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Management of Risk Assessments and Method Statements (RAMS)

Document Manager	Simon Neal, UK Head of SHE
Final Approver	Kate Wallis, UK Director of People & Organisation

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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, their Suppliers and for those accessing the estate, carry health or safety risks. 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 is reasonably practicable.

This document covers all risk assessments and method statements (RAMS) requirements within Cellnex UK.

2. Definitions

- Hazard - anything that has the potential to cause harm to people, property, equipment or the environment
- Risk - The likelihood that a hazard will cause damage to people, property, equipment or the environment, combined with the severity of the harm.
- Method Statement - The method statement is an effective way of providing information to employees about how the work is to be carried out and the precautions that should be taken.

3. Roles, Responsibilities and Authorities

It is the responsibility of all to utilise risk control measures.

To achieve a safe system of work (method) it is the responsibility of the Cellnex UK Line Managers to ensure RAMS are carried out and that appropriate control measures are put in place and acted upon.

3.1. 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 RAMS and can implement control measures.
- Ensure that direct reports have relevant training to carry out RAMS where required.

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3.2. Delivery Managers

- Ensure that those carrying work out on behalf of Cellnex UK produce suitable RAMS.
- Ensure RAMS 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 RAMS prior to work starting.

3.3. Employees

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

4. Cellnex UK Sites

Cellnex UK site access requests and specific site task RAMS are held on the Agora system. 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 Access Restriction (TAR) - a short term hazard which will be removed from site with remedial action

The residual risk register information is communicated 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 RAMS to take into account site specific hazards.

If there is a need to report a post works hazard or issue, a ticket must be logged in [Jira](#). 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.

All high risk activity RAMS are assigned to the SHE Team by the Site Access Team, to review prior to site access being granted.

High risk activities are defined as;

- Street Works (Traffic & Pedestrian Management)
- Excavations
- Scaffolding
- Derricks / Winches / Hoists
- Dishes of 1.2m in diameter or larger
- Cranes / HIABS / MEWPS

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- Structure strengthening activities / intrusive works
- Asbestos
- Hot works
- Rope access / abseiling
- Generators
- Working at height (exclusion zones)

To ensure all RAMS are of a good quality, a [checklist](#) has been created on Engage to aid those who submit site access requests, to check the quality of their RAMS prior to submitting a request. This checklist can also be used by those checking RAMS that are submitted.

4.1. Third party sites

Where the site is owned by an external party the owner must be contacted to ensure provision of a site RAMS prior to attending site. At all times a dynamic risk assessments must be completed 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 report the hazards via Jira.

4.2. Task Specific Risk Assessments

Those working on behalf of Cellnex UK must ensure that a dynamic risk assessment is conducted upon arrival and be available at all times. The Cellnex UK task site risk register provided at the time of site access being granted, provides a list of historic risks and controls. It also provides links to further information and more detailed RAMS for high risk tasks.

Specific RAMS must be included in all site access requests.

The following information describes how a task risk assessment should be completed. All steps of the task should be identified (method). 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 individual activities.

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

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, suppliers, members of the public, third parties and visitors.

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

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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
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
- Good discipline - for example information training and instruction. Ensure the individual performing the task is competent. Identify training requirements for the task
- Personal Protective Equipment

Personal protective equipment should always be used as a last resort.

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.

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

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If none of the above changes then risk assessments should be reviewed annually, as a minimum.

Findings of risk assessments must 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 risks and control measures involved with the assessment.

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.