

Customer: -	HH Smith and Sons	Date: -	23/09/2021
Site: -	Air and Space Building	Prepared by:	Kyle Basterfield
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Section 1 - Guidance For The Users Of The Scaffold

- Users of the scaffold are directly responsible for ensuring the structure is used only for its intended purpose and within its specified loading limits.
- Users must ensure the scaffold is not interfered with e.g., removal of ties, guardrails or platform boards, overloaded with materials, modified e.g. by sheeting a scaffold that is not suitable for extra wind loading this imposes on the structure.
- Any modifications to the scaffold must be carried out only by our competent trained scaffolders.
- Every user of a scaffold must check the structure before use "Regulation 13 The Work at Height Regulations 2005."
- Ensure that the statutory 7-day inspection is carried out and recorded.
- Ensure suitable and sufficient measures are taken to prevent injury to any person from falling objects "Regulation 10 The Work at Height Regulations 2005".
- Any queries or concerns relating to use of this scaffold should be raised with Management.

Section 2 - Specification of the Works to be Carried Out

All scaffolds will be erected in accordance with: -

- The Work at Height Regulations 2005.
- NASC TG20 current edition (EN12811)
- Mobile access tower systems complying with EN 1004:2004.
- Manufacturer's Instructions.
- Specific Bespoke Design Information No: TBC

Section 3 – Scaffold details

- The scaffold will be sheeted in accordance with the TG20:13 Compliance sheet and Manufacturer's instructions.
- Scaffold dimensions will be not exceeding the TG20:13 Compliance sheet provided.
- Intended scaffold loadings are highlighted below.

Scaffold Independent				
Load Classification	UDL	Max bay length/ width(boards)		Max transom spacing
1 - Inspection and very Light Duty	0.75 kN/m ²	2.4m	3-5 + 1	1200mm
2 - Light Duty	1.50 kN/m ²	2.4m	4-5 + 1	1200mm
3 - General Purpose	2.00 kN/m²	2.0m	4-5 + 2	1200mm
4 - Heavy Duty	3.00 kN/m ²	1.8m	4-5 + 2	900mm

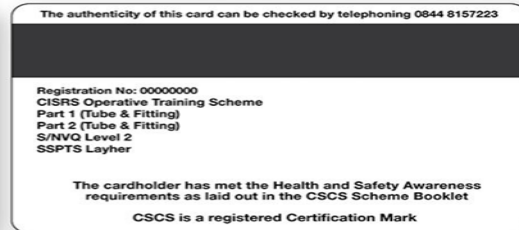
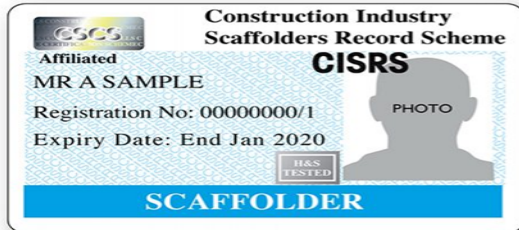
Section 4 - Supervision

Supervisor: -	Eugene Kirk	Contact No:	07834713680
Emergency Contact: -	Kirk Scaffolding	Contact No:	01254 672337
Site Contact:	TBC	Contact No:	

Section 5 - Manpower & Competency

- Operatives will hold a relevant CISRS registration card including the endorsement of relevant System Scaffold Product Training where applicable (SSPTS)

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- b. Operatives will hold PASMA certification or CISRS registration card will be endorsed with the use of mobile towers.
- c. Operative will hold HAKI system product training.
- d. Scaffold inspectors will hold the appropriate CISRS registration card that may be supplemented by scaffold inspection certification. (SITS - ASI or BSI)



- e. Plant operators will hold relevant certification i.e., CPCs or NPORS, subject to what is acceptable on site.
- f. MEWP operators will hold relevant Certification i.e. IPAF, subject to what is acceptable by the principle contractor.



