage. If planned work is required to safely access a mast or tower the work must not commence until an RF safe system of work form has been completed by the climbing team leader.

Contractors must consider RF in their risk assessment. All climbers must have a personal RF monitor. Roof top workers should have one RF personal monitor per team, all ground workers on MF sites must wear a personal monitor.

Contractors using personal monitors for protection purposes must withdraw from the work location and arrange for further investigation if the alarm on any of the monitors is fully activated. People must not then re-enter the work area until the RF field strength has been demonstrated to be at an acceptable level.

## 6.12 LOLER

Lifting plans must be produced for all lifting operations.

## 6.13 Waste Management

Contractors have responsibility for disposal of all waste generated during the course of their work, unless otherwise agreed with Arqiva.

Contractors have a "Duty of Care" to ensure that all wastes generated by their work, prior to disposal, are:

- suitably and securely contained so as to prevent escape, spillage, or interference by third parties
- adequately labelled to prevent incorrect disposal.

Where necessary, contractors must provide weatherproof and/or lockable skips. Contractors must identify and delineate appropriate areas for the temporary storage of waste materials.

When necessary Arqiva will register the site with the Environment Agency for the disposal of hazardous waste.

Upon disposal, contractors must ensure that wastes:

- are transferred only to a carrier licensed to accept that particular type of waste, and

- carry full legally compliant documentation, throughout the disposal process, by means of a waste transfer note for general wastes, or a consignment note for special wastes.

Contractors must maintain and make available for inspection by Arqiva transfer and consignment notes.

Contractors that transport waste themselves, must provide proof of their registration to carry waste, or their exemption from registration, together with proof that they will use a disposal site which is licensed. Contractors must minimise the volumes of waste generated by applying the following environmental hierarchy:

- re-use
- recover/recycle
- final disposal, for example landfill or incineration

For contracts which require a site waste management plan to be produced, the document will be provided by Arqiva to the contractor. The contractor will be responsible for updating and maintaining the plan during the life of the project.



## 6.14 Working at Height

### Masts and Towers

The minimum training for accessing masts and towers is climbing, mast rescue, RF awareness and first aid. All climbers must also be subject to a regular medical assessment. Rooftop workers must hold RF awareness and undertaken practical rooftop worker training.

No climber may ascend any structure unless a second person, competent and equipped to climb either accompanies that person or remains in contact at the base of the structure. In any case, a climber must not climb above 75m alone.

For climbing activities above 120m (including where access to the height is achieved by lift or man-riding basket), there must be a minimum of three competent and equipped climbers on site (all three persons remaining in contact with one another through radio etc). One of these climbers may remain at ground level but there must be a minimum of two climbers on the structure at all times. There should never be more than 75m distance between climbers on the structure at any time.

There should never be more than a 75m distance between climbers on the structure at any time (in order that any problems can be identified and a response initiated quickly).

Climbs above 45m where there is no fall arrest system or where the fall arrest system cannot be used are prohibited unless permission have been received from Arqiva site access.

### Rooftops

The minimum training for accessing rooftops is RF awareness and practical rooftop worker training.

### Ladders

Ladders should only be used for short duration work. Ladders should not be the first choice of equipment and the contractor should show through their risk assessment for the task that a suitable platform could not be used.

Portable ladders and steps must be in good condition and inspected before use and formally on a yearly basis.

### Scaffold

Scaffolding must be erected by competent persons and inspected before being brought into use and prior to every subsequent use. Appropriate details must be recorded in an approved scaffold inspection log. A hand-over certificate must be obtained before a contractor uses any scaffold erected by another contractor.

## 6.15 Biological Diseases

The contractor should take into account potential sources of biological diseases when risk assessing the tasks they are performing, specifically leptospirosis and psittacosis.

Some Arqiva structures have lead paint. Specific controls that should be followed when working on these structures are as follows:

### General Climbing - Low Level / Short Duration

The following good hygiene practices should be followed when climbing or working on lead and chromate painted structures.

- Do not eat or drink when climbing

- Do not smoke
- Wash hands after climbing and before eating or drinking

### General Climbing - High Climbs / Long Duration

There is a concern that the total prohibition of eating and drinking whilst at height on lead and chromate structures may compromise safety through dehydration, drop in energy levels, etc. For this reason a safe method of drinking and eating will be required for persons who work for extended periods. Extended climbs should be monitored and measured by the supervisor. Height of the climb, exertion required and weather conditions should all be consideration when determining whether eating and drinking is permitted

It is still important to prevent the accidental ingestion of contamination. The following steps need to be adhered to in order to reduce risk:-

- A sports type drink bottle that has a folding cap covering the spout should be used to prevent hand to mouth contact.
- Food should be protected by a wrapper that can be held / peeled back without contaminating the food.

