

Working at Height Guidance

(The Green Book)

Version 2 July 2020



**Detailed Guidance on the Vodafone UK Work at Height
Policy Detailed Requirements**

Contents

1	Introduction to this guidance	4
2	Methodology	4
2.1	Risk Assessment.....	4
2.2	Hierarchy of risk control.....	4
2.3	Planning for work on roofs.....	5
2.4	Rooftop Workers.....	5
3	Roof Facilities	6
3.1	Roof Systems.....	6
3.2	Chimney Emissions.....	7
3.3	Flat roofs.....	7
3.4	Sloping Roofs.....	7
3.5	Sloping Roof with roof ladder combination.....	8
4	Aspects of Roof work	8
4.1	Fragile Roofs.....	8
4.2	Skylights and hatches.....	8
4.3	Radio Frequency (RF) Radiation.....	9
5	Lean-to & Stepladders	10
5.1	General.....	10
5.2	Ladders-(Lean-to) (less than three meters).....	11
5.3	Ladders Lean-to (more than three meters).....	12
5.4	Anti-slip Device (Lean-to).....	12
5.5	Short duration (Lean-to).....	13
5.6	Ladder standards (Lean-to).....	13
5.7	Marking, inspection and storage of ladders (Lean-to)	13
5.8	Ladder Inspection (lean-to ladders).....	14
5.9	Stepladders.....	14
6	Permanent Fixed Ladders (Vertical Ladders)	15
6.1	Vertical Ladders (over three metres vertical distance)...	15
6.2	Running Line (First Man Up) (Option 2).....	17
6.3	Hooped Ladder/Fixed Vertical Ladder Guidance.....	17
6.4	Fixed Ladders (under three metres vertical distance)....	17
6.5	Consider equipment to be taken up the ladder.....	18
6.6	Twin tail lanyards.....	18

7	Scaffolding	19
7.1	Trestles and lightweight staging	19
7.2	Scaffolding	19
7.3	Independent tied scaffolding.....	19
7.4	Prefabricated scaffold towers	20
7.5	Working on scaffold towers	21
8	Mobile Work Platforms (MEWP)	22
8.1	Scissors Lift (MEWP)	22
8.2	Hydraulic expanding boom (MEWP).....	22
8.3	Articulated & telescopic platforms (MEWP)	23
8.4	Use of working platform machines (MEWP)	23
8.5	Inspection of working platforms (MEWP).....	23
8.6	Towers, Masts and Pylons.....	24
9	Equipment.....	24
9.1	Storage.....	24
9.2	Defective Equipment.....	24
9.3	Purchase of New Equipment.....	25
10	Further Information.....	25
10.1	Internal Links.....	25
10.2	External Links.....	25
10.3	Contact Information.....	25
10.4	Climber Categories	26

1 Introduction to this guidance

This guidance supports the Vodafone Policy Detailed Requirements on Working at Height. This booklet covers the policy principles, roles and responsibilities, restriction and rules. It also extends this information into guidance on the implementation of the Working at Height Policy.

2 Methodology

2.1 Risk Assessment

Vodafone has adopted a risk assessment approach to the management of the health and safety aspects of its business activities, as required by the Management of Health and Safety at Work Regulations.

2.2 Hierarchy of risk control

Work at height, if it is necessary, must be performed from a safe place of work, achieved by complying with certain safety criteria or by selecting suitable work equipment. A hierarchy of principles must be applied for avoiding and controlling risks from, and the selection of work equipment for working at height.

So far as is reasonably practicable, working at height should be eliminated. If this is not reasonably practicable, fall prevention should be given priority over fall arrest. The planning of working at height should therefore follow the hierarchy:

1. Avoid working at height (if you don't have to go up there, then don't)
2. Prevent falls (adopt the most suitable method of working in an existing place of work and select most suitable equipment)
3. Mitigate the consequences of a fall (fall arrest measures)

Collective protection measures should be given priority over personal protection measures e.g. where reasonably practicable, guard rails take priority over personal fall protection systems and nets, which provide collective fall protection, taking priority over individual fall arrest, such as lanyards.

This hierarchy is a key part of the overall risk assessment that should be carried out before any working at height is performed. It aims to

give flexibility in the choice of work equipment or other methods to protect against falls, or to mitigate the effects of falls.

