

Document title	Reporting and Investigation of Unexpected RF Personal Monitor Alarms by Contractors and Site Sharers		
Document Code	UK-DE-PRO-0032	Version 2.0	Date 15-Feb-2023

Reporting and Investigation of Unexpected RF Personal Monitor Alarms by Contractors and Site Sharers

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1. Introduction

This document details the procedure for the reporting of RF alarms on Cellnex On Tower UK controlled sites. Many unexpected alarms are reported to On Tower UK for the following reasons:

- Personal RF monitors are being used too close to metalwork
- Personal RF monitors are being held incorrectly so that the sensor is covered
- An RF hazard has been identified on site that would have been foreseen had a detailed risk assessment been carried out to identify nearby antennas which may be of significant power.

To ensure that On Tower UK only investigate alarms that are truly unexpected all RF alarms must be fully investigated by the reporting organisation prior to escalation to Cellnex UK.

This document applies to On Tower UK contractors, site sharers and their contractors.

2. Responsibilities

2.1. Reporting Company

All companies approved for rooftop or structural access on Gateway must have an RF policy and provide RF awareness training to their employees. Within their policy and training they must make employees aware of how personal RF monitors can create an alarm and the action to take.

Any alarms reported must be fully investigated by the company prior to reporting and escalation to Cellnex UK.

If the unexpected alarm is coming from a Fieldsense monitor, the alarm must be verified by a secondary reading from another make of On Tower UK accepted personal monitor or survey meter prior to reporting to Cellnex UK.

2.2. On Tower UK Site Access Team

If the Site Access Team receives a report of unexpected alarms they should request the reporter to submit a Near Miss form via Jira. This can be reached via the Jira Service desk, see Figure 2-1.

2.3. On Tower UK SHE Team

The On Tower UK SHE Team will be responsible for the investigation of all unexpected alarms.

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SHE - Safety Health and Environment

Event Report (Unsafe Conditions & Acts, Near Misses, Incidents and Accident reporting), SHE General Health and Safety Enquiry, Report of Nesting Birds, Asbestos Enquiry Form, Mental Health Event Report, Investigation Report, Safety Health and Environmental Active Monitoring Report, SHE-RAMS

Contact us about

SHE - Safety Health and Environment

What can we help you with?

Event Report (Unsafe Conditions & Acts, Near Misses, Incidents and Accident reporting)

Figure 2-1 Navigating to the SHE Near Miss form

3. General Requirements

If a company accessing On Tower UK sites has an alarm on their RF personal monitor an internal investigation must be carried out. Immediate questions to consider are

- Has the battery been checked?
- Have alarm levels on the unit been set correctly (check during start up sequence)?
- Has climbing access been restricted to the height/area specified on the access request?
- Is the RF monitor within 100 mm of steel work?
- Is the sensor on the RF Monitor covered when being held?

If none of the above questions resolves why the alarms are occurring, the near miss form must be completed and submitted.

Alarms will not be investigated unless this form has been completed and any immediate obvious causes are ruled out by the reporting company.

NB If the unexpected alarm is coming from a FieldSENSE or Radman 2 monitor, the alarm must be verified by a secondary reading from another make of On Tower UK accepted personal monitor or survey meter prior to submitting the form.

If the alarm continues potential causes should be considered by asking the following questions:

- Can the alarm be repeated?

