



# CDM Management & SHE Rules Standard

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## 1 Introduction

This document details the safety, health and environment rules that apply to anyone undertaking construction work as defined under the Construction, Design and Management (CDM) Regulations. It describes the standards of performance expected. This document should be read in conjunction with the Arqiva Access Regulations

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

## 2 Legal Requirements

Contractors working for Arqiva must, always 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 Management Systems and Documentation

### 3.1 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.

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 Documentation

All documentation related to the works i.e., Construction Phase Plan, RAMS, site access permit, CoSHH, etc must be readily available on site in a site pack. This can be a soft copy but it must be readily available.

### 3.3 Site Access

All personnel accessing Arqiva sites must be in possession of an approved site access permit. All contractors must be registered on Arqiva's site access system. If a site is not on the site access system, then the accreditation requirements still apply i.e., all persons undertaking work must be accredited with Arqiva.

### 3.4 Pre-Construction Information (PCI)

The pre-construction information should be produced and provided to all parties at least six weeks prior to work commencing. This is to ensure that the principal contractor / main contractor has sufficient time to produce the Construction Phase Plan.

Where the work is notifiable (F10) Arqiva will supply the contractor with a Pre-Construction safety, health, and environmental information relevant to the site and task being undertaken.

For non-notifiable work the contractor undertaking the work may be able to obtain the following information themselves:

- Site access information – this will include site location, who else will be on site (site access request will inform of other persons on site), permanent and temporary risks, asbestos information, antenna information (if working on structure).

If the contractor is not able to obtain sufficient pre-construction information, Arqiva will supply the information required.

### 3.4.1 Construction Phase Plan (CPP)

The CPP should be produced and provided to all parties four weeks prior to work commencing. This is to ensure that the document can be reviewed and amended if required.

For all construction work regardless of length a construction phase plan and 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.

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

The Principal Contractor / contractor will be responsible for developing and maintaining a CPP. This must be submitted to Arqiva for review prior to construction commencing on site.

The following three areas – plan, working together and organise must be included in the CPP as a minimum.

#### Plan

- Name of company
- Site address for work
- Key personal – client, local site contact, key people supporting the work i.e., site attendee, engineer etc
- Scope of work
- Any special requirements the client has noted
- Start and finish dates
- Welfare requirement – toilet, wash and rest facilities
- Site rules (own and Arqiva)

#### Working Together

- Details of anyone else working on site
- Who is principal or controlling contractor
- How you will keep everyone working or visiting site updated during the work –Induction, briefing, communication and worker involvement

#### Organise

- Emergency arrangements – first aid, fire, location of nearest A&E, reporting
- PPE requirements
- What are the main hazards from the work and how will they be controlled
- Methodology for work
- Any design changes will be controlled and managed

### 3.4.2 Method Statements

To ensure sufficient time is allocated to review and amend if required, method statements should be provided at least two weeks to work commencing on site.

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 site access permit.

The method statement must be supported by risk assessments which must be relevant to the site and activities being undertaken. Separate guidance is available that provides details on the type of information Arqiva expects a method statement to contain.

## 3.5 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 consider 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.

### 3.6 Temporary Works

Temporary Works are defined in the British Standard BS5975: 2008 as parts of the works that allow or enable construction of, protect, support, or provide access to, the permanent works and which might or might not remain in place at the completion of the works.

The Health and Safety Executive consider excavations not exceeding 1.2m as “simple / low risk”. Any excavation exceeding 1.2m must be treated as temporary works.

Examples of temporary works to provide structural support include:

- Shoring for excavations
- Propping for walls and floors
- Falsework for above ground concrete pours
- Scaffolds for access
- Haul roads and working platforms for plant including cranes
- Permanent works used for temporary purposes during construction

Examples of temporary works on a construction site also include:

- Site fencing and hoarding
- Welfare and office units
- Earthworks, including stockpiles, that will be removed later

Temporary works such as scaffolding, excavations, cofferdams and caissons must be inspected by a competent person on a regular basis.

Contractors are responsible for having a temporary works procedure and ensuring temporary works are controlled and managed.

## 4 Principal Contractor

The contractor appointed as the Principal Contractor for the project must be approved and accredited on the Arqiva Site Access system to “Principal Contractor” level. To achieve principal contractor accreditation a separate accreditation form must be completed and approved by Arqiva.

## 5 Site Set Up and Management

### 5.1 Site Manager

The Principal Contractors must have a suitable number of Site Managers available to discharge their CDM responsibilities.