### **Intrusive Work**

If work involves intrusive activities such as drilling, grinding, abrading, power washing, then the following additional controls should be implemented:

- When hand washing, nail brushes should be used to ensure any residue is removed from beneath finger nails
- Disposable overalls should be worn to prevent contamination of

clothing, alternatively work wear should be laundered

- Face mask to FFP3 standard should be worn
- Disposable gloves should be worn
- Safety goggles should be worn
- All disposable PPE items that have been contaminated with lead chromate paint should be bagged and disposed of as hazardous waste.
- For larger scale work it may be beneficial to provide a changing area with clean and dirty sides to prevent cross contamination. All necessary protective clothing and respiratory protective equipment must be removed and personnel should thoroughly wash exposed areas before entering the 'clean' side.

Where persons regularly carry out intrusive works on structures containing lead paint, their employer must arrange regular health surveillance i.e. tests to monitor blood-lead levels.

## **6.16 Nuisance**

Noise levels should be kept to a minimum on site to avoid disruption to neighbours. If work is being carried out in an area where noise levels are restricted, the contractor is

responsible for applying for prior consent from the Local Authority.

Any temporary lighting should be installed to minimise nuisance to neighbours.

## **6.17 Protected Flora and Fauna**

The contractor is responsible for identifying any protected flora and fauna on site and ensuring their activities do not cause damage or interfere with their habitat. The

contractor is responsible for applying for any necessary licences to remove, relocate or work in the vicinity of a protected species.

## **7.0 Active Monitoring**

The contractor is responsible for ensuring there is a programme of active monitoring of the work they undertake and any areas for improvement are actioned in a timely manner. Records of monitoring should be shared with Arqiva.

Arqiva will also conduct a programme of active monitoring. Formal reports will be produced and issued to the contractor and any actions identified should be closed out in a timely manner.

## 8.0 Emergency Procedures

### 8.1 Fire Safety

Arqiva shall inform the contractor of any fire safety procedures on site and the arrangements for action in the event of a fire alarm.

The Contractor shall not interfere with any fire systems and shall ensure that all fire

routes and fire exits are kept clear at all times. The contractor will be required to undertake a fire risk assessment for the work and ensure any requirements are made part of the emergency plan for the work.

### 8.2 First Aid

Contractors must make their own arrangements for administering first aid and for the provision of equipment and facilities.

### 8.3 Accident, Incident and Near Miss Reporting

All accidents, incidents and near misses arising out of work undertaken by contractors on behalf of Arqiva must be reported immediately the Arqiva Accident Report Line on 01926 416 650.

Contractors will investigate all accidents incidents and near misses as soon as is

practicable and, where appropriate, in liaison with Arqiva and other contractors. A report detailing the findings of such investigations must be supplied to Arqiva within 5 working days.

## 9.0 Selection of Subcontractors

Contractors must have a system in place for the selection and approval of sub contractors to ensure they are competent.

The requirements of these site rules should be cascaded to any sub contractors used.

# Appendix 1: Method Statement Checklist

## Method Statement Check Sheet

A Method Statement must identify and explain the method by which each task will be undertaken and any safety precautions that must be implemented. It needs to clearly demonstrate that consideration has been given to each element of the overall job. It must be specific to the site and work being undertaken. This check sheet should be used to ensure that method statements meet minimum Arqiva standards.

Requirement	Satisfactory		
	Yes	No	N/A
<b>Scope of Work</b>			
Description of works			
Start and completion date			
Location where the work is to be undertaken			
<b>Personnel Involved</b>			
Details of site supervisor and their contact details			
Details of individuals involved in the work			
Details of any subcontractors			
Arqiva contacts			
<b>Order of Work</b>			
Step by step description of how the work will be undertaken			
Method of starting work, who will be notified			
Details of any permits required			
Details of tool machinery and equipment that will be used			
Details of who machine operators are and their training			
If lifting operations are taking place, a lifting plan must be included			
<b>Site Requirements</b>			
Site access arrangements			
Details of how material will be delivered and stored			
Details of temporary structures that will be erected eg scaffold, fencing			
How the work area will be controlled to stop unauthorised access			
Details of how the public will be protected			
Details of site security arrangements			
Details of welfare arrangements ie toilets, wash and mess facilities			
Personal protective equipment requirements			
<b>Emergency planning</b>			
Details of first aider and nearest hospital			
Fire fighting arrangements			
<b>Key hazards</b>			
List of key hazards and controls			
A risk assessment must be attached to the method statement			
Details of hazardous substances to be used and COSHH assessments			
<b>Environment</b>			
Waste disposal arrangements			
Managements of nuisance such as noise			

