

Hazard Identification Minimum Requirements						
Type	Hazard	Yes	No	Guidance for Planners	Guidance for contractors	Surveys Notes on Hazard
Utilities	Work in Manholes	YES		Where practicable, design to avoid persons having to access manholes. If not possible, provide details on access arrangements and permits. Also see 5.10 (Confined Space Environment).	Contractors to ensure that they follow the guidance as prescribed by NRSWA paying particular attention that all open manhole must have sufficient protection around them at all times and that gases test testing is to be undertaken as per Virgin Medias policy	
Utilities	Trenches			Need to obtain services information, and soil surveys if deep trenches. Consider shortest route to minimise extent of trench and lane closures and avoid areas of hard standing, structures and tree roots if possible. Also see 5.10 (Confined Space Environment).	Contractors to ensure that suitable risk assessments are carried out to highlight the relevant controls needed. As a minimum the risk assessment should include; Competence of those supervising / undertaking the works. Ground conditions, Identifying buried services and structures - use of CAT & Genny Weather - addition checks needed Depth - additional requirements i.e. trench boxes, stepped or sloped 45° sides. Access / egress Works to be undertaken Tools used Position of equipment i.e. diesel generators Gas testing Daily recorded checks of excavations Measures must be taken to prevent surrounding structures from becoming unstable from excavations - what the measures should be will depend upon the risk to the structure. If needed, buttresses and / or temporary supports must be designed, erected and check by competent persons.	
Utilities	Other Utilities Apparatus (Working at / in the vicinity of)			Ensure that all relevant services plans have been identified and issued to the contractors. See 5.8 (Building Services).	Contractors to ensure that they familiarise themselves and follow all utilities plans issued. Additional tests for services to be undertaken by the contractor prior to any work taking place, i.e. use of CAT and Genny to ensure no unidentified services are located within the vicinity of the excavation. Risk assessments should have been produced and all controls followed i.e. use of hand digging and machines. Ensure that appropriate training of CAT and Genny is given. Contractors have a list of all utilities companies in case they strike their services. Contractors to relay back to VM any inaccuracies within utilities plans and give correct location of the utilities.	
Utilities	Dangerous gasses			Identify cabinet and chambers as they may contain dangerous gases.	In line with Virgin Media policy contractors must ensure they test for gas when opening any cabinet pit or chamber. If gas is found in any cabinet or chamber the contractor must take the appropriate action as identified within the Virgin Media procedure and report the incident to the Virgin Media.	
Utilities	Overhead Pipelines and Cables			Avoid if possible, if not owner to be contacted and working restrictions determined. Isolation may be required.	Contractors need to produce specific risk assessment to ensure that the works to be undertaken will not come into contact with any overhead utilities. Where there is a risk of this occurring i.e. due to the use of machines, controls need to be put into place i.e. use of goal posts / restricted working area.	
Environment	Weils Disease (leptospirosis)			Avoid areas such as waterways, waste sites, sewage etc. If not possible identify areas and inform contractor. This plan needs to written by the client and issued to the Principle contractor or contractors.	Contractor need to ensure that they have briefed all they relevant staff on the necessary precautions to prevent the contraction of Weils disease which should include as a minimum: Controls, i.e. PPE, good hygiene What to do if they get bitten by a rat. The symptoms. What to do if they believe that they have contracted it. If anyone has contracted Weils disease whilst working on a VM project - or has been bitten by a rat - it must be reported to the Virgin Media management team who will report it through the Virgin Media Accident / Incident reporting system. This must also be reported to their own contractor management.	
SURVEYOR IDENTIFIED HAZARDS						
Buildings	Wayleave Required?	yes				
Buildings	Evidence of Asbestos		no	Asbestos Register was available for my inspection installation planned as visual survey	Kevin Millea: Installation If the customer provides an Asbestos Register, the Team checks/plans and install to commence if clear. Survey If the customer provides an Asbestos Register, the surveyor check/plans and notes on the Survey the below. "I have checked my proposed cable route against the Asbestos Register and there appears to be NO Asbestos identified on the planned route" install Teams to carry out on site specific RAMS before works commences OR, the customer is unable to provide an Asbestos Register. "No Asbestos Register was available for my inspection installation planned as visual survey only. OR, the Customer is able to provide evidence the premise was constructed after 2000 "Site Contact (Name) confirms that the entire building was constructed after 2000 and is free of Asbestos" (Surveyor to provide photo evidence within Survey pack) and notes to reflect install Teams to carry out on site specific RAMS before works commences	
Access / Egress of Business	Blocking access to other business (Including emergency services, Schools / collages, doctors surgeries, residential homes)			Design to avoid where possible if not discuss and agree route with the Authority and establish likely restrictions or requirements. Enquire if there are any special communication links other than telephone. Discuss means of avoiding obstruction.	Contractors must ensure that they do not block any access to third party properties unless prior agreement has been made through the planning process, if so the stipulations set must be adhered to.	