2.3 Planning for work on roofs

The planning process must ensure that:

- No work is done at height if it is safe and reasonably practicable to do it other than at height
- The work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable
- There is a contingency plan for emergencies and rescue
- A risk assessment is carried out and full account is taken of the risk control measures identified by it.

The initial site visit by the planner is an obvious time to appraise work involving roof access at customer and third party controlled sites and the roof survey should include risk assessment to decide whether safe access routes and working positions are possible.

This process can be assisted by direct enquiries to the building landlord or customer, such as:

- Is there fixed access?
- Is any part of the roof fragile?
- Are there any skylights etc. on the rooftop?
- Are there any specific safety requirements for access to the rooftop?
- Are there exhaust tacks on the rooftop?

2.4 Rooftop Workers

Defined by those who access flat rooftop areas that involves no climbing other than the use access ladders. Rooftop workers need to follow the policy for fixed vertical ladders.

3 Roof Facilities

3.1 Roof Systems

The standard control measures for the prevention of falls from within Vodafone structures are listed in priority order below.

- 1 A permanent barrier or guard-rail attached to the building structure.
- 2 A temporary barrier or guard-rail attached to the building structure.
- 3 A walkway with guard-rails preventing access to unprotected

It is a Vodafone requirement that no person shall go nearer than 2 metres to the edge of an unprotected roof, or to any place where it is foreseeable that a fall would result in injury, unless suitable and sufficient protection against falling is provided.

Risk assessment may show that this distance needs to be increased under conditions such as:

- High winds
- Heavy rain or snow, slippery surfaces
- Fog or low cloud

Fall protection arrangements may be necessary, regardless of the potential fall distance, if the risk assessment indicates a risk of significant injury. This might be the case, for instance, when working above pointed railings or similar projections.

Those visiting rooftops should undertake a risk assessment to identify, before accessing the roof, hazards such as:

- Radio frequency (RF) radiation from antennae
- Unguarded machinery such as that associated with window cleaning hoists or within lift motor rooms
- Skylights or shafts
- Chimney stacks producing emissions

3.2 Chimney Emissions

It is essential to understand what chimneys and flues are emitting on the roofs to be accessed, this is especially vital if working on a hospital, academic research centre, residential property or any laboratory. This risk is to be captured as part of the planning of a site for acquisition and design.

Where hazards exist, a suitable method of reducing the risks they present should be put in place before any person accesses the roof.

3.3 Flat roofs

Definition: A roof having a pitch of less than 10 degrees

“Suitable and sufficient” measures must be taken to prevent persons falling from any roof, regardless of its height, whenever there is a foreseeable risk of injury. "Suitable and sufficient" would include the use of:

- Permanent edge protection such as guard-rails or parapets;
- Temporary guardrails erected by competent persons.

Where these are impractical, harnesses and anchor points may be used as long as the persons using them have been suitably trained in their correct use.

3.4 Sloping Roofs

On roofs with a pitch greater than 10 degrees, falls from the edge can be caused by:

- High winds
- Work at or near an unprotected edge

In the last case, the degree of risk will depend on the pitch of the roof, the nature of the roof surface and the weather conditions. Smooth surfaces can be made slippery by moisture, snow, ice or the growth of moss, grass etc.

If work has to take place on a sloping roof, a risk assessment should be produced which details an appropriate safe system of work.

3.5 Sloping Roof with roof ladder combination

By exemption where there is NO other alternative, a lean-to ladder and roof ladder combination may be used.

- Running Line rope system must be used on the lean-to ladder
- Roof ladder must be attached to the vertical ladder with a ratchet strap
- Site specific risk assessment is required

Only suitably trained specialist operatives would be expected to work on sloping roofs, unless totally protected walkways and workplaces have been installed.

4 Aspects of Roof work

4.1 Fragile Roofs

When working on or near a fragile surface, the duty holder must do all that is reasonably practicable to:

- Ensure that suitable platforms, coverings, guard-rails, and the like are provided (and used) to minimise the risk
- Minimise the distance and effect of a fall, if any risk of a fall remains
- Make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone

People can easily fall through roof materials that are not strong enough to take their weight. Before any roof is traversed, it is therefore essential to identify any areas that may be weak or fragile.