Site Managers must have the minimum following training:

- Site Management Safety Training Scheme (SMSTS) if managing own company and subcontractors.
- Site Supervisor Safety Training Scheme (SSSTS) if only managing own company.
- New Roads and Street Works Training (NRSWA) street works supervisor qualification.

Equivalent training i.e., Black Card are acceptable providing the person also has a good understanding of CDM.

It should be noted that Person in Charge of Works training is not accepted as an alternative to the above.

The Site Manager must make necessary arrangements to ensure the site remains CDM compliant in their absence. A suitable person must be allocated to deputise, to induct unscheduled visitors to site, making necessary arrangements to secure the site at the end of working day etc. This person does not need specific training if covering site for a maximum of 24 hours however they must be competent to undertake the task.

### 5.2 Working Hours

It is important that site hours are agreed with all parties undertaking the work. It is important the following is taken into consideration:

- Mental wellbeing and sufficient rest periods for persons undertaking works

- Travel time and distance

Default normal working hours and days

08:00 – 18:00 Monday to Friday

Maximum work rotation should be no more than twelve days including travel time.

It is important that travel is taken into account on Monday and Friday with the possibility that the site will open / close later or earlier on those day to allow the site manager to travel to site.

Changes to the default working hours will require approval by the SHE team and will only be granted on an exemption basis with a solid justification. Weekends, Bank Holidays and night working are not classed as normal and will only be permitted in exceptional circumstances.

### 5.3 Site Set Up

Where the work is notifiable

- Appropriate signage must be displayed at the site entrance warning off construction work.
- Site office, welfare, rest area and if required drying area to be set up. Electrical supply connection point to be approved by Arqiva and Arqiva approved electrical contractor must carry out connection of electrical supply.
- Daily risk board must be set up.
- Site notice board must be set up displaying the following information as a minimum:
  - HSE Health and Safety Law Poster
  - Site Plan showing CDM site plan
  - Drop zone drawing if airworks
  - Relevant Arqiva and own company safety bulletins
  - Directions or details of nearest Accident and Emergency hospital

For non-notifiable work signage, welfare, site folder must be set up proportionate to the work being undertaken. A small white board or similar must be available to detail daily risks this should be displayed at the work location.

### 5.4 Welfare

Welfare facilities are not provided by Arqiva unless by prior agreement. Suitable and sufficient welfare facilities must 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 and agreed by Arqiva. The Contractor shall ensure that the facilities are maintained in good and hygienic condition at all times.

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 A provides guidance on the type of facilities that should 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.

#### 5.4.1 Emergency Arrangements

Contractors must make their own arrangements for administering first aid and for the provision of equipment and facilities. It is recommended that contractors identify the location of the nearest defibrator to the site. Arqiva staffed sites have defibrators.

#### 5.4.2 Fire Arrangements

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.

Fire assembly point to be determined usually main site entrance. Fire escape routes from work area to be checked and confirmed suitable before work commences.

## 5.5 Working Methods and Behaviour

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

All work must be performed 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 / vaping 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 minimum requirements can be found in the site rules poster SHE-FT-019.

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

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

## 5.6 Non English Speaking Personal

Where a contractor brings onto site non-English speaking personnel, they are responsible for providing the additional resources and supervision required to ensure the safety of these personnel whilst on site. At all times non-English-speaking personnel must either be accompanied or directly supervised by a person who is fluent in both languages.

Where contractors plan to use non-English-speaking personnel, Arqiva (and the law) requires the contractor to record this on their risk assessments and ensure that any relevant control measures are being implemented, monitored and reviewed.

## 5.7 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.

## 5.8 Induction

All persons involved in the work or attending site for other reasons must receive an induction. The induction must be proportionate to the work being undertaken or the nature of the visit. For notifiable work a comprehensive induction is required to be implemented and records kept of induction.

The following at a minimum must be included in the induction for non-notifiable work:

- Person in charge of works on site.
- Work being carried out and hazards associated with it.
- Emergency arrangements – fire, first aid and reporting of accidents, incidents, near misses.

Persons visiting for deliveries etc may not require an induction if they are escorted during their time on site.

A record of the induction should be kept, this could be done by signing daily risk assessment.

### 5.8.1 Daily Risk Assessment / Safety Huddle

Daily risk assessment or safety huddle must be conducted daily for the work to ensure all aspects of the risk on site are controlled. This will be recorded as appropriate and held on site to ensure all details are recorded and controlled.