Buildings	Listed Building(s)			Restrictions can be placed on any modifications to listed buildings such as the materials used. Contact building owner and English Heritage, Cadw (Welsh Assembly), Historic Scotland or Northern Ireland Environment Agency for further information. Hazardous materials may have been used in the building which needs to be identified.	The contractor must ensure that they follow the work activities as described to them by the building management. If for any reason it is not possible to complete the works safely due to the stipulations they must stop the activities and raise the issue with the building manager as soon as possible.	
Traffic Hazards	Road / Lane Closure Requirements			Consider shortest route to minimise extent of lane closures, suspension of parking bays, impact on bus routes, crossing and pedestrian access. Alternative routes maybe required.	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake.	
Traffic Hazards	Zebra Crossings / Pedestrian Crossing			Avoid if possible	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake.	
Traffic Hazards	Cycle Lanes			Avoid if possible	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake.	
Traffic Hazards	Carriageway ducting			Avoid if possible	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake.	
Traffic Hazards	Red Route / Bus Route			Avoid if possible	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake.	
Traffic Hazards	Major Road Crossing			Avoid if possible	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake.	
Traffic Hazards	Yellow Lines			Avoid if possible	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake.	
Traffic Hazards	Disabled Persons Parking / Facilities			Avoid if possible	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake.	
Traffic Hazards	Parking Bay Suspensions			Avoid if possible	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake.	
Traffic Hazards	Bus Stops and Taxi Ranks			Avoid if possible	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake.	
CORE DRILLS - All BELOW YES						
Buildings	Drilling through basement (Damp/waterproof membranes) Fire Stop / Barriers			Information on services, structural information, asbestos and restrictions on noise maybe required. Avoid is possible, if not possible need to identify who will replace/repair fire stops as necessary? Permit to Works (PTWs) may be in operation.	Third party contractors should not interfere with any damp / waterproof membranes or fire stoppers / barriers / walls unless it has been agreed by both Virgin Media and the client. When activities are carried out within the vicinity of automated fire barriers, permits to work or specific isolation permits are required.	
Buildings	Confined Space Environment			Design to avoid such areas. If not possible determine type of confined space, provide details on access arrangements and permits. The need for specific risk assessments and method statements, taking into consideration the customers requirements, will be required. Refer to VM H&S Confined Space policy.	Contractors to ensure that their supervisors / managers have sufficient experience and have been trained to be able to recognise a confined space, - including when a non-confined space would change to a confined space due to their / others activities. All confined space work to be undertaken must follow the HSE guidance L101 (Safe Work in Confined Spaces).	
Buildings	Fire Escape Route (Internal or external)			Evacuation procedures, key contacts, security and specialised fire systems (such as CO2 flood systems) need to be determined.	Contractors to ensure that the escape routes are not blocked by their works or equipment. Where this is not possible the building manager will need to be informed in sufficient time to make alternative arrangements and brief all on site.	
Buildings	Building Services (Gas, Electricity, Water, Drainage etc) Mechanical Heating / Cooling Systems			Service information to be obtained before works commence. If possible design to avoid.	Contractors to ensure that they familiarise themselves and follow all utilities plans issued. Additional tests for services to be undertaken by the contractor prior to any work taking place.	
GENERAL HAZARDS						
Highway Structures	Bridge Crossing (over or under)			Where possible design to avoid. If not then identify owner-Network Rail or another if privately owned to determine issues such as access requirements, structural loading, and services.	Specific risk assessments and where needed, method statements to be in place prior to works commencing. If necessary to take advice from the Virgin Media Health and Safety team.	
Highway Structures	Towpaths / Working near water			Contact owners, i.e. British Waterways, private owners, or EA. Structural conditions of the towpath, riverbank, lake side etc needs to be determined, access to be finalised as may cross over several owners land.	Additional risk assessment will be required taking into consideration; Location / terrain, Team involved, Weather / time of year Rescue equipment / buoyancy aids, Dry clothes / towel, First aiders, Higher likelihood of Weils disease etc.	
Highway Structures	Level Crossings			Permissions, competency arrangements, restrictions need to be determined before contractor appointed. May require input from the contractor early in the planning stage to meet Network Rail requirements. Mobilisation time for the works is likely to be increased if Network Rail involved. Therefore worthwhile considering an alternative route.	To meet all requirements set by Network Rail / track management i.e. inductions, site rules, specific training including track side qualifications. Additional risk assessments and where needed, method statements to be in place prior to works commencing.	
Highway Structures	Embankments, cuttings and retaining walls.			Structural stability, permissions, soil reports may be required and should be obtained by the planner as early as possible. Contractor expertise could be utilised if appointed early.	Contractors to ensure that they meet requirements as set by NRSWA for all activates they are to undertake and follow any specific requirements from the planning department.	
Buildings	Sub-station In Building			Identify owner and determine access arrangements with them. No-go areas may need to be determined.	When working near any high voltage equipment contractors must ensure that they follow the specific site rules and where necessary only work in the vicinity of high voltage equipment if it has been isolated by the building controller. Permits to work / enter may be required.	