Legislation requires prominent warning notices to be fixed at the approaches to fragile roof materials and also the provision of suitable and sufficient guard rails, platforms, coverings or other means of support, such as crawling boards, whenever persons are required to work near, or pass across, any fragile roof materials.

4.2 Skylights and hatches

Skylights and hatches can also serve as the final exit route to rooftops. Great care is required in opening and climbing through them, from either fixed or temporary ladders.

Skylights and hatches can be set into either sloping or flat roofs and may not always be easily identified from the roof. No one should approach any closer than 2 metres to a skylight unless adequate protection against falls has been provided.

4.3 Radio Frequency (RF) Radiation

Antennae serving mobile telephony and other telecommunications and radio systems are often found on rooftops. These will be mounted on purpose built frames or towers or attached directly to the building fabric or items of superstructure such as handrails.

For most telecommunications applications, the RF power transmitted is relatively low. Microwave links operated by Vodafone produce RF levels well below the recognised safety standards and do not pose any risk to colleagues or members of the public.

Potentially harmful systems do exist however. The ill-health effects that can result from over-exposure usually involves cumulative damage to sensitive tissue. For example, the formation of cataracts is a well-known result of the absorption of dangerous levels of RF energy. Because of this, non-Vodafone operated radio or microwave equipment at a rooftop site will always need to be assessed as a potential hazard.

All colleagues needing to work near radio and microwave antennae must undertake and be familiar with: -

- 1) RF Operatives course offered on Vodafone University
- 2) The antennae exclusion zone sizes detailed in the Vodafone documents UK Radio Frequency Safety Detailed Policy Requirements.

5 Lean-to & Stepladders

5.1 General

Ladders are the most commonly used access equipment and also the most misused. It is essential that safe working practices are followed to prevent accidents. Most accidents occur because a ladder has not been secured properly and either the top or the bottom starts slipping.

Other common causes are:

- Subsidence or failure of the base support
- Structural collapse of building being leant against
- Climbing while carrying loads
- Instability through misuse or misunderstanding
- Structural failure of the ladder
- Over-reaching and overbalancing
- Slippery footing - wrong footwear

The legislation requires that ladders are only used as work equipment for access, egress or as a place to work from, if a risk assessment has shown that the use of other, more suitable, work equipment is not necessary because of low risk, **short duration** (<30 minutes) tasks or topography of the work location.

The legislation also requires that the feet of portable ladders are prevented from slipping during use by effective arrangements, such as securing the stiles at or near their upper or lower ends of the ladder or the use of anti-slip or other stability devices. Requirements for using a portable ladder:

- Operative to remain within the boundaries of the ladder
- Standing no higher than the third rung from the top of the ladder
- Warning signs and barriers available and used
- Ensure that ladders extend at least 1.05m above the landing places unless some other suitable handhold is available
- Set ladders at an angle of 75 degrees/4:1 ratio (1 m out - 4 m up)



- Communication with the customer or others on site
- Three points of contact to be maintained at all times
- Building fabric repairs must be conducted within the “30 minute fatigue” section, and be of a minor nature.
- The preferred option should be to utilise the step ladder in ‘A’ frame mode. Where this is not practicable, Single ladder’ mode is acceptable
- The work is of light nature and includes repairing/making good, e.g. one building block with render finish, drilling activities (small diameter holes only)
- Utilise tool belt; rope and bucket
- Do not erect or carry ladders near power lines. In wet conditions, wooden ladders will conduct electricity almost as much as metal ones
- Do not rest ladders against any fragile surfaces
- Secure ladders with lashings fastened to the stiles **NOT** to the rungs
- Wear suitable safety footwear for maintaining grip
- Keep both hands free for maintaining grip; carry tools in a bag or hoist them from below after reaching the work position
- Never use tools that require the use of both hands
- Where the position of the task does not allow three clear rungs above feet for hand-hold position, then an alternative piece of equipment must be used.

