

Document title	Climbing & Working At Height		
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Climbing & Working At Height

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1. Introduction / Background

The purpose of this document is to define and explain the Company's Climbing & Working at Height Policy. This document pertains to all structures regardless of either who built or owns them. In the case of working Cellnex, masts, roof tops or structures owned by a client any climbing procedures that they may have in place should apply, providing they do not compromise our own company standards. Any doubt about climbing any structures should be referred back to the Manager or Company Health and Safety Advisor.

The contents of this document are company policy and as such must be followed. Disciplinary action will be taken against any individual who does not adhere to this policy, as they will be endangering not only their own lives but also the lives of others.

1.1. Definitions

HAZARD: is something with potential to cause harm.

HARM: is physical injury or ill-health suffered by those exposed to the hazard.

RISK: is the likelihood that the harm from a particular hazard is realised.

2. Towers & Structures

2.1. Certification of Masts

All new masts that are erected for the Company are inspected, approved and certified safe to climb prior to anyone ascending the structure.

2.2. Responsibilities

All towers and masts erected on behalf of the Company remain under the Company control until they are in turn handed over to the client. Permission must be sought in advance from the client before climbing commences. Reference should be made to the climbing policy document issued by the client.

3. Industrial Rope Access

All Company personnel requested to perform Industrial Rope Access techniques are to be trained in accordance with the IRATA certification Scheme by a recognised training provider.

3.1. Risk Assessment

Under Regulation 3 "Management of Health & Safety at Work Regulation 1999" a suitable and sufficient assessment of the risks presented by work activities to the Health & Safety of employees and other persons.

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All tasks are to be assessed that take place and any situations under his/her control and assess whether the risk involved could affect the health & safety of employees or anyone else.

The extent of risk covers the population affected and the consequences for them. Therefore, risk reflects both the likelihood and severity of the harm.

3.2. Safety Method Statement

Based on the results of the risk assessment, a suitable work plan or “Safety Method Statement” should be prepared.

The safety method statement should be reasonably detailed, setting out the principles and working procedures for the particular tasking, which must be understood and followed by all members of the team.

During operations, should access to areas be required that utilise techniques that are not covered in the statement, it should be supplemented by the appropriate document highlighting any changes. This document must be shown to and understood by all team members before such access methods or techniques are carried out and signatures obtained from all to confirm understanding.

Where the environment you are to enter contains hazards such as live electrical conductors, hot metal ducts, or vents for steam or gases, a “Permit to Work” may need to be obtained from the local issuing authority to ensure that these hazards are effectively isolated before any work starts.

4. Authorised Climbers

4.1. Medical Fitness

All climbers must be physically fit and capable of carrying out their required tasks within their climbing category.

All climbers must pass a climbing medical before they will be allowed to attend a climbing course. The Manager will arrange the medical either prior to employment in the case of new staff, or prior to the specified climbing course for established staff.

All climbers must be re-examined by a doctor at the specified times listed below:

Under 40 years old	Every three (3) years
40 to 49 years old	Every two (2) years
50yrs +	Annually

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The results of these examinations shall be forwarded to the Manager/Department Manager.

Any illness or injury affecting ability to climb must be reported to the Manager, who, if he feels it necessary, can refer the climber back to the medical examiner for full reports. The climbing certificate must be suspended until the climber is fit for climbing duties again, this may mean the climber performing non-climbing duties at both the Managers and responsible Persons discretion.

4.2. Training

No individual is allowed or authorised to climb without successfully completing one or more of the approved climbing courses, organised by the Manager. For climbers who have already passed a climbing course, refresher training will be required see table below:

Category A	As Required
Category B	As Required
Category C	Every two (3) years

Any climber failing to attend or reach the required standard on refresher courses will automatically be downgraded or in the case of Category B climbers will have their climbing permits suspended.

4.3. Climbing Permits

The Rigging Manager will issue these permits. Only holders of these permits will be authorised to climb on behalf of the Company. Permits will only be issued to climbers who have successfully completed an approved climbing course. Permits will have an expiry date, which will be monitored by the issuing department.

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4.4. Climbing Categories

There are 3 categories of climber within the Company;

Category A Qualified Riggers	Trained in all aspects of Antenna work and rescue from masts, these would be the senior climbers who would be available to advise on all aspects of climbing. They would be qualified to climb towers and structures without necessarily using ladders or working from protected platforms. They must use full safety equipment at all times and remain attached at all times to the tower or structure.
Category B General Climbers	General access to towers and structures using only protected routes, and working within secure platforms only. They must use full safety equipment at all times and remain attached at all times to the tower or structure.
Category C Rooftop Access Only	Not including stub masts, all personnel on successful completion of the rooftop safety course would be authorised to work on roofs, un-protected roof edges are not to be approached within two (2) metres, only limited climbing of fixed or portable ladders not exceeding three (3) metres

4.5. Sub-contractors and Consultants

All non-Company employees i.e. sub-contractors and consultants will be expected to conform to this climbing policy. They would be expected to provide their own safety equipment in line with the recommendations within this policy and would be expected to remain attached to the tower or structure at all times unless working within a protected area.

