

## Thames Water Site Access



### Mandatory:

- **Site Access:** Must always be arranged in advance of site attendance, by speaking with a Thames Water Representative.
- **F16 A:** All contractors attending site must be familiar with the Thames Water "Contractors Health and Safety Handbook - F16 A."
- **RAMS:** Risk Assessments and Method Statements must be provided and **approved**, by a Thames Water Representative before a TWOSA (Thames Water Operational Safety Authorisation) will be issued.
- **RAMS Submission:** Thames Water require a minimum of ten working days to review RAMS, subject to the nature and urgency of the work (as will be defined by Thames Water).
- **Sub-Contractor RAMS:** Must be **approved** by a competent MITIE person **before** submission to Thames Water.
- **TWOSA:** Thames Water has an absolute requirement, **BEFORE any work commences**, for all contractors to be in possession of a valid TWOSA.

### Information:

- You must always ensure you have agreed site access, by speaking with a Thames Water Representative, before arriving at site.
- Always provide as much notice as possible before attending site.
- It is important that you always sign in and out.
- Where work is of a planned nature, re-confirm acceptability of attendance at least 24 hours before attending site, by speaking with your Thames Water representative.
- You must be in possession of a valid TWOSA, **before** any work commences.
- A TWOSA will only be issued to MITIE and not to a sub-contractor of MITIE.
- A valid TWOSA must be in place throughout the entire duration of the works.
- All RAMS must be approved by a Thames Water Representative before you will be issued with a TWOSA.
- For planned works, Thames Water require a minimum of ten working days to review and approve the RAMS.
- Your Thames Water Representative must be provided with as much notice as possible, if the work is envisaged to take longer than the expected completion date on the TWOSA.
- Only a Thames Water Representative may extend an existing TWOSA.
- You must keep your Thames Water representative updated with the progress of the work.
- No work, other than that within the approved Method Statement must be undertaken.
- If you are using sub-contractors, you are responsible for ensuring they are conversant with this Tool Box Talk.
- Upon completion of the work, the TWOSA must be returned to Thames Water.
- This Tool Box Talk must be read in conjunction with the "TWOSA Tool Box Talk" and the "Thames Water Health and Safety Briefing Note (HSBN 00015) Managing Contractors – Key requirements for Working in Thames Water Operational Sites." (See attached).

### CONCLUSION:

**You must always ensure MITIE have been provided with the authority, by a Thames Water Representative, to undertake the work being carried out.**

**NOTE:** If you have any questions regarding this information, please contact your Line Manager.