5.2 Ladders-(Lean-to) (less than three meters)

- Three points of contact are required at all times. (feet, hand, chest, torso, under-arm)
- When using a lean-to ladder, an anti-slip device or person must be used to foot the ladder
- Lean-to ladders must only be used for short durations (less than thirty minutes)
- Ladders must meet BS EN 131 Professional or Class 1
- All ladders must be inspected before use by the operative
- All ladders must have a recorded inspection every six months by a competent person

5.3 Ladders Lean-to (more than three meters)

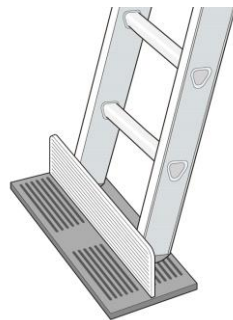
Where possible the use of lean-to ladders over three metres should be avoided. Alternative means of access such as a Mobile Elevated Work Platform (MEWP) or scaffold must be considered first. However, if a lean-to ladder must be used for access or work in excess of three metres above the ground:

- A suitable written safe system of work is required
- Only when it is safe to do so, operatives should be attached by a full body harness and use a protection system to prevent the operative hitting the ground in the event of a fall from a ladder
- Three points of contact are required at all times. (feet, hand, chest, torso, under-arm)
- When using a lean-to ladder, an anti-slip device or person must be used to foot the ladder
- Lean-to ladders must only be used for short durations (less than thirty 30 minutes)
- Ladders must meet BS EN 131 Professional or Class 1
- All ladders must be inspected before use by operative
- All ladders must have a recorded inspection every six months by a competent person

5.4 Anti-slip Device (Lean-to)

When using a lean-to ladder, you must prevent bottom slip. This can be achieved by using an anti-slip device.

Note: Ladders which conform to the latest version of EN131 Professional will include anti-slip features.



5.5 Short duration (Lean-to)

Remember, spend no more than one hour on the task within that time no more than 30 minutes in any one fixed position before you take a break off the ladder.

5.6 Ladder standards (Lean-to)

Ladders used within Vodafone must meet the standards required by BS EN 131 Professional. Ladders meeting the earlier BS2037 (aluminium) or BS 1129 (wood) standard are also acceptable, but only those marked as Class 1 or Class 2 (Industrial). Class 3 (Domestic) or EN 131 Non-Professional ladders must not be used.

Customer or third party owned ladders should never be used by Vodafone operatives unless they have been inspected, are fit for purpose and there is a good reason why a Vodafone ladder cannot be used also permission should be sought from the owner of the ladder.

5.7 Marking, inspection and storage of ladders (Lean-to)

All ladders and steps owned by Vodafone must be marked with a unique identifier and be subject to regular inspection.

Aluminium ladders kept within areas where a risk assessment has indicated that use of non-conductive access materials is important should carry a warning label indicating, "Not to be used near electrical equipment".

Ladders and steps must be inspected (check that the ladder has an inspection label) at regular intervals. Departments owning ladders and steps should keep dedicated logs detailing inspection dates and information on any defects found and repairs undertaken. This ladder log could be hardcopy or in digital format.

The responsibility for organising the creation and upkeep of ladder logs and the completion of ladder inspections rests with line managers. The activity itself can be delegated to supervisors, Health, Safety & Environment Coordinators or other responsible individuals deemed competent.

The following points should be checked when inspecting ladders:

- Damaged or worn stiles
- Broken, missing, loose or worn rungs
- Mud or grease on rungs
- Decayed timber, corrosion of fittings
- Insecure tie rods
- Warping, sagging or distortion - check that the ladder stands firm
- Condition of ropes, cords, pulleys, hinges and other fittings

Ladders may only be treated using a transparent non-conductive coating such as varnish or other clear preservative. Painted ladders must be destroyed and discarded since the paint obscures the structure of the ladder, thus preventing a thorough examination.

Store all ladders and steps so as to prevent accidental damage or contamination.

5.8 Ladder Inspection (lean-to ladders)

- Visual inspection by operative – before each use
- Recorded inspection by a competent person – Upon initial receipt and then every six months

5.9 Stepladders

- Three points of contact are required at all times. (feet, hand, chest, torso, under-arm)
- Only one person to use a stepladder at any one time
- Must be inspected before use by operative
- All ladders must have a recorded inspection every six months by a competent person (*sites that have not been visited in six months will have the ladder checked on the next visit and before any work may commence*)

Stepladders are not designed for any degree of side loading and this should be avoided by placing them at right angles to the work position. They should then be spread to their fullest extent and properly levelled for stability.

Work should never be carried out by standing on the top step, nor should overhead work entail over-reaching.

Stepladders are prevented from spreading by means of stays, chains or cords. These should be of sufficient and equal length, kept in good order and renewed if found to be defective.