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Section 6 - Equipment to be Used and Conformity Requirements

- a. The scaffold will be constructed of scaffold tube, scaffold fittings, scaffold boards, ladders, and ancillary equipment.
- b. All materials will be in accordance with a relevant British Standard or its equivalent i.e., Scaffolds to EN 12811/ 12810, scaffolds tube to S355JOH grade, scaffold boards BS2482 (MG) or equivalent composite boards, scaffold fittings BS EN 74, ladders BS EN 131 etc.
- c. Materials will be free from visual damage that will foreseeably affect its performance whilst in use.
- d. Materials are visually inspected prior to issue from the depot.
- e. Materials will be visually inspected prior to use by the operative, defective materials will be segregated to prevent use.
- f. Equipment and Tools (impact Wrenches, Hand tools, scaffold steps etc.) will be inspected prior to use and at regular intervals by a competent person in accordance with PUWER 1998 and the Manufacturer's instructions.
- g. All lifting equipment and accessories will be inspected and maintained in accordance with LOLER 1998 and Manufacturer's instructions.

Section 7 - Delivery and Collection Arrangements

- a. Materials will be delivered and collected using designated traffic routes, at dates and times to be agreed with the customer.
- b. Materials will be delivered and collected utilising a standard flatbed vehicle.
- c. Materials will be unloaded into an area agreed with the client. (Mainly the materials will be delivered to the scaffold storage area within the contractor's compound, see below)
- d. During vehicle manoeuvres a banksman is to be employed to control vehicle and pedestrian movements.
- e. While unloading, vehicles will be segregated by physical barriers, warning signs will be displayed at prominent locations.
- f. If access is required onto the load bed, Scaffolders are to follow the principles of SG4:15 to install a single guard rail protection to the raised load bed, using fall arrest equipment provided.
- g. Material storage will be subject to good housekeeping.
- h. All vehicle operations will be carried out in accordance with SG30-17 'Management of Road Haulage for the Scaffolding Contractor'

Section 8 - Unloading and Loading Arrangements

Materials will be unloaded/loaded utilising the following methods :-

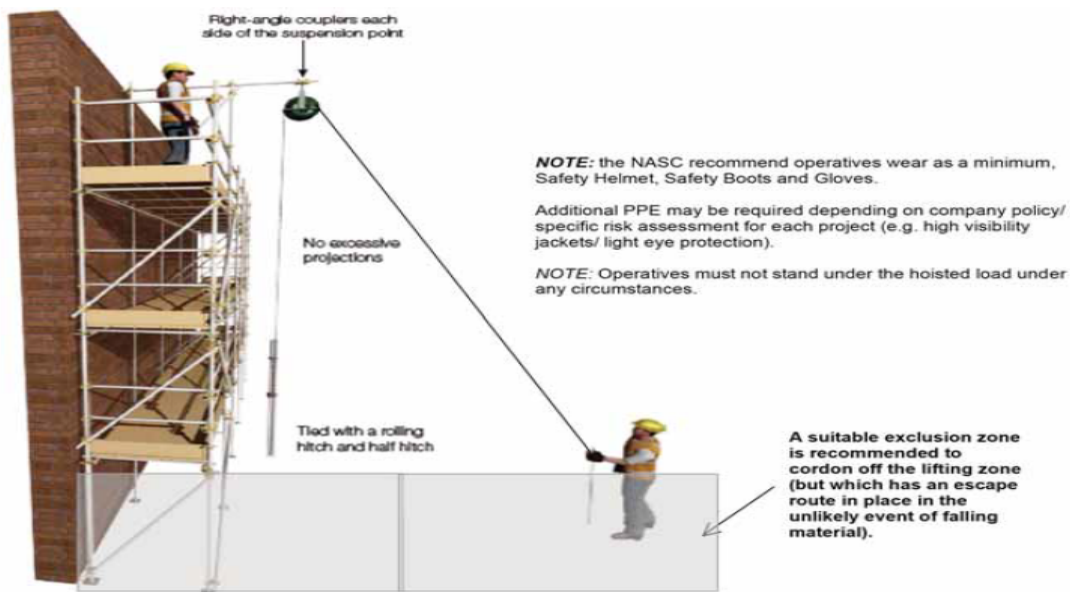
- a. Manual handling in accordance with SG6 Manual Handling Training.
- b. Site forklift or telehandler.
- c. Scaffold tubes **WILL NOT** be lifted on pallet unless by FLT and secured.
- d. Any scaffold material lifted via crane or HIAB will only be done by a trained and competent operative.
- e. Scaffold tubes and materials are not to be stored vertical on any part of the scaffold structure. The only exception will be for awkward shaped materials which must be secured with either lashing or a clip.

