



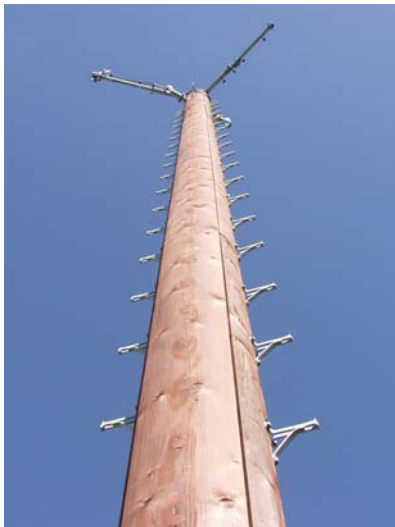
**Mast and Tower Safety Group**

*promoting safety and best practice*

**Guidance Note**

**GN-006**

# Principles for Access to Radio Sites



# MATS Group Guidance Note

## Principles for Access to Radio Sites

### 1 Introduction

Site owners have Access Rules and Procedures which define the requirements to be met by any individual or organisation before accessing an operational site where radio transmitters are located. This document explains the industry principles on which those Access Rules and Procedures are based.

The purpose of managing site access is to provide a robust health and safety management structure whilst minimising access delay, cost and restrictions, and to ensure that:

- the safety of all visitors to the site is assured
- the assets and services of the site owner and/or service provider are protected
- legal obligations of the site owner or tenant are fulfilled

Some site owners operate a pre-access accreditation process which seeks assurance concerning the competence of all organisations which require site access and individuals undertaking higher risk activities. Accredited organisations may be granted unsupervised site access and will be trusted to act responsibly. Supervised access may be a requirement on occasions if the works to be undertaken and/or the site to be visited present significant risk.

Other organisations operate supervised site access and a request for site access must be made in advance; the site owner may seek assurance on the basis of the provision of documentation by the organisation seeking access.

### 2 Legal Obligations

Site owners have legal obligations to satisfy in relation to their sites. They must comply with the Health and Safety at Work Act 1974 and all other relevant legislation by:

- providing a structured system of control for access to minimise the risk of injury to persons by limiting access to those who are competent.
- providing a process by which all visitors to sites can be advised of all known permanent and temporary hazards present on site.

### 3 Responsibilities

Site owners will only authorise site access where it is considered safe to do so, based on the known hazards and risks. All known hazard and risk information will be included in the appropriate site permit document.

All activities undertaken by visitors to sites must at all times be consistent with the provisions of the Health and Safety at Work Act 1974 (including any amendment, alterations, and additions thereto) and other relevant safety and environmental legislation.

All visitors must conform to the relevant parts of the site owner's policies. When permission is granted to access a site, it is the responsibility of all visitors to plan the visit and work activity to take into account all hazards associated with access to radio sites. Organisations visiting sites are responsible for ensuring that their staff comply with the site owner's requirements, rules and procedures at all times and that there is adequate first aid and welfare provision available on site.

### 4 Summary of Access Rules and Procedures

Access rules and procedures will generally include the following requirements:

- 1 All companies working on sites must be accredited by the site owner, either by gaining advanced accreditation or on a per occasion basis. Unless working within an equipment cabin at ground level all individuals must likewise be accredited.

- 2 All access must be approved before it takes place. Some companies have on-line booking arrangements to facilitate this.
- 3 All relevant safety policies set out by the site owner must be adhered to.
- 4 All persons entering a site must have immediate access to the Access Authorisation covering their visit.
- 5 The Access Conditions listed on the Access Authorisation must be strictly observed. The work to be undertaken must be planned to take account of the specific risks listed on the Access Authorisation.
- 6 Any unexpected visitor to site, or other works being undertaken, that have not been pre-authorised must be reported.
- 7 Any accidents, near misses/incidents on site must be reported.
- 8 Suitable Personal Protective Equipment must be worn at all times taking into account the site specific requirements and activities being undertaken.
- 9 Only persons specifically listed on an access authorisation can enter a site (except for Ground Cabin access where anyone employed by the accredited access company can enter the site).
- 10 All site visitors must behave in an orderly manner at all times and be courteous to site providers and neighbours.
- 11 Site visitors must immediately remove from site all materials arising from their work.
- 12 RF monitors approved by the site owner must be worn by all climbers at all times. There must be a minimum of one RF monitor per roof top team.
- 13 Security passes/swipe cards must only be used by those to whom they have been issued.
- 14 Works to be undertaken must be accurately described in the access authorisation.
- 15 Non compliance with the Access Rules and Procedures may result in the loss of accreditation of the company, individual or both, or other restrictions on access being approved.
- 16 Sites are only to be accessed for the purpose detailed in the job description of the access authorisation.
- 17 Supporting documentation must be provided/available as required. Guidance on what is required must be sought from the site owner.

## 5 Related documents

- MATS Group Guidance Note GN-001 – Work at Height Training
- MATS Group Guidance Note GN-002 – Documenting a company RF Policy
- MATS Group Guidance Note GN-005 – Medical Requirements for Climbing
- MATS Group Guidance Note GN-007 – Lifting Equipment onto Roof Tops
- Health and Safety at Work Act 1974 (as amended)

\*\*\*\*\*

*The information in this document does not absolve contractors or suppliers from their responsibility to identify and comply with all relevant legislation, regulations and legal standards nor does it take precedence over laws, regulations and external standards.*