Utilities	Gas / Petroleum Pipelines			Location of pipelines needs to be determined. Avoid is possible, if not owner to be contacted and working restrictions determined.	Due to the high risk nature of working near these utilities, specific risk assessments and method statements will need to be produced prior to works commencing.	
Utilities	HV Sub-stations (Working at / in the vicinity of)			Identify owner and determine access arrangements with them. Supplies and no-go areas may need to be determined.	When working near any high voltage equipment contractors must ensure that they follow the specific site rules and where necessary only work in the vicinity of high voltage equipment if it has been isolated by the building controller. Permits to work / enter may be required.	
Environment	Landfill site			If not avoidable, access arrangements and site owners H&S procedures for working on the site to be obtained. Also see 7.1 (Contaminated Ground).	Contractors to ensure that they receive a site induction given by the Landfill site and follow all their site rules. A risk assessment may be required to highlight additional controls needed i.e. welfare facilities.	
Environment	Noise / Lighting Restrictions			Type, duration and level of restrictions given by property owners or / and local authorities.	Contractors to ensure that they adhere to the time restriction given for noise / lighting. If they need to exceed these, they must contact Virgin Media.	
Environment	Physically / Verbally Threatening Behaviour			Presume a potential hazard. If landlord available determine if any tenants are 'red flagged'.	All verbal or physical threatening behaviour from residents, members of the public or third parties must be report to the VM management team who will report it through the VM Accident / Incident reporting system. These must also be reported to their own contractor management.	
Environment	Trees in Roads / Pavements Stability of them due to trenches. In the line of trench Roots coming into working area i.e. trenches			Caution needs to be given to any exaction near trees. Refer to NJUG guidance 'Planning, Installation and Maintenance of Utility Apparatus In Proximity to Trees' found on the H&S page of the Boiler Room. May also need to speak to tree owners / local authority. Also see 6.2 (Trenches).	An assessment will be required when any trees are in the path of or in close vicinity to trenches needing to be dug. This assessment will be to ensure that the work activities will not damage / de-stable the trees. If it is felt that the work activities would then the works must stop and Virgin Media must be contacted.	
Environment	Working Near Animals / Livestock			Presume a potential hazard. If owner available determine if animals are a hazard. Can segregation be achieved prior to work commencing?	Ensure that there is sufficient segregation, where possible, from live stock during the work activities.	
Existing Underground Structures	Underground Railways			Permissions, competency arrangements, restrictions need to be determined before contractor appointed. May require input from the contractor early on to meet the Underground railway companies requirements. Mobilisation time for the works is likely to be increased if the Underground railway company is involved. Therefore worthwhile considering an alternative route.	Contractors to ensure that they undertake inductions by the underground railway company and follow all their site rules. Additional qualification / training may be required by the underground companies - PPP, track awareness.	
Miscellaneous	Security Restrictions			Obtain information from site owner / manager if required.	Contractors working on behalf of Virgin Media must ensure that they undertake and follow the inductions and site rules given by the third parties for their premises.	
Miscellaneous	Restricted Working Hours			Obtain information from site owner / manager if required. Also see 7.3 (Noise / Lighting Restrictions).	If restrictions on the working hours needed to undertake the works safely occur for what ever reason - client / weather (light) / council etc. This must be communicated to the Virgin Media management team.	
Miscellaneous	Scaffolding / Other Obstructions			Identify during survey, avoid where possible. If not determine owner and obtain access arrangements if necessary. Avoid trenching near structures as could be undermined, if not possible then structural support may be required.	Contractors should ensure that obstructions such as scaffolding must not be altered, moved or dismantled by anyone who is not qualified to do so.	
Miscellaneous	Evidence of Discarded Medicines / Needles			This information could be obtained before works commence and where applicable avoid such areas of high risk. Planner may have to request removal of substances to the property owner.	Contractors must have a procedure for dealing with and the removal of any discarded medicines or needles which should be briefed to all site staff. If the contamination is within Virgin Media equipment / property they should contact the Virgin Media management team.	
Miscellaneous	Petrol Station			Require a specific risk assessment and method statements for these works.	Contractors to ensure that they have undertaken the site inductions and follow all site rules. Specific risk assessments and method statements may be required depending upon the location of and works to be undertaken.	
Miscellaneous	Sewage and Water Treatment Works			If not avoidable, access arrangements and site owners H&S procedures to be obtained. Also see 7.1 (Contaminated Ground).	Contractors to ensure that they have undertaken the site inductions and follow all site rules. Specific risk assessments and method statements may be required depending upon the location of and works to be undertaken.	
Miscellaneous	Shops / Supermarkets			Require a specific risk assessment and method statements for these works.	Contractors to ensure that they have undertaken the site inductions and follow all site rules. Specific risk assessments and method statements may be required depending upon the location of and works to be undertaken.	