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Section 9 – Raising and Lowering Materials

All materials will be raised and lowered in a controlled manner by: -

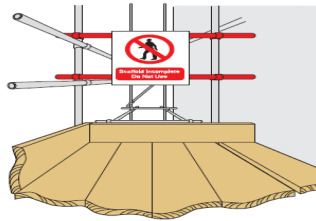
- a. Chaining from person to person in accordance with SG4:15 and SG6 Manual handling training.
- b. No materials will be thrown “bombed”, all fittings/ loose items will be placed in certified bags or passed by hand to ground level.
- c. Rope and Wheel (Gin Wheel) In accordance with SG9:15 and SG6 Manual Handling training.
 1. Only Ginny wheels purchased from an industry recognised supplier within date certification will be used in accordance with LOLER 1998.
 2. Every Ginny wheel will be inspected weekly and recorded.
 3. Before use of any Ginny wheel, a suitable exclusion zone will be set. This will be constructed with hard barriers including signage by scaffolding operatives and inspected by the scaffolding supervisor prior to work commencing. Escape routes will be clearly identified.
 4. Materials will be lowered and raised in accordance with SG9:15 and SG6 manual handling training. Materials will not exceed 25kg's. All loose materials (scaffold fitting's ext..) will be raised with the use of certified fitting bags.



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Section 10 – Segregation of the Work Area

- a. Work area to be segregated by physical barriers, warning signs will be displayed at prominent locations.
- b. Where interface occurs with site access routes protection measures will be implemented such as: The installation of high visibility protective foam to all required scaffold tubes, Protective nipple caps or armadillos to all protruding couplers, Protection fans installed in accordance with TG20:13 or bespoke design information etc.
- c. All incomplete sections of the scaffold will be segregated with the use of double guardrails and signage to inform scaffold users of the hazards present in accordance with SG4:15.



- d. At the end of the working day all access will be restricted to incomplete scaffold structures. Barriers and warning signage will be installed around the incomplete scaffold where applicable or the ladder should be removed with scaffold tags displaying do not use at all access points in accordance with safe system of works procedure.



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Section 11 - Personal Protective Equipment

The following PPE will be worn during our activities: -

- a. Safety Helmet EN 397
- b. Safety Boots EN 345
- c. Safety Harness EN 361
- d. Lanyard EN 355
- e. Hi-visibility Vest EN 471
- f. Gloves EN 388
- g. RPE FFP3 for installation of drill anchor ties (Face Fit Tested operatives only)
- h. Eye protection.
 1. EN166: Medium Energy Impact Goggles for cutting tube.
 2. EN166: Light eye protection for normal duties
- i. Face Covering (Where required in accordance with current COVID-19 CLC guidance)

Section 12 - Environmental Impact

- a. All our waste materials will be recycled in accordance with the required site procedures.
- b. Scaffold boards will be FSC or PEFC certified, other timber will be certified subject to specific contract conditions.
- c. Packaging materials will be segregated into the appropriate onsite disposal bins or be removed from site.
- d. Noise may be an issue if work is outside of the agreed site working hours.
- e. Where plant or equipment is serviced or fueled on site, COSHH assessments will be available for the substances in use.
- f. Plant refueling will be undertaken in agreed areas, spill kits will be available.
- g. No other substances that are subject to the COSHH regulations will be used on site.

Section 13 - Emergency Procedures

- a. We will comply with the site emergency procedures as detailed in site induction/health and safety plan.
- b. In the event of fall involving a safety harness, refer to the 3 types of fall recovery plans accompanying this document.
- c. The Customer will provide first aid personnel and facilities on site.
- d. A basic first aid kit will be available within the site office.
- e. Operatives will initially report any incident/accident to their immediate Supervisor.