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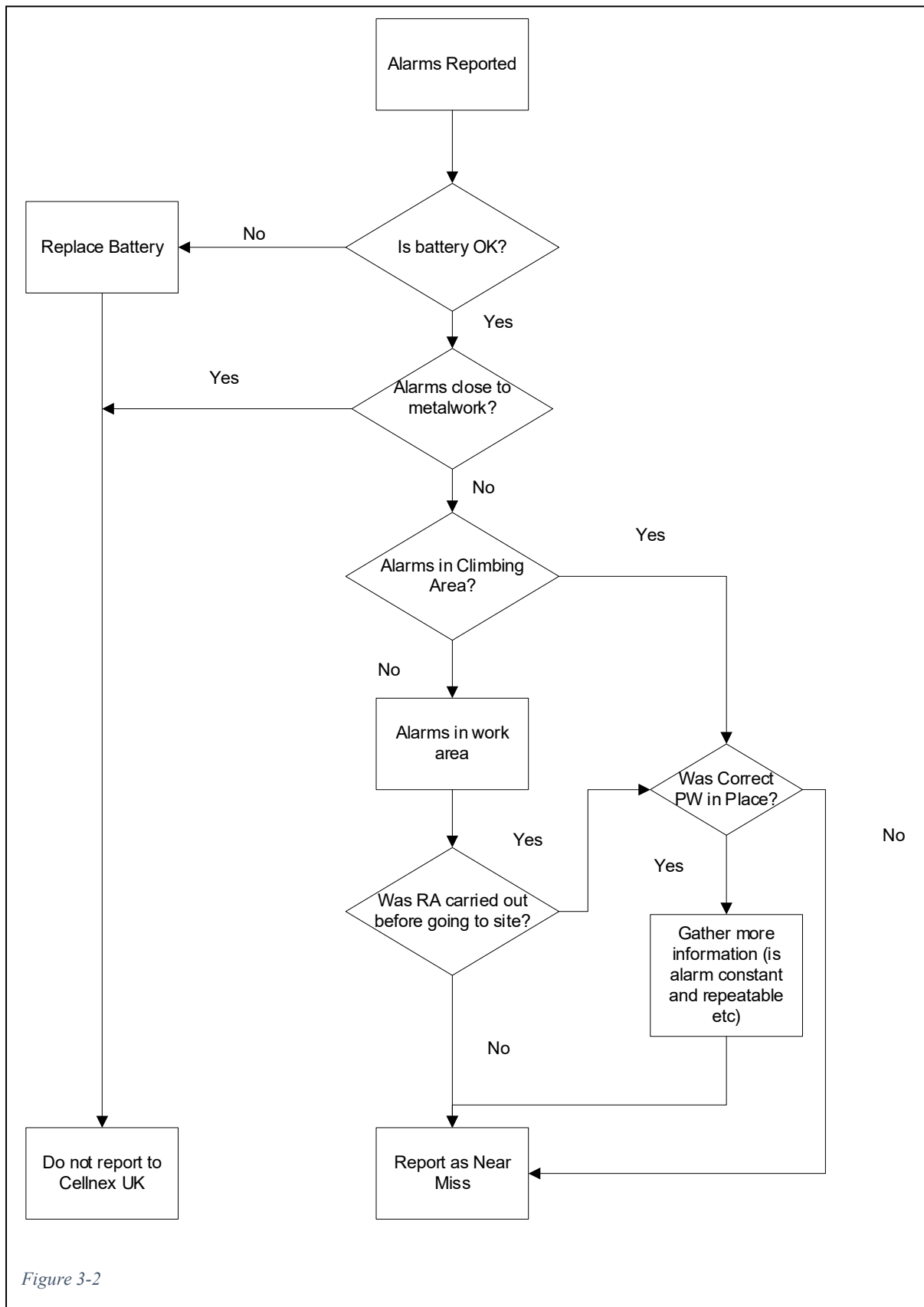
- Is it constant or intermittent?
- Was the Antenna Information Report (AIR) consulted during the planning/risk assessment for the work?
- Have planned works to reduce the power or turn off any antennas been deemed necessary, have they been requested and have they been implemented?
- If away from the climbing area (access ladders/rest platforms/rooftop walkways) are there any antennas nearby?
 - If so are they broadcast?
 - Were these antennas taken into account in the risk assessment?
Remember: The RF Planned work requirements in the RF Safety Noticeboard relate only to the climbing area and separate risk assessment are required in other areas.

Please provide as many details as possible and include photographs if possible.

On Tower UK will investigate the potential causes of the alarms and the reporter will be advised of the outcome and action to take to resume work.

Figure 3-1 provides a summary of the process.

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(If the unexpected alarm is coming from a FieldSENSE or Radman 2 monitor, the alarm must be verified by a secondary reading from another make of On Tower UK accepted personal monitor or survey meter prior to reporting to Cellnex UK)