A safety huddle is a short briefing, held at a predictable time and place at the start of the day. Its purpose is to recognise success, identify different and safer ways of working, identify potential hazards and issues. The following should be covered by the safety huddle:



- Offer a positive safety observation – did someone go above and beyond what is expected of them, did you identify that could have been a safety hazard?
- Discuss real time safety – any events, safety shout outs, safety alerts, safety inspections etc reported since the last meeting.
- Review the work / task to be undertaken that day – does the RAMS need to be changed, do you have the correct resources (labour, tools, equipment).
- Discuss any feedback on issues raised in previous safety huddles – lessons learnt, good practice, etc.

## 5.9 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 site access permit. All gates and doors must be secured when leaving site.

Where necessary the contractor shall ensure that any activities and storage areas are safe for Arqiva colleagues, visitors and third parties through the provision of appropriate temporary security fencing or guarding.

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

## 5.10 Housekeeping

The work area must be always kept tidy 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.

It is not permitted to store materials or equipment in operational areas.

The work area must be kept clean and tidy, with waste receptacles to be used in the work area. Arqiva expects time to be spent at the end of the working period for the work area to be tidied including tools, equipment etc. Accumulation of waste and dust is not permitted.

## 5.11 Signage

Suitable signage to warn of any additional hazards on site e.g., 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.

## 5.12 Personal Protective Equipment

The minimum PPE requirements for CDM 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 on the back of the vest. All PPE must be in good condition and stored appropriately.

Additional PPE is expected to be worn as a minimum for the following tasks:

- Gloves when handballing, lifting, or unloading materials, this is to prevent cuts and injuries to people.
- Goggles/Glasses to be used when undertaking any form of drilling, demolition, cutting or where injury to eyes could happen.
- Appropriate faces masks when drilling or undertaking dirty/dusty work such as demolition, drilling holes in brick / concrete walls.

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

Wearing of PPE in the CDM construction area is mandatory. The site manager or person in charge of the works do have the discretion to allow the minimum requirements of PPE to be changed providing a risk assessment / assessment is completed that demonstrates the reduction of PPE will not increase the risk of injury. An example may be the removal of high vis due to midges / flies on a site where no traffic movements are taking place.






No shorts, cut offs, skirts or dresses permitted if undertaking construction work.


### 5.13 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 task e.g., climbing, operating a forklift truck, the individual must carry their training certificates with them for inspection on site by Arqiva.

## 6 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 site access permit. Any new permanent or temporary hazards should be notified to Arqiva using the site access end of work report.

## 6.3 Asbestos

If intrusive works i.e., drilling, unbolting equipment from floors etc are planned to be undertaken in an Arqiva building a copy of the site asbestos plan and an asbestos survey must be requested via the Arqiva representative.

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.

All persons working on Arqiva sites must have completed asbestos awareness training.

## 6.4 Electricity

Only approved companies and competent personnel may work on electrical equipment and systems. All aspects of design, installation, temporary works, 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.

Contractors undertaking any electrical work, must follow / meet the requirements detailed within the Arqiva guidance document SHE005.

## 6.5 Excavation and Underground Services

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 undertaking any excavation work, must follow / meet the requirements detailed within the Arqiva guidance document SHE006.

## 6.6 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.

## 6.7 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.

## 6.8 Highway Work

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

## 6.9 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 to prevent others being in a position where they can see the welding arc or being hit by sparks. Firefighting 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.

The use of abrasive wheels is to be avoided where possible to minimise the need for hot working and reduce the risk of fire. Cold cut blades and discs are now available for a wide range of power and handheld tools which eliminate the need for hot works. Cutting areas should be outside where practicable.

Appropriate training and PPE are required when abrasive / cutting wheels are used.

## 6.10 Plant and Equipment

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.

Any persons operating plant i.e., excavators, MEWPs etc must hold an appropriate industry recognised training card for its use.

Dust suppression systems i.e., vacuum attachments, water must be used when required i.e., when drilling into brick / concrete, cutting brick / stone etc

## 6.11 Radio Frequency

Contractors undertaking any work on, or in the vicinity of, RF transmitting equipment, must follow / meet the requirements 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. All equipment used must be inspected as per the LOLER regulations.

Contractors undertaking lifting, must follow / meet the requirements detailed within the Arqiva guidance document SHE002 and SHE003.

## 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 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

Waste must be removed from site within five working days of works being completed this includes waste skips.