Section 14– Erection Procedure

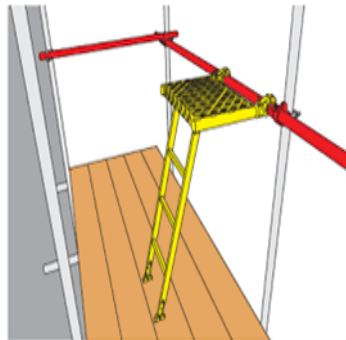
Please note that dismantling will generally be the sequential reverse of the erection process.

- a. Operatives will attend a site induction before commencing work and will then be briefed on the work to be carried out and will acknowledge this briefing by signature to confirm their understanding.
- b. All operatives will be briefed on the specific RAMS for the task. All operatives will sign the declaration sheet to show their understanding and compliance with the document's contents.
- c. A dynamic risk assessment will be carried out and documented prior to any works being undertaken. Operatives will be briefed on the work to be carried out and will acknowledge the briefing by signature to confirm their understanding.
- d. Materials delivered on flat beds & unloaded by site forklift. Scaffolders will assist the HGV driver when common provision is not provided, Scaffolders follow SG4:15 to install single guard rail protection to the raised load bed, use fall arrest equipment provided.
- e. Materials on site will be transported to specific site locations
- f. Operatives must be aware of their surroundings and must work safely. They must ensure they are looking where they

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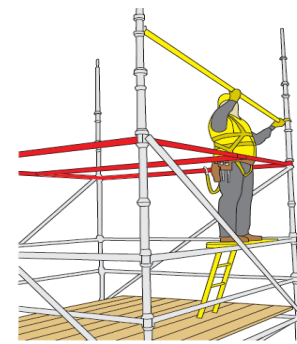
are walking and working and must not step onto or over debris. Tripping or slipping hazards must be avoided where possible. Access routes should be chosen to be those that are free from obvious hazards. Operatives should refrain from entering poorly lit areas until adequate lighting is provided. They should be aware of plant and lifting movements and maintain a safe distance.

- g. All Scaffolds should be installed on firm level ground free from obstructions. External scaffolds should be sited on timber sole boards of a minimum size of 450 mm x 225 mm with a steel base plate. The scaffold will then be erected in line with TG20 current edition and CISRS Scaffolders training.
- h. When the 1st bay of the scaffold is erected an "incomplete" scaffold sign or similar will be displayed on the scaffold. As the means of access onto the lifts is erected an "incomplete" scaffold sign or similar will be displayed adjacent to the point of access, 3rd party access will be restricted by physical barriers.
- i. The first lift advanced guardrails will be installed using a Scaffolders step from the ground level.



Picture from NASC SG4:15 showing Scaff step

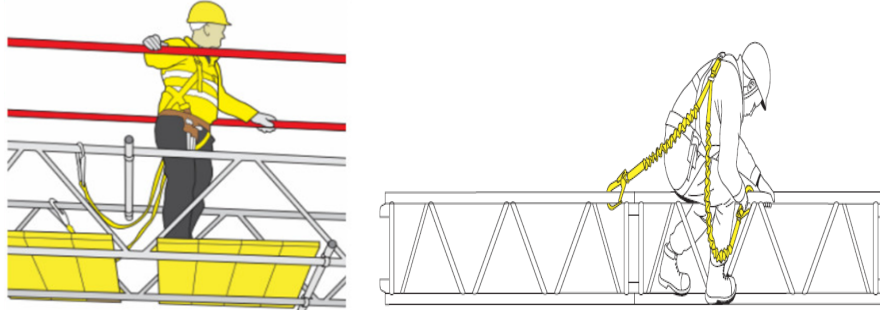
- j. Whilst erecting further lifts, operatives will work from a minimum of a fully boarded, fully transomed working platform that is protected by a single guardrail, when working outside of this protected platform i.e., when establishing the protected platform or moving the protected platform, operatives will work in accordance with NASC SG4:15. Operatives will use a Scaffolders step to achieve the protected platform (advanced single guardrail).



Pictures from NASC SG4:15 showing 'Scaffolders safe zone' and Scaff step.

- k. Whilst installing bridging beam sections of the scaffold, operatives will employ the beam traversing method in accordance with NASC SG4:15. A double lanyard system of work will be required to maintain continual fall protection 'leapfrog method'. Where possible Short boards will be installed across the bottom chord of the beams to give better footing for scaffolders to stand on and remove the need to climb the beams themselves.