## Appendix 2: Site Set Up Requirements

Requirement		Size of Project – CDM Non Notifiable (Hour = total hours worked by all personnel on site)			CDM Notifiable Projects
		5 working days or less on site	Between 6 working days and 10 days on site	Over 10 working days on site	
Site set up	Description of Requirement				
Welfare facilities <ul style="list-style-type: none"> <li>• Toilet</li> <li>• Wash facilities</li> <li>• Rest facilities which are heated, have lighting, facilities for food preparation</li> <li>• Drinking water</li> <li>• Changing rooms and lockers</li> </ul>	Welfare facilities must be made available and be sufficient for the number of people on site. They must also take account of any site specific risks such as lead paint. BOIS033 provides a detailed breakdown of minimum requirements.	The following hierarchy should be followed <ul style="list-style-type: none"> <li>•Use of off site nominated facilities acceptable, within 10 minutes of site.</li> <li>•If the work lasts more than 1 day and no off site facilities are available toilet requirements specified for between 6 and 10 days must be provided.</li> <li>•The use of other portable systems other than chemical or flush toilets must be approved by the Arqiva SHE Team. These must not be used in vans (unless purpose designed) or in Arqiva buildings.</li> </ul>	On site facilities required, chemical toilet acceptable.	Full welfare cabin required with water flushing toilet	Full welfare cabin required with water flushing toilet
Security	Security will be dependant on the work being undertaken and the extent of the work area. The work area should not be accessible to unauthorised personnel. If the perimeter fencing is adequate this maybe acceptable. If work is in a specific area of the site this may need to be signed and fenced.				
Temporary fencing	Required to improve security or to segregate work area				
Temporary lighting	Required for night working or to light alternative foot paths / hazards				

Requirement		Size of Project – CDM Non Notifiable (Hour = total hours worked by all personnel on site)			CDM Notifiable Projects
		5 working days or less on site	Between 6 working days and 10 days on site	Over 10 working days on site	
Site offices	Location for site manager, control of the project activities and paperwork	Vehicle	Vehicle	Site office required	Site office required
Gateway accreditation	Company, subcontractors and individuals must be on Gateway if work is on Arqiva site	All individuals working on the project must be accredited in Gateway and site access permits must be raised for all work			
Spill containment and kits	Details of equipment or containers liquids such as paint, oil and diesel	Oil or diesel over 200l must be banded, spill kits must be available regardless of amount stored and when used in equipment such as temporary generators			
Waste management	How waste will be collected, segregated, stored and disposed of	Details of the type of waste that will produced, quantities, how it will be stored, who will collect it – copy of waste carriers licence, details of how and where it will be disposed – copy of waste management certificate for the disposal site			
Site signage	To detail contractors and for specific hazards eg men working at height. Alternative site entrance, parking areas and traffic routes must all be suitably signed				
Pre start meetings	Pre start meeting must be held with all parties involved in the work.	By telephone	By telephone / on site	On site meeting	On site meeting
<b>Site management</b>					
Supervision	Supervision will be dependent on the duration, size, site supervisor and complexity of the work and if there are multiple contractors on site.	Single contractor – team leader Multiple contractors – site supervisor	Single contractor – team leader Multiple contractors – site supervisor	On site supervisor required	On site supervisor required
Documentation <ul style="list-style-type: none"> <li>Method statement</li> <li>Risk assessments</li> <li>Construction phase health and safety plan</li> <li>Waste management plan</li> <li>Lifting plans</li> </ul>	A site specific method statement and risk assessment is required for all work. If a project on any one site is worth over £300k then a site waste management plan is required. Lifting plans are required for all work involving cranes, rigging and heavy lifting.	Method statement and risk assessment	Method statement and risk assessment	Method statement and risk assessment	Method statement and risk assessment Construction Phase Health and Safety Plan
Permits	Contractors can use and issue their own permits to work. If undertaking RF planned work the Arqiva RFSSOW form must be used.				
Active monitoring - Site inspections	The contractor should detail how monitoring of site activities will be undertaken.	Monitoring by on site personnel	Monitoring by on site personnel	Site inspection programme required	Site inspection programme required
Traffic management	If any of the work activities will affect traffic routes or parking areas then a traffic management plan should be prepared, this can be a site drawing detailing new routes or parking areas, signage should also be provided.				

Requirement		Size of Project – CDM Non Notifiable (Hour = total hours worked by all personnel on site)			CDM Notifiable Projects
		5 working days or less on site	Between 6 working days and 10 days on site	Over 10 working days on site	
Emergency arrangements – mast rescue, first aid, fire etc	Emergency arrangements should be determined by the activities being undertaken and the risks identified. Any work at height must have a rescue plan.	First aider, nearest hospital and fire arrangements must be detailed.	First aider, nearest hospital and fire arrangements must be detailed.	First aider, nearest hospital and fire arrangements must be detailed.	First aider, nearest hospital and fire arrangements must be detailed.
Communications	Communications include site notice boards, method statement briefings, site induction and tool box talks	Method statement briefing and site induction can be combined. Tool box talks only when required.	Method statement briefing and site induction can be combined. Tool box talks only when required.	Separate induction required.	Separate induction required.
Environmental monitoring <ul style="list-style-type: none"> <li>• Ground water</li> <li>• Noise</li> </ul>	Environmental monitoring only required where a specific risk has been identified				

# Appendix 3: Site Rules Poster



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