6 Permanent Fixed Ladders (Vertical Ladders)

Permanent fixed ladders, may be fitted with a fall arrest system such as Railok or Latchway (T-bar). If fitted this is the best option and must be used. **(Option 1)**

6.1 Vertical Ladders (over three metres vertical distance)

The following acceptable options are listed in order of preference (1 to 3)



Option 1 - (T-bar)(Railok, Latchway)

- If, after visual inspection, it is fit for purpose inbuilt fall restraint system should be used
- Suitable for all categories of trained Climbers (see 10.4)

Option 2 – (Running line 0-6m) (over 6m + twin lanyard)

- Use of a fall restraint system such as ‘First Man Up’ where a running line is attached
- After a vertical height from the ground of 6 metres, the operative must change to ‘option 3’
- Below 6m suitable for all categories of trained Climbers (see 10.4) where they have been trained on the system used

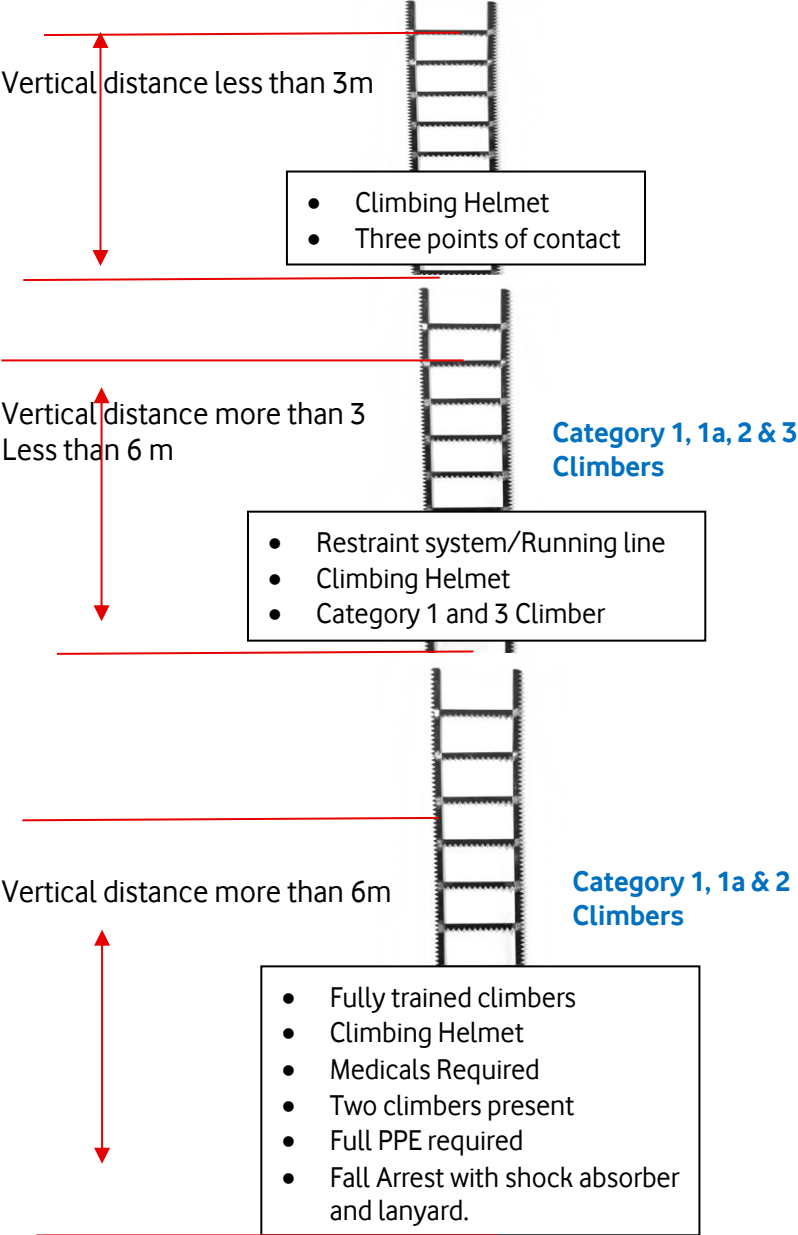
Option 3 – (Option 1 and 2 not possible)

- Use of a Twin lanyard system
- Rescue support climber required to be in attendance
- Suitable for Category 1, 1a & 2 trained Climbers (see 10.4)

General - these apply to all of above.

