

<b>Document Title</b>	Risk Assessment		
<b>Document Code</b>	UK-SHE-PRO-0021	<b>Version</b> 2.0	<b>Date</b> 22/07/22

## Risk Assessment

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## 1. Purpose and Scope

This document explains the Cellnex UK approach to task, dynamic and site health and safety risk assessments.

All activities undertaken by Cellnex UK carry some health or safety risk. By undertaking a risk assessment a full understanding of the hazards presented by a work site and the activities to be undertaken can be understood in a systematic way. Control measures can then be identified to ensure that the level of risk is as low as reasonably practicable. Risk assessments covered in this procedure include routine and non-routine tasks.

The document covers all site, dynamic and task related risk assessment processes within Cellnex UK. However the procedure does refer to other risk assessment types which are covered by detailed procedures within the IMS.

## 2. Definitions

*Hazard* - anything that has the potential to cause harm to people, property, equipment or the environment

*Risk* - the likelihood that hazard will cause damage to people, property, equipment or the environment, combined with the severity of the harm.

## 3. Roles, Responsibilities and Authorities

It is the responsibility of the Cellnex UK employee to utilise control measures where they feel it is necessary and where it has been deemed a mandatory requirement by their line manager or in accordance with this procedure.

To achieve a safe system of work it is the responsibility of the Cellnex UK Line Manager to ensure risk assessments are carried out and that appropriate control measures are put in place and acted upon.

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## 4. Arrangements

### 4.1. Line Managers

- Ensure all tasks that their direct reports are carrying out and that have a significant risk have been risk assessed, and the assessment is recorded and in date.
- Ensure that direct reports have been briefed on applicable risk assessments and can implement control measures
- Ensure that direct reports have relevant training to carry out risk assessments where required.

### 4.2. Employees

- Must understand where to retrieve risk assessments for the sites they are visiting and tasks they are carrying out.
- Must create risk assessments in line with training given.
- Must highlight inaccuracies in available risk assessments or where risk assessments are not available.
- Follow the control measures detailed in risk assessments SHE Department
- Ensure that risk assessments are maintained on the systems available.
- Monitor the standards of risk assessment content.
- Ensure risk assessment information is current and monitor review dates.

### 4.3. Delivery Managers

- Ensure that those carrying work out on behalf of Cellnex UK produce suitable risk assessments.
- Ensure risk assessments are available on site and those carrying out the work are aware of their content.
- Ensure they have satisfied themselves of the suitability and sufficiency of the risk assessments prior to work starting.

### 4.4. Cellnex UK Sites

Cellnex UK site access and specific site task risk assessments are held on the Jira / Agora systems. There is a risk register held for every Cellnex UK site and is identified as:

- Permanent - a residual hazard which will remain on site for an unspecified amount of time
- Temporary - a short term hazard which will be removed from site with remedial action

The residual risk register information is transferred onto an Access permit whenever access to a Cellnex UK site is authorised, to enable those entering the site to have prior knowledge of hazards on site. This allows task risk assessments to take into account site specific hazards.

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Post work report information must be completed by everyone who accesses Cellnex UK sites. It is automatically sent to the person requesting the Access Permit. Any temporary or permanent hazards which are identified as part of the post work report will be added to the access permit for the site.

#### 4.5. Third party sites

Where the site is owned by an external party every attempt must be made to contact the owner to ensure provision of a site risk assessment prior to attending site. If this is not forthcoming then the attending personnel should carry out a dynamic risk assessment when at site.

If the site presents uncontrolled hazards that may endanger the safety of those attending or others then they should retreat from the site and contact Site Access and their Line Manager.

#### 4.6. Task Risk Assessments

Those working on behalf of Cellnex UK carrying out tasks which are project related must ensure that a risk assessment is available on site. The Cellnex UK task risk register provides a list of all tasks and associated risks. It also provides links to further information and more detailed risk assessments for high risk tasks which are stored within the library.

Where a new risk assessment is required because a new activity is to be carried out then the risk assessment should be created and uploaded to the relevant system.

Generic task risk assessments can be utilised as a basic standard to form specific task risk assessments.

Dynamic specific risk assessments can be created where it is not possible to undertake a specific risk assessment prior to arriving on site. Specific risk assessments must be included in all site access requests, where high risk activities are identified and reviewed by the SHE Team.

The following steps describe how a task risk assessment should be completed. All steps of the task should be identified. This should include preparation work prior to a task starting, the task itself and what you need to do to end the task. For complex tasks this may break down into several activities.

Identify any hazards that could be present when each step of the task / activity is undertaken. For example:

- Electricity
- RF radiation
- Trip hazards
- Hot surfaces

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For each hazard identify what effect it could have on people, property, equipment or the environment. For example the effect of contact with electricity is possible electrocution, burns to the skins and tissues, fire and damage to property.