4.6. Non-authorized Climbers

Any employee not holding a valid climbing permit is not permitted to climb on behalf of the Company, any employee climbing without a valid climbing permit will be subject to Disciplinary action.

5. CLIMBING EQUIPMENT

Before placing an order for climbing equipment, managers approval must be sought and obtained first, this is to prevent unnecessary cost, as an occasional climber may be able to borrow a climbing kit rather than own one.

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Each item of climbing equipment must be identified with a unique serial number, which must be registered with the Department Head.

The Minimum equipment required for climbing is as follows:

- a) Full body harness EN361, EN358
- b) Work Positioning Lanyard EN358
- c) Double Web Lanyard EN355
- d) Karabiners EN362
- e) Latchway ladderlatch TBC by site
- f) Climbing Helmet EN397, EN12492

5.1. Equipment Records

All equipment as previously stated must be bought bearing a unique serial number, this is to enable proper registration for insurance purposes, and failure to do this will render the equipment unusable. All new equipment must be registered and inspected by a company nominated Competent Person or the insurance company before any use takes place.

Failure to do so will be a Disciplinary offence

All climbing kits will have an Inspection record sheet, and it is the climber's responsibility to ensure that the climbing equipment details are recorded correctly. All details will be filled in by the Nominated personnel. A thorough inspection every 6 months is required, a visual inspection before EACH use is also required and must be done. Any defective equipment or equipment suspected of being defective should be immediately taken out of use and "Quarantined" and reported to your Manager/Supervisor.

5.2. Replacement Equipment

Any piece of equipment found to be faulty or with a query as to its safety, should be returned to your Manager. They will source further spare equipment to allow work to be able to continue in a safe and authorised manner.

5.3. Personal Responsibilities

All climbers have a personnel responsibility to ensure the inspection of their climbing equipment is carried out before each use; they also have to ensure that the climbing kit is made available at the designated place for insurance inspection purposes, failure to do so could involve suspension of your climbing permit.

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5.4. General Climbing Rules

No employee is permitted to climb unless he/she is a registered holder of a climbing permit.

No individual is permitted to climb unaccompanied by a second person, preferably another climber, if this is not possible, as a minimum the second person must at all times be in contact both visual and by voice either radio or phone, with the climber, from the ground or rooftop safety zone.

The second person should have access to suitable communications to allow a call to the emergency serviced in the event of an emergency.

Exclusion zones must not be entered unless the client has confirmed that the antennas have been turned off and permit to enter has been received from the client. All other operators' aerial exclusions zones must be adhered to. Any doubt should be referred to your Departmental Head.

The senior climber on site will ensure the following:

- Adequate PPE and Safety Equipment is available
- Toolbox talk is given ensuring nominated tasks are carried out
- The climbing policy is adhered to
- Method Statement / Risk Assessments checked and adhered to
- Safe working areas marked out
- Weather conditions are suitable for access/egress

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6. WEATHER

Weather conditions must be taken into account when planning to climb. **DO NOT CLIMB** if the weather is unsuitable.

The following is to be used as a guide:

Condition	Hazards	Control
Frost, ice, snow	Slippery Structure Hanging icicles or snow might be dislodged	Ensure non-slip footwear and that gloves are worn. Consider abandoning the climb, or wait until ice/snow has melted. Establish drop zones to protect others. Ensure no other workers are below while access/egress or work in progress
Cold	Metal structures will be extremely cold to the touch "Dead" fingers Hypothermia	Ensure that warm clothing and gloves are worn; ensure that appropriate gloves are worn. Ensure warm clothing and gloves are worn. Climbers should take regular work breaks
Fog or Low Cloud	May Descend without warning Work site not visible from the ground	Do not start work pay attention to both weather conditions and forecasts before climbing. Do not climb if already at height only continue if voice contact with the ground is maintained
Rain	Climber Discomfort Slippery structure	Ensure waterproof clothing is worn. Consider abandoning the climb
Thunderstorms	Lightning	Climbers must stop work and descend, seeking shelter away from good conductors such as masts or cabins
Wind	Wind Chill/Speed	Ensure warm clothing and gloves are worn Climbers must be attached at all times either by rail-lock or lanyard, and the work shall continue at the discretion of the climber.

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Condition	Hazards	Control
Hours of Darkness	Poor visibility	If climbing becomes necessary during the hours of darkness, it is imperative that adequate lighting is provided at the base of the structure and Helmet torches are used at all times.
Heat/Sun	Sweating/Sun Burn/UV Rays	Suitable lightweight clothing should be worn to allow breathing and protection against collisions and the sun. Apply sun block cream to exposed areas of skin

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7. WARNING SIGNS

At all times when climbing, a safety drop zone must be marked around the base of the tower or Rooftop being worked on. This should be marked using ropes, cones and barriers with a warning sign explaining works being carried out and diversions to follow if required.

8. ACCIDENT REPORTING PROCEDURES

Refer to the company / H&S Management System and the Company Accident Reporting & Investigation Procedures.

9. Change Control

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