- Operatives must wear (at all times) a climbing helmet which conforms to EN 12492 EN 397
- A suitable written safe system of work is required
- Other Personal Protective Equipment (PPE) must be worn as identified by risk assessment

Diagram 1 For Access and Egress Only (Vertical distance)



6.2 Running Line (First Man Up) (Option 2)

The running line system uses a 6m long pole. This pole attaches a running line to the vertical ladder at the appropriate height from ground level onto the vertical ladder. This running line is securely attached to the vertical ladder this allows the operative to attach to the running line with a rope grab device. The operative can then ascend the vertical ladder attached to the rope grab through the full body harness. This system is classed as **work positioning** (not fall arrest) and does not require a shock absorber in-built into the system. In event of a slip, the rope grab is activated and will lock in less than 250 mm in fall distance.



The operative is safe from the ground up to the change point where the operative will attach to the twin lanyard system with full shock absorber system and detach from the running line system

6.3 Hooped Ladder/Fixed Vertical Ladder Guidance

Before considering using the ladder, carry out a risk assessment and see if there is an alternative route, using internal stairs or lift in the building.

Follow guidance for **Fixed Vertical Ladder**.

6.4 Fixed Ladders (under three metres vertical distance)

- If, after visual inspection, it is fit for purpose and has a valid test certificate, you may use a Railok, Latchway or similar system (T-bar).
- Free climbing for access is allowed for fixed vertical ladders under three metres from ground level for access and egress only
- Operative must wear (at all times) a climbing helmet which conforms to EN 12492 EN 397
- A full written safe system of work completed by a competent person must also be in place.
- Other Personal Protective Equipment (PPE) must be worn as identified by risk assessment



- **ANY WORK** to be carried out under three metres needs a site-specific risk assessment account for the extra hazards that may be encountered.

6.5 Consider equipment to be taken up the ladder

- If the equipment that needs to be taken up for the job is < 10kg then this should be placed in a sealable backpack to allow the use of both hands when climbing.
- If the use of a harness is required, then lanyards must be clipped to the front D ring to allow the bag to go onto the back.

Equipment > 10kg

- This will be subject to risk assessment and subject to a competent climber being present as the equipment will need to be lifted via a rope system.

6.6 Twin tail lanyards

Twin tail lanyards comprise two separate lanyard tails attached via either a strap or a ring to a common energy absorber as shown.



When one tail of a twin tail lanyard is connected to a structure or anchorage, the second tail **must NOT be connected to a load attachment point (D ring) on the harness**. The acceptable options for the fly end connector of the second tail are:

- Attached to an appropriate point on the structure or to an anchorage, which could be alongside the first tail
- Hanging freely with no attachment to either the structure or the harness and free from any entanglement with either the harness or any tools or equipment attached to the harness
- Attached to a parking point on the harness, if the manufacturer provides these. These are clips, which will break away if a load is applied to the tail

- Held in the user's hand, when moving the second tail to a new attachment

7 Scaffolding

7.1 Trestles and lightweight staging.

Vodafone operatives must not use trestles and lightweight staging. Alternatives, such as prefabricated scaffolding or the use of a cherry picker or other powered access device, should be considered.

7.2 Scaffolding

Every year many accidents occur when general access scaffolds collapse. The majority of these accidents occur as a direct result of poor construction, or because they have not been securely attached to the structure they are serving.

A specialist scaffolding company or contractor must erect all general access scaffolding used by Vodafone. No scaffold may be erected, modified or dismantled except under the supervision of a competent person who has been properly trained.

Vodafone colleagues will use the following types of scaffold:

Independent tied scaffold; a temporary scaffold independent of the structure it is built on, but tied to it for stability.

OR

Prefabricated tower scaffold; normally used for indoor work and consisting of pre-formed scaffold sections that slot into each other to form a working platform.

7.3 Independent tied scaffolding

Only fully trained and competent persons may erect, modify and dismantle this type of scaffold and, where Vodafone is responsible for the scaffold, adequate checks must be made to verify such competence.

A completion certificate for the scaffolding must be issued after erection is completed and before any Vodafone operatives may use it.

