



LAND & PROPERTY TEAM

Western House, Western Way
Bradford
BD6 2LZ

For queries relating to Yorkshire Water's access policy please contact:

ROSIE BROWNE – SURVEYING INTEGRATION CO-ORDINATOR 01274 692718 (07790 617445)

For Estate Matters including rent reviews and lease renewals please contact:

GAYNOR CRAIGIE – LAND & PROPERTY LEAD SURVEYOR (SOUTH) 01274 692389

TELECOMS ACCESS POLICY

1. Third party contractors submit the access request form along with RAMS/Construction plan and if required, H&S plan. Any certificates of competence for example asbestos awareness must also be submitted to tenantaccess@yorkshirewater.co.uk. A **MINIMUM** of 10 days notice is required for escorted access so please ensure that this is detailed on the form along with a 2nd and 3rd preferred date and time. Please also make sure that the description of works is detailed enough for YWS to make a informed decision whether escorted access is required or not. Any access request that does not include a PO, RAMS and is within our time frame will be rejected.

2. A member of the Property Team will acknowledge receipt of the request and documents attached. The RAMS is then reviewed by a member of the Property Team and then forwarded onto the Operations team for secondary review and acceptance. At that point, any known hazards for the specific site will be communicated to the Property Team and of course, the Operations team will either confirm acceptance of the RAMS or request further information. This information is then communicated to the person arranging the access on behalf of the Operator.

It is vital that when contractors submit RAMS that it includes enough information which is task specific and detailed enough for us to make a decision whether or not to accept. This includes site specific details such as site NGR's, Nearest A&E, actual access and egress details of the site itself, details of any permit to work required. We often find that RAMS are far too generic for their purpose.

4. Once the RAMS are accepted by all parties within Yorkshire Water. We will then arrange a time and date with a Field Technician through our Work Scheduling team. Once a Field technician is assigned to the job, Yorkshire Water will confirm this along with details of the Field Technician to the Contractor arranging the job. All necessary RAMS and access requests will then be sent to the Technician to review.

5. Any changes to the access request must be given not less than 24 hours prior to the task commencing. Any major changes for example, changes to the task will require a revised RAMS submission. The Field Technician does not have any authority to approve changes whilst on site and has to refer these back to the Property Team for review.

6. Should contractors fail to attend site whereby a Field Technician has been previously arranged and confirmed, YW reserve the right to charge abortive costs at **£250 per hour** of the Field Technician's time. This includes time travelling to site, time waiting on site and travelling to next assigned YW job.

7. Any activity requiring CDM regulation and notification must be identified in advance to Yorkshire Water. Where two or more contractors are involved the operator must send confirmation along with submission of the documents including details of the Principle Designer and Principle Contractor.

Regulation 6 of the CDM regulations 2015 state that notification to the HSE is required where;

- a) The task is scheduled to last longer than 30 working days and have more than 20 working simultaneously at the point in the project; or
- b) Exceeded 500 person days

IT IS VITAL THAT ALL OPERATORS ENSURE THAT THEY ABIDE BY THE STRICT NOTICE PERIODS WHERE CONSTRUCTION ACTIVITY IS TAKING PLACE. FOR THE AVOIDANCE OF DOUBT CONSTRUCTION WORK MEANS THE CARRYING OUT OF ANY BUILDING, CIVIL ENGINEERING OR ENGINEERING CONSTRUCTION WORK AND INCLUDES:

- a) The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure.
- b) The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- c) The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly formed such a structure.
- d) The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before disassembly formed such a structure.
- e) The installation, commissioning, maintenance, repair or removal of a mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

EMERGENCY WORKS

In the event of emergency/service affecting faults, contractors are asked to submit the access form along with RAMS/Construction plan/H&S plan (if required) in the usual manner (see point 1 and 2 above). Yorkshire Water will then endeavour to honour the time and dates requested however; operators and their contractors must be aware that until the health and safety documentation is in suitable form, access will not be permitted and thus, the onus is on the contractor to make sure their documentation is detailed enough and specific enough to the task requested. They are also reminded that each region operates differently

and has a different group of Field Technicians. Field technicians may be unable to attend on the date and time specified by the Contractor however; we will always do our best to give an alternative date and time.

CHARGES POLICY

As at 1 April 2015, the current charge rate is **£125/hr for the first hour or part, and £40/hr or part thereafter**. These rates apply Monday to Friday between 08:00 hours to 16:00 hours.

OUT OF HOURS

After 16:00 hours appointments must be made by exception and wholly dependent upon the availability of personnel to accompany the visit. Charges applicable after 16:00 hours shall be levied at £250 per hour or part thereof. No weekend access request is permitted.

In the event that the site is off air or there is a high risk to health and safety risk then the operator or their appointed contractor can call Yorkshire Water Duty manager to arrange access. Access in these instances will only be granted on the above two instance.

Notification to tenantaccess@yorkshirewater.co.uk must also be submitted.

Yorkshire Water Emergency Duty Manager - 0844 902 2991

NUISANCE / NEIGHBOUR DISPUTES

In the event that Yorkshire Water as Landowner has to work with external complaints regarding the operation of telecoms equipment, Yorkshire Water Services will charge for their resource time spent. A record of time spent on an individual matter will be forwarded to the operators for settlement. Charges will be levied in accordance with the banding of the personnel within Yorkshire Water dealing with the matter.