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Picture showing double lanyard 'Leapfrog method' and short board safe system of work

- l. Ladder access to be erected progressively with the scaffold in line with NASC guidance document SG25:20.
- m. Stability methods are to be installed progressively with the scaffold in accordance with the technical information provided (TG20 Compliance sheet, Bespoke design).
- n. All ties will be proof tested in accordance NASC guidance documents TG20 and TG4, a copy of the proof test results will be documented and retained within the onsite scaffold file.
- o. Only trained operatives are to enter the MEWP's, ensuring that a restraint lanyard is attached to the appropriate anchor point. All tools are to be tethered to eliminate any possible injury from falling objects. Operations will be assessed, and barriers installed to the required drop zone to the task in hand.
- p. On completion of the scaffold all spare materials will be cleared from the work area and stored in an agreed position or removed from site.

Section 16 – Site Specific method

All visiting operatives to be given site safety induction prior to entering the site.

Operatives to sign in and out each day and report to the site office.

- q. Materials will be delivered following designated traffic routes.
- r. Parking bays to be suspended prior to arrival
- s. Materials will be unloaded in to a Herras compound adjacent to the building, contractor to operate public diversion during the erection/dismantle and deliveries.
- t. Modifications will be carried out following SG4 current guidance notes.
- u. Operatives will first remove the section of scaffolding in front of the gazing. Existing scaffold that remains will be fitted with additional stop end rails and toe boards.
- v. New vertical and horizontal frames will be introduced when information is provided on size and weight of the shutter door.
- w. Additional bridge beams will be erected across the opening to allow a lean to frame above. Contractor to provide suitable covering and final seal for weather protection.

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Section 17 – Handover Procedure

- a. Following the completion of the Scaffold Chargehand will carry out a visual inspection to ensure that the scaffold complies with the specification and a Scaff Tag will be secured at the access point to the scaffold structure.
- b. On satisfactory completion the Scaffold Inspector will update the scaffold tag and the schedule 7 statutory inspection record.

Section 18 – Inspection Procedure

It is the responsibility of the user of the scaffold to ensure that the structure is inspected in accordance with current legislation and a record of that inspection kept on site.

Section 19 – Dismantling Procedure

- a. Operatives will attend a site induction before commencing work and will then be briefed on the work to be carried out and will acknowledge this briefing by signature to confirm their understanding if applicable.
- b. All operatives are to sign in and out of site daily.
- c. The location where the scaffold is to be dismantled, the method statement and risk assessment will be shown to the operatives by supervision and the relevant hazards and preventive/control measures will be explained.
- d. No works will be carried out without the required permit to work signed by the Scaffold Supervisor,
- e. A dynamic risk assessment will be carried out and documented prior to any works being undertaken. Operatives will be briefed on the work to be carried out and will acknowledge the briefing by signature to confirm their understanding.
- f. The Chargehand will initially inspect the scaffold to ensure that ties and braces are still intact and that platforms are clear of debris.
- g. Once satisfied that the scaffold is safe to dismantle the work area by will be segregated by the specified means and an “incomplete” scaffold sign or similar will be displayed on the scaffold adjacent to the means of access which will be restricted by physical barriers.
- h. The scaffold will then be dismantled methodically in a reverse procedure of the erecting process.
- i. Whilst dismantling, operatives will work from a minimum of a fully boarded, fully transomed working platform that is protected by a single guardrail, when working outside of this protected platform i.e., when establishing the protected platform or moving the protected platform, operatives will work in accordance with NASC SG4:15. Operatives will use a Scaffolders step to achieve the protected platform (advanced single guardrail).
- j. Whilst dismantling bridging beam sections of the scaffold, operatives will employ the beam traversing method in accordance with NASC SG4:15. A double lanyard system of work will be required to maintain continual fall protection ‘leapfrog method’. Short boards will be installed across the bottom chord of the beams to give better footing for scaffolders to stand on and remove the need to climb the beams themselves.
- k. Ties and braces will not be removed from below the lift being dismantled.
- l. Scaffolders and Supervision will ensure that the structure remains stable and that it does not become overloaded with dismantled materials.
- m. No materials will be bombed, all fittings will be bagged or passed by hand to ground level.
- n. Where applicable, scaffolders are to ensure that the cradle of the MEWP is not overloaded. Continued trips down to the ground to unload the materials may be necessary where applicable.
- o. On completion all materials will be cleared from the work area and stored in an agreed position or removed from site.