## 6.14 Working at Heights

Contractors undertaking work at height must follow / meet the requirements detailed within the Arqiva guidance document SHE008. In summary

### 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 person-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 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.

## Low Level Work at Height

There are a number of alternatives to stepladders and ladders, and these **must** be considered in the first instance. Many of the following do not require formal training or harness, and operation can be covered by product handbook or a toolbox talk

- Peco lifts
- Podium Steps
- Folding Work Platforms
- Delta Decks
- Mobile tower scaffolds (will require PASMA training)

All equipment must undergo a pre-use inspection before use.

Steps and ladders **must** only be used as a last resort where any of these preferred options or similar cannot gain access.

### Scaffold

Rigid tube 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 handover certificate must be obtained before a contractor uses any scaffold erected by another contractor.

## 6.15 Manual Handling

All persons must have appropriate manual handling for the task being undertaken.

Appropriate measures are required for the delivery of materials. Wherever possible mechanical equipment should be used to unload and move materials to the work area.

## 6.16 Biological Diseases

The contractor should consider 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 considered 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 fingernails.

- 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.

## 6.17 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.

## 6.18 Protected Flora and Fauna

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

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 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.

### 7.1 Emergency Rescue Plan

Emergency rescue plans must be provided for some activities i.e., work at height above and below ground, work at height. The rescue plan must not include the reliance on the emergency services for the rescue as this is not permitted in the work at height regulations.

### 7.2 Don't Walk By Reporting

All accidents, incidents and near misses arising out of work undertaken must be reported immediately the Arqiva Safety Line on 03330 328555.

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.

## 8 Selection of Sub Contractors

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.

## 9 Project Closure

At the end of the project a closure meeting should be held to review performances and identify any lessons which may have been learned.

All projects should be SHE snagged and handed over to Arqiva.

For significant or notifiable projects, a health and safety file must be completed and handed to Arqiva with six weeks of the project completion. Details of what is required for the H&S file can be obtained from the Arqiva responsible person for the works.



## Appendix B – 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. More details are available from Arqiva this 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 dependent 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 may be acceptable. If work is in a specific area of the site this may need to be signed and fenced. Installed security fencing is not permitted to be removed or altered without permission of Arqiva. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                          |                                                        |                                                        |

| 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                                                                            |                         |
| Temporary fencing          | Required to improve security or to segregate work area.                                                                                                                |                                                                                                                                                                                                                                                      |                                                                                                         |                                                                                                         |                         |
| Temporary lighting         | Required for night working or to light alternative foot paths / hazards                                                                                                |                                                                                                                                                                                                                                                      |                                                                                                         |                                                                                                         |                         |
| Site offices               | Location for site manager, control of the project activities and paperwork                                                                                             | Vehicle                                                                                                                                                                                                                                              | Vehicle                                                                                                 | Site office required                                                                                    | Site office required    |
| Accreditation              | Company, subcontractors, and individuals must be accredited                                                                                                            | All individuals working on the project must be accredited 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 bunded, 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 e.g., people working at height. Alternative site entrance, parking areas and traffic routes must all be suitably signed |                                                                                                                                                                                                                                                      |                                                                                                         |                                                                                                         |                         |
| Prestart 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 (SSTS trained)<br>Multiple contractors – site supervisor (SMTS trained)                                                                                                                                              | Single contractor – team leader (SSTS trained)<br>Multiple contractors – site supervisor (SMTS trained) | Single contractor – team leader (SSTS trained)<br>Multiple contractors – site supervisor (SMTS trained) | SMTS Site Manager       |

| 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                                                  |                                                                                   |
| Documentation <ul style="list-style-type: none"> <li>• Method statement</li> <li>• Risk assessments</li> <li>• Construction phase health and safety plan</li> <li>• Lifting plans</li> </ul> | A site-specific method statement and risk assessment is required for all work. Lifting plans are required for all work involving cranes, rigging and heavy lifting.                                                               | Construction Phase Plan or combined with Method statement and risk assessment                   | Construction Phase Plan or combined with Method statement and risk assessment                   | Construction Phase Plan or combined with Method statement and risk assessment | Method statement and risk assessment<br>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 off 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 ort parking areas, signage should also be provided. |                                                                                                 |                                                                                                 |                                                                               |                                                                                   |
| 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 toolbox talks                                                                                                                           | Method statement briefing and site induction can be combined. Toolbox talks only when required. | Method statement briefing and site induction can be combined. Toolbox 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                                                                                                                                                  |                                                                                                 |                                                                                                 |                                                                               |                                                                                   |

