



DETAILED INFORMATION

Working near BSKYB (Sky Network Services) cables and apparatus

BSKYB Telecommunication Services Ltd (BSKYB) telecoms cables and apparatus are present on over 600km of the Trust's network. The Trust has a contractual obligation to allow BSKYB 'quiet enjoyment' of its property where BSKYB apparatus is present. It therefore vital to ensure that no damage whatsoever takes place to the BSKYB network by the Trust, its agents, contractors or customers.

Any works that are to be undertaken in the vicinity of the BSKYB network shall be notified to the Utilities team by a Trust member of staff, usually the Technical Manager. This process should be actioned at the planning stage of the work, in conjunction with searches made to other utility companies. **Only Trust staff are authorised to notify BSKYB via the Utilities Team and this information will not be available from any other source. Emergency Procedures**

In the event of work classed as an emergency (leak stopping, bank slippage, etc.) requiring immediate attention, the Utilities Team should be contacted without delay; they will then contact BSKYB and arrange a site inspection. If an emergency occurs out of normal working hours then the BSKYB 24/7 emergency telephone number should be used (08000 273 242) and the Utilities Manager notified as soon as possible.

Procedure

The responsibility for ensuring this pre-start on site procedure is complied with rests with the Technical Manager.

At the Feasibility stage the Technical Manager will check if BSKYB apparatus is within the area proposed for works and if so, a notification form, will be completed and sent to the Utilities Team. This form is the prompt to BSKYB that work is required under, over or adjacent to their network. After being alerted by the notification form BSKYB will contact the nominee, sending drawings and advice regarding working next to its network. The nominee will also be contacted directly by a BSKYB representative to discuss the nature of the work and organise a site visit with all concerned.

A minimum of 14 days' notice should be given to BSKYB before work is due to commence; and method statements and risk assessments should be submitted at this time.

If after meeting with BSKYB at the design stage it is recognised that a lift and shift operation must take place to the said network for the designated work to take place; a minimum of 3 months' notice should be given to BSKYB

It should be stressed that no physical exploratory work on the site should be undertaken before a joint site visit with BSKYB