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p. A final visual check will be made by the Chargehand prior to leaving the area.

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Section 18 – Risk Assessment

S = Severity	L = Likelihood	RF = Risk Factor (Severity x Likelihood)
1. Minor Injury	1. Unlikely	Low = 1-4
2. 1 to 7 Day Accident	2. Possible	Medium = 6-9
3. RIDDOR Reportable	3. Probable	High = 12-16
4. Fatality/Disability	4. Certain	

Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor After Controls (Severity x Probability)		
Work at height whilst erecting scaffolding.	Falls from height/falling materials. (Scaffolding operatives and third parties in the vicinity)	4	2	8	- All work at height to be undertaken in accordance with SG4:15. - Consideration to be given to avoidance of work at height wherever possible. (Example is erection of bridge scaffolds at ground level and lifting them into position by means of a crane) - The wearing of fall arrest equipment is mandatory for all of those working at height. - Exclusion zones to be set up beneath the work area and lookouts posted where necessary to ensure such zones are not breached. (Where this is not possible – works may need to be undertaken during ‘quiet’ hours) - Materials to be stored safely when not in use. ‘Danger! Men Working at Height’ Signage to be posted in conspicuous areas along pedestrian access routes. - Prior to commencing residential scaffold works, householders to be informed face to face by a member of the working party that scaffold activity is about to	4	1	4

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor After Controls (Severity x Probability)		
					commence. (Residents wishing to enter or leave their property should inform the gang that this is the case before encroaching on the work area) • All work at height to be adequately supervised			
Failure of fall arrest equipment.	Fall from height. (Scaffolding operatives)	4	4	16	• Fall arrest equipment to be subject to three monthly documented checks by a competent and trained person. • Fall arrest equipment to be checked prior to each period of use by the user.	4	1	4
General work at height (Non-scaffolding)	Falls from height/falling materials. (Scaffolding operatives and third parties in the vicinity)	4	2	8	• All work at height to be undertaken with due consideration given to the Work at Height Regulations 2005. (Avoidance and mitigation etc) • Where no protection exists, a safe system of work <u>must</u> be drawn up and consideration for the protection of those working height. • Use of ladders to be justified by task-specific risk assessment.	4	1	4
Working at height in inclement weather.	Falls from height, falling materials. (Scaffolding operatives and third parties in the vicinity)	4	2	8	• Those working at height will be removed from their duties at the discretion at the leader of the working party if he believes weather conditions pose an extra and unacceptable risk. • Particular assessment will be made during frosty, icy and windy weather. • Management will not exert any pressure on individuals to work in weather extremes.	4	1	4

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor After Controls (Severity x Probability)		
Collapse of scaffold when erected.	Impact and crush injuries	4	2	8	- Customer to use the scaffold in accordance with the loading specified on the hand-over certificate/scaffold tag. - No modifications to made to the scaffold, especially removal of ties or structural members. - Customer to ensure that the scaffold is inspected weekly and a record maintained in accordance with the WAHR 2005.	4	1	4
Casualty suspended by fall arrest equipment.	Harness Suspension. (Scaffolding operatives)	4	2	8	Rescue procedure is attached to this document.	4	1	4
Use of ladders	Falls from height, ladder toppling. Incorrect installation. Ladders are not correctly inspected.	4	2	8	- Ensure that ladders are only used for 30 minutes at one time. - All ladders to be recognised standard EN 131. - Ensure all ladders are installed with the 4 to 1 ratio. - All ladders to be installed at a 75-degree angle. - Ladders to be appropriately secured as per SG25:20, to prevent movement. - Three points of contact must always be maintained . - Ladders to be inspected as part of the 7-day statutory inspection. This to be documented. - Wooden ladders are not permitted on site. - All ladders not in use to be secured (chain and lock or a tube through the rungs, secured at either end) or locked in a secure compound.	4	1	4
Third party individuals accessing unsafe parts of scaffold/incomplete scaffolding.	Falls from height. (Third parties)	4	2	8	Access to unsafe scaffold parts to be prevented by fixed barriers supplemented by signage.	4	1	4