Inspection records must be inspected before every use of a scaffold.

All platforms must have adequate guardrails, toe boards and intermediate rails where required.

Ladders must project at least 1.05 metres above working platforms unless handrails are provided.

The scaffolding must be inspected by a competent person every 7th day after construction of the scaffold is completed. Records of inspection must be kept within the record book F91 or a similar record. The HSE department will advise on this aspect of record keeping if required.

Vodafone colleagues are not permitted to make any alterations to scaffolds.

7.4 Prefabricated scaffold towers

Prefabricated tower scaffolding, made from aluminium alloy or steel tube sections and generally known as zip-up or birdcage, are more commonly used than the independently tied scaffolding. This is because it is:

- Less expensive to hire or purchase
- Easier and quicker to erect and dismantle
- More easily transportable

This type of scaffold also requires less training and competency for users.

Most accidents involving prefabricated scaffolding occur due to the tower not being erected, used or dismantled in accordance with the manufacturer's recommendations.

Only fully trained and competent persons are allowed to erect, modify and dismantle any prefabricated tower scaffold. All Vodafone colleagues required to carry out these activities must attend a course on Scaffold Tower Erection and Inspection.

Further guidance and information on the erection, use and dismantling of tower scaffolds is available on the [Prefabricated Access Supplier's and Manufacture's Association \(PASMA\) website.](#)

7.5 Working on scaffold towers

Vodafone colleagues may work from a scaffold tower that has been erected by a trained and competent person. Before using a scaffold tower, check that:

- The castors are locked
- The equipment is in good condition and free from defects; if it is hired, check the inspection register to ensure that it is in good order
- It has adequate guard rails, toe boards, handrails and intermediate rails to ensure a safe system of work
- There is a safe means of access on the narrowest side of the tower; the ladder must be attached internally and never externally. It is not acceptable to climb the tower by using methods other than the ladder
- There are trapdoors on the access apertures through the platform(s)

During use of the scaffold tower, you must:

- Close the trapdoors on the access apertures through the platform(s)
- Not attempt to move a mobile scaffold while people are still on the platform as this is a significant cause of accidents
- Not place ladders on the top platform to gain extra height for working
- Hoist heavy tools and equipment to the working platform rather than carrying them up to the work position

When towers are used for such jobs as drilling into walls or the sides of roof members, considerable horizontal force may be applied. Under these circumstances, the tower should be secured to ensure that it is not overturned.

8 Mobile Work Platforms (MEWP)

Otherwise known as "cherry-pickers", these are often used as a quick alternative to scaffolds and ladders. They are highly manoeuvrable and ideal for short duration tasks where a good working platform is required. A variety of types are available; suppliers will provide guidance in the selection of appropriate types for particular tasks.



Work platforms may be towed units, lorry or trailer mounted, or self-propelled.

If a machine is hired with a driver, checks should be made to ensure that the driver has been adequately trained. If the machine is to be hired without a driver, then a suitably trained and competent person only may operate it. Untrained personnel can work inside the platform or bucket provided that they do not operate it.

No Vodafone operatives may operate a mobile working platform unless a competent person has specifically trained the Vodafone operative in its use and the operative has been proved competent for that piece of equipment.

When conducting working at height activities using MEWPS **Vodafone operatives and contractors must remain attached at all times when elevated.** This requires operatives to have full body harness training. Note: upon risk assessment, this requirement may be relaxed when working near water.

8.1 Scissors Lift (MEWP)

These have vertical lift only, and they can be fitted with outriggers depending on the size and height of lift required. They are also often self-propelled, so they can be driven between working positions.

8.2 Hydraulic expanding boom (MEWP)

These give vertical height and outreach. The platform may also be manoeuvrable.

8.3 Articulated & telescopic platforms (MEWP)

Usually vehicle mounted, these give a wide range of reach and height. These machines are nearly always fitted with outriggers.

All machines used by Vodafone must have been constructed and tested by a member of the International Powered Access Federation.

The machine should be fitted with suitable and sufficient hydraulic lock valves to prevent uncontrolled movement of the platform during single component failure.

