



SHE Rules

BOW142.3

1.0 Introduction

This document details the safety, health and environment rules that apply to anyone accessing Arqiva sites and describes the

standards of performance expected. This document should be read in conjunction with the Arqiva Access Regulations.

2.0 Management Systems and Documentation

2.1 Management Systems

All companies 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 site based activities being

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

Procedures must take account and comply with any mandatory requirements specified in these rules and related documents.

2.2 Documentation

All personnel access Arqiva sites must be in possession of an approved Gateway permit.

Method statements and risk assessments must meet the minimum requirements as specified in guidance document

SHE002. For high risk activities detailed in this guidance document method statements and risk assessments must be submitted to Arqiva for review and acceptance prior to approval of the gateway site access permit.

3.0 Site Set Up and Management

3.1 Site Set Up

Welfare facilities are not provided by Arqiva unless by prior agreement. Suitable and sufficient welfare facilities must be provided.

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.

3.2 Working Methods and Behaviour

All work must be completed in accordance with the 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.

A summary of these requirements can be found in the site rules poster in Appendix 1.

3.3 Access and Security

Arqiva shall provide details on arrangements for site access including access tracks and where appropriate arrangements for ensuring security of

gates and building as part of the Gateway permit. All gates and doors must be secured when leaving site.

3.4 Housekeeping

The work area must be kept tidy 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.

3.5 Signage

Suitable signage to warn of any additional hazards on site eg falling objects must be provided. Signage shall also be provided to

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

4.0 Control of Specific Hazards

4.1 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.

4.2 Asbestos

If intrusive works are planned to be undertaken in an Arqiva building an asbestos survey must be requested.

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

4.3 Electricity

Only competent personnel may work on electrical equipment and systems. 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.

4.4 Excavation and underground services

The requirements of HSE guidance note HS(G)47 Avoidance of danger from underground services, must be followed for any excavations. A permit to dig system must be in place 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

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4.5 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.

4.6 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.

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.

4.7 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.

4.8 Waste Management

All waste generated must be removed from site.

4.9 Working at heights

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).

It is mandatory for Arqiva employees and contractors to use a latchway fall arrest system where installed and fit for use. It is not mandatory for site sharers and their contractors to use the latchway system but they must have a means of permanent attachment.

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.

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4.10 Lead Paint

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.

4.11 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.

Where activities are proposed which may cause disturbance to neighbours, the site's Asset Surveyor must be consulted and appropriate communication carried out in advance.

Any complaints or enquiries from members of the public must be promptly referred to the site's Asset Surveyor or to Arqiva's Community Relations Manager.

4.12 Protected Flora and Fauna

Any activities undertaken should not disturb or destroy flora and fauna or habitats.

4.13 Accident, Incident and Near Miss Reporting

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

All accidents incidents and near misses must be investigated 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.