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor After Controls (Severity x Probability)		
Trips and slips over our materials whilst being stored on site or whilst being used during erection/dismantle.	Operatives and third-party pedestrians	4	2	8	- Work area to be barriered off by suitable means to prevent access. - storage of materials within the work area will be subject to good housekeeping. - Where it is not possible to maintain barriered off areas storage of materials to be subject to good housekeeping. - Client to ensure general access and egress on site remains suitable. - Task lighting to be provided by Principle Contractor where appropriate	4	1	4
Generation of Noise	Noise induced hearing loss & hearing conditions (Tinnitus)	4	2	8	- All activities that exceed the noise lower exposure value of 80dB will be risk assessed. - Suitable ear protection must be worn in accordance with the noise assessment. - Ear protection must meet the minimum SNR requirements. - Ear protection when near heavy plant - Regular checks must be carried out of PPE to ensure the ear protection is suitable for the task and free from damage.	4	1	4

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor After Controls (Severity x Probability)		
Covid-19	Illness, fever, contamination, spread between others.	4	2	8	➤ Update HSEQ/HR with absence identifying Coronavirus and manage absence in line with company HR & HSEQ policies/procedures. ➤ Comply with Health England current recommendations. ➤ Comply with Contractors procedures on all sites (specific) ➤ Wash hands frequently, reduce hand to face contact. Sanitise before and after each working session and before and after meal breaks. ➤ Do not share PPE. ➤ Work in small teams and limit all works face to face. ➤ All break times must be staggered with social distancing adhered to.	4	1	4

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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor After Controls (Severity x Probability)		
HAVS	Hand Arm Vibration Syndrome including vibration white finger & Carpal tunnel Syndrome	4	2	8	- Always use suitable low vibration tools - Employees to be briefed on the dangers associated with vibration and the manufacturer's instructions for use and acknowledge the briefing by signature. - check tools before using them to make sure they have been properly maintained and repaired to avoid increased vibration caused by faults or general wear. - Ensure regular documented inspections of power tools are carried out in accordance with PUWER 1998. - Damaged power tools should not be used. - Monitor the time used of the power tools and never exceed the exposure limit within the HAVS assessment. Tasks to be rotated if this exposure time limit is met. - encourage good blood circulation by keeping warm and dry, Gloves can be used to keep hands warm, but should not be relied upon to provide protection from vibration. - wear warm waterproof clothing in poor weather conditions. - report any problems with hands promptly to a Supervisor	4	1	4
Substances hazardous to health	asthma or other diseases, including cancer. Many can damage the skin, and some can cause serious long-term damage to the lungs	4	3	12	Refer to the relevant COSHH assessment for the substance and follow the control measures and PPE requirements	4	1	4

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Work Area: -	External Modifications	Page No	Page 17 of 19
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Hazard	Hazardous Effect	Risk Factor (Severity x Probability)			Control Measures	Risk Factor After Controls (Severity x Probability)		
Manual handling of scaffolding materials	work-related upper limb disorders, muscular injuries.	4	2	8	- All items weigh under 25kgs. - All operatives are trained in manual handling of scaffolding components in accordance with NASC SG6 (current addition). - Materials will be passed, hand-to-hand in a controlled manner always. - Hand protection will be worn at all times. - Care to be taken during offloading and loading especially whilst transporting materials through areas where public interface may occur.	4	1	4
Vehicle movements	'Struck-by' and crush injuries.	4	2	8	- A "banks-man" will be in attendance whilst the vehicle reverses into position to alert other operatives or third parties within the area of possible vehicle movement. - No operative will stand directly behind a moving vehicle. - Emergency access routes will be always maintained. - The Vehicle will be parked within the loading bay area as directed by site management. - Unloading will stop if any third parties enter the area.	4	1	4

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Acknowledgement

I confirm my understanding of the contents of this document and that I will work in accordance with the procedures contained within it: -

Name	Company	Signature	Date