8.4 Use of working platform machines (MEWP)

Whenever work is being carried out from a mobile working platform, ensure that:

- The competency of the operator and the serviceability of the machine are checked before work starts
- There are operator controls located at the platform in case of emergency situations
- There is a levelling device fitted to the chassis
- Outriggers, where provided, are fully extended on firm level ground
- No materials or people are transferred while the platform is in the raised position
- Scissors lift mechanisms have adequate guards
- People only work within the bucket or platform. Standing on the platform handrails to gain extra height is strictly forbidden
- Adequate signing and guarding is provided on the public highway to ensure that the platform is clearly seen by other highway users
- Safe working loads and permitted numbers of persons on the platform are not exceeded
- No part of the boom approaches any overhead electric cable

8.5 Inspection of working platforms (MEWP)

- Must be checked on every occasion before they are used. This means checking the working surfaces of the platform, guardrails and other safety features

- Records showing up to date compliance with all inspection requirements from legislation must be presented to Vodafone before use. (Competent person inspection by MEWP owner etc.)

Any platform used for, or for access to, construction work and from which a person could be injured in a fall must be inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

8.6 Towers, Masts and Pylons

- A site specific Safe System of Work (SSOW) is required
- Climbing only within your designated category (Regular Climber/Trainee/Other Climbers)
- Hand tools must be tethered whenever possible
- Exclusion/drop zones must be established at the base of the tower, mast or pylon.
- Operative(s) must be attached by a full body harness and use a protection system to prevent the operative hitting the ground in the event of a fall
- Operatives must wear (at all times) a climbing helmet which conforms to EN 12492 EN 397
- All work in a full body harness which may require rescue requires two trained climber

9 Equipment

9.1 Storage

Work at height and access equipment, accessories or personal protective equipment must be securely stored so as to prevent damage or wear. Equipment must be stored in a way that eliminates or minimises exposure to extremes of temperature and moisture. Access should also be limited to persons authorised to use the equipment.

9.2 Defective Equipment

Any work at height access equipment, accessories or personal protective equipment that becomes damaged, is overdue for periodic inspection or has failed an inspection must be removed

from use immediately. This equipment must then be separated from in use equipment, clearly labelled as unfit for use (or similar) and, ideally, locked away until it can be properly disposed of.

9.3 Purchase of New Equipment

Only equipment which has been purchased by Vodafone from approved suppliers may be used by Vodafone employees. All access and safety equipment must be 'CE' marked and conform to the relevant BS or EN standard.

10 Further Information

10.1 Internal Links

- UK Health and Safety HUB page - <https://hub.vodafone.com/market/uk/myhr/Pages/UK-Health-and-Safety-.aspx>
- UK Health and Safety Policy Portal - <https://vodafone.sharepoint.com/sites/UKComplianceandCreditRisk/SitePages/Pol.aspx>
- Vodafone Group Health and Safety Policies - <https://vodafone.sharepoint.com/sites/globalpolicyportal/Pages/GCP.aspx#/policy/Global/571>

10.2 External Links

- Health and Safety Executive Guidance on working at Height - <http://www.hse.gov.uk/work-at-height/index.htm>
- Masts and Towers Safety Group - <https://matsgroup.info/>

10.3 Contact Information

Health and Safety Helpline Phone – 03333 04 6666

Email – HSE.Helpline@Vodafone.com

10.4 Climber Categories

Name:	Days:	Period:
Category 1 – Medical required		
Advanced Climber (including T-bar)	2	Start
Advanced Refresher	1	Every 12 months
First Aid at Height	1	Every three years
IOSH Accredited Safety for Telecommunication Engineers	2	Every three years
Rescue at heights	1	Every 12 months
Category 1a – Medical required		
As Category 1 above with a probationary period	As above	As above
Category 2 - Medical required		
First Aid at Height	1	Every three years
IOSH Accredited Safety for Telecommunication Engineers	2	Every three years
Rooftop & Ladder Safety	1	Every three years
Fixed Ladder Rescue (including T-bar)	1	Every 12 months
Category 3 – No Medical required		
IOSH Accredited Safety for Telecommunication Engineers	2	Every three years
Rooftop & Ladder Safety	1	Every three years
First Man Up (or similar system) (including T-bar)	1	Every three years

10.5 Document changes

Version	Date	Changes	Other standards affected	Approved by
1.0	May 2019	New document	N/A	Eileen Roddis
2.0	July 2020	Updates to Vertical ladders and Climber Categories. Minor changes requested by Technology.	N/A	Alex Clark