Identify who could be affected by the hazard. This could range from Employees undertaking the task, employees in the vicinity of the work, contractors, members of the public, third parties and visitors. Also identify those people who may be more vulnerable in the workplace i.e. people with hearing or mobility impairments, young persons or those who are pregnant or of child bearing age.

The likelihood of the hazard causing harm and the severity of the harm should be assessed without any control measures. This should be done using the following scoring system:

Likelihood x Severity = Risk

Likelihood and severity should be scored on a scale from 1 to 5 using the following system:

Score	Likelihood Of Injury	Severity Of Injury
1	Remote	No Injury
2	Unlikely	Slight Injury
3	Probable	Lost Time Injury, more than 3 days
4	Most Likely	Major Injury
5	Highly Likely	Multiple Injuries / Death

As a guide, control measures should be based on the following hierarchy of control:

- Eliminate or avoid – if possible remove the risk completely or avoid it by working in a different way / location
- Reduce / substitute – if the risk cannot be avoided try and reduce it e.g. substitute with a less harmful chemical
- Isolate the individual from the risk – consider protecting the individual by using a barrier / screen or distance
- Control the risk - implement a policy of procedure – for example a documented safe system of work
- Implement measures to protect all
- Good discipline - for example information training and instruction. Ensure the individual performing the task is competent. Identify training requirements for the task

Remember, personal protective equipment should be used as a last resort.

These control measures are listed in their order of preference. To eliminate is therefore a better control measure than to reduce or substitute. If you are unsure of the controls that should be implemented to gain good control practice then gain advice from your line manager or the SHE Department.

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Ensure that the controls you have identified are compatible with existing equipment and systems. Do not increase the risk rating by implementing controls that are incompatible.

Repeat the likelihood and severity scoring with the control measures in place. This will give a residual risk score. The following table represents the action to be taken:

RATING ACTION BANDS		
Rating Bands	Action Required	
1 - 4 – Minimal Risk	Maintain Control Measures	It is safe to work with the existing control measures
5 - 9 – Low Risk	Review Control Measures	As work progresses control measures should be reviewed to ensure they are maintained
10 - 16 – Medium Risk	Improve Control Measures	Review control measures and improve
16 - 25 – High Risk	Improve Controls Immediately and Consider Stopping Work	Work must not proceed until improved control measures are in place

Risk assessments should be reviewed in the event of any accidents, near misses or any significant changes to any of the following:

- the activity itself
- the employees carrying out the work
- the competence of employees undertaking the activity
- work methods used in the activity
- work equipment
- safety equipment
- weather
- workplace conditions
- site conditions
- surrounding land uses

If none of the above changes then risk assessments should be reviewed annually.

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Cellnex UK has implemented the 'Take 5' process in order to provide employees with a simple but effective way of planning work in a dynamic and changing environment. Take 5 encourages employees to undertake a mental risk assessment before they start work and empowers them to cease activities when they think significant risk remains.

Take 5 should always be considered when formulating a risk assessment for work on Cellnex UK sites whether the work is classed as routine or non-routine.

A simple question set has been devised for employees to use when planning a job:

1. Who is going to do the task and are they trained and competent?
2. What - have I got the right information and do I understand what the task is?
3. Where - which site am I going to, do I know how to access it, have I got a Gateway permit, after arriving on site have I checked to ensure there are no additional hazards?
4. How - how am I going to carry out the task, have I got the correct tools and equipment?
5. Fall-back - what happens if something goes wrong, what action am I going to take?

Take 5 assists employees in following a structured thought process to ensure their work is completed safely- the results of which do not require to be written down.

All designers shall, in preparing or modifying a design for construction work, avoid foreseeable risks to the health and safety of anyone undertaking construction, maintenance or demolition work.

As part of any risk assessment the assessor may identify the presence of one or more of the hazards or activities listed below. Where these are identified, a specific risk assessment must be carried out.

- assessment for pregnant and nursing mothers
- work with display screen equipment
- work with chemicals or substances hazardous to health
- work with lead
- work in noisy areas
- young persons

Employees who undertake risk assessments should have a good knowledge of the principles of risk assessment and the site or task to be assessed. This may be through a combination of risk assessment training, other general health and safety training and job experience.



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Findings of risk assessments should be communicated to relevant employees and/or those working on behalf of Cellnex UK. Those carrying out the task or visiting the site need to be informed of the hazards, residual risk and control measures involved with the assessment. Implementation of new control measures may require training to be given to all relevant parties.

## 5. Change Control

This document is controlled as part of the Cellnex UK IMS via the Engage platform which maintains history of changes / version control. Downloaded or printed copies are uncontrolled.