

## OT SHE 002 Risk Assessments Method Statements

### Cellnex On Tower UK Site Access Requirements

This information sheet is designed to communicate the requirements when accessing and working on On Tower UK sites.

This document details the requirements when submitting method statements and risk assessments for certain high-risk activities.

Method statements and risk assessment for the above activities must be submitted to [Access@cellnextelecom.co.uk](mailto:Access@cellnextelecom.co.uk) 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.

### When Are RAMS Required to be Submitted to On Tower UK?

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. The type of Work and specific information to be included in the RAMS is detailed below.

#### Lifting and installing dishes of 1.2m or more in diameter

- Height, weight, load 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.
- Safety 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 Crane (see OT 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/banksman, appointed person etc.
- For hire and use lifts particularly check that the contractor is providing suitably qualified labour.
- Has the lift plan and berthing diagram been provided?
- Has a site-specific method statement and risk assessment been provided by the crane / MEWP company?

- 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?
- 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
- 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

#### **Use of a capstan, erection or man riding winch for lifting and lowering**

- What will winch be anchored to? - Structure legs and purpose made points on vehicles are generally ok but cable gantries, fence posts, tow-bars 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 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 falls from height
- How are scaffold components to be lifted/lowered during erection/dismantling
- What safety 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

#### **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 Communications with each other always.
- 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 always be used, 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 and not lowered 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 demarcated.
- How the excavation will be undertaken e.g. mechanical verses hand digging
- How a permit to work will be issued and by whom
- Notification of communications between Contractor and Arqiva Services Limited e.g. pre-start meeting

#### **Hot works**

- Details of the type of hot work to be carried out
- Nearby sources of fuel (Combustible material) 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

#### **Intrusive work likely to disturb asbestos containing materials**

- Location and type of ACMs
- Training and competence of operatives undertaking the work
- Where the work is notifiable to the HSE, provide evidence.
- 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, (ERIC PD)
- Method of limiting the spread of ACMs
- Clean up and waste disposal

### **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

### **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