



SHE009 – Requirements for Arqiva Site Attendance

1 Introduction

This document details the sites and activities where attendance by an Arqiva representative is required. It is applicable to site sharers and their contractors accessing Arqiva sites.

Site attendance is arranged through the Arqiva Site Access Processes.

2 Attendance Types

The type of Arqiva Attendee required will depend on the nature of the site being visited and the type of work being carried out. Attendance types are classed as follows:

- **Rigging Attendant**
- **Transmitter Engineer**
- **Power Systems Technician (PST)**
- **Ground Attendant**

There are three key reasons why attendance is required:

1. Reduced power or shut down of an antenna
2. Climbing on a Red structure
3. The activity being carried out on the site has a health and safety or community liaison risk

When there is a combination of the above reasons you may require 2 different types of attendance.

3 When Attendance is Required

Attendance types are detailed below and will be chargeable per person per day.

There may be instances where attendance is required for reasons other than those stipulated below for example where a temporary risk has been identified. These requirements will be detailed in the site information, under the attendance comments in Service Now.

3.1 Antenna Reduced Power or Full Shutdown

Type of Site or Work Activities	Site Attendance Requirements	Attendance Type
Antenna shutdown or antenna reduced power	<ul style="list-style-type: none">• Outage or power reduction on any antenna system owned or managed by Arqiva e.g., TV, Radio or Smart Metering.• Regardless of whether the structure is classed as Red or Green	Transmitter Engineer and Rigging Attendant

3.2 Red Structure

Type of Site or Work Activities	Site Attendance Requirements	Attendance Type
Red Structures – structures with high RF levels present, or are business critical	<ul style="list-style-type: none">• Climbing activities above the red rule height regardless of activity being undertaken	Rigging Attendant

3.3 Work Activity with Health and Safety Risk

Type of Site or Work Activities	Site Attendance Requirements	Attendance Type
Use of a Crane	<ul style="list-style-type: none"> On red structures On MF/LF sites On any other site where the crane operator is not procured as a "Contract Lift*", are carried out in accordance with the British Standard BS7121 and undertaken by a crane hire company which is a member of the Construction Plant Association 	Rigging Attendant
Use of Hiab	<ul style="list-style-type: none"> On MF/LF sites 	Rigging Attendant
Use of MEWPs	<ul style="list-style-type: none"> On MF/LF sites 	Rigging Attendant
Lifting large items	<ul style="list-style-type: none"> Lifting or lowering of equipment (e.g., dishes) which are 1.2m or larger in size 	Rigging Attendant
Use of a capstan winch	<ul style="list-style-type: none"> Any use of a capstan winch 	Rigging Attendant
Use of Personnel Carrying Winch	<ul style="list-style-type: none"> All people carrying activities including the use of pilot bonds and people carrying baskets for the purpose of transporting climbers to the point of work on a structure 	Rigging Attendant
Use of erection winch	<ul style="list-style-type: none"> Any use of an erection winch 	Rigging Attendant
Lifting by derrick or helicopter	<ul style="list-style-type: none"> Any use of a lifting derrick or helicopter 	Rigging Attendant
Excavation	<ul style="list-style-type: none"> On all MF and LF sites The site is classed as a "key" site. Key Sites are listed as: <ul style="list-style-type: none"> 12000 Belmont 10500 Black Hill 10100 Crystal Palace 10700 Divis 10400 Emley Moor 10900 Pontop Pike 10800 Rowridge 10860 Rowridge VP 10200 Sutton Coldfield 10600 Wenvoe 10300 Winter Hill Any excavation being undertaken by third parties shall require RAMS to be submitted and upon review it may be deemed that attendance is necessary. 	Ground Attendant
Hot works	<ul style="list-style-type: none"> Any hot work on a mast or tower 	Rigging Attendant
Structural changes	<ul style="list-style-type: none"> Structural works – including member 	Rigging Attendant

Type of Site or Work Activities	Site Attendance Requirements	Attendance Type
	replacement/bracing/strengthening works	
Emley Moor	<ul style="list-style-type: none"> Lift must be operated by a competent, trained lift operator 	Rigging Attendant (with Lift Training)
Unaccredited company dispensation	<ul style="list-style-type: none"> Allowing certain non-accredited companies to undertake work however site attendance would be required for each site visit occurrence, with all bookings to be made via Service Now. Any dispensations will need Arqiva SHE preauthorisation. 	To be agreed with Arqiva SHE dependant on type of work
Accessing structures on Sensitive Sites	<ul style="list-style-type: none"> Aldeburgh Luton Blunsdon MF Northampton VHF Croydon Any other sites identified in Service Now that are in close proximity to a neighbouring property or a public footpath 	Rigging Attendant
Mechanical and Electrical Works	<ul style="list-style-type: none"> Installation of any temporary M&E equipment on main stations, i.e. standby generator Installation of any electrical infrastructure or equipment in technical areas on main stations During all Commissioning, Testing and Handover of M&E equipment on main stations Planned maintenance of critical M&E equipment on main stations which results in loss of redundancy/reduced power, i.e. UPS systems, standby generators, switchboards 	Power Systems Technician (PST)