

# ACE Scaffolding (M/cr) Ltd

Site: Hotel Development 47 Peter Street, Manchester

## S1 Scope of works

Erection, Hire and Subsequent Dismantle of perimeter encapsulated scaffolding.

**This is a controlled document unless printed.**

Distribution:

1. Contractor for approval.
2. Site Office.
3. Job Fil.
4. Copy to relevant site operatives.

**Written by:** Roy Dicks

**Principal Contractor (Name and address):**

Medlock FRB Ltd  
Greengate St, Oldham OL4 1DG

**Site Contact:**

Medlock Site Manager-TBD  
ACE Site Supervision – Mike McCoy- 07834586033  
ACE Operations Manager – James Silverblade – 07535299774  
ACE HSE Manager- Roy Dicks- 07774485505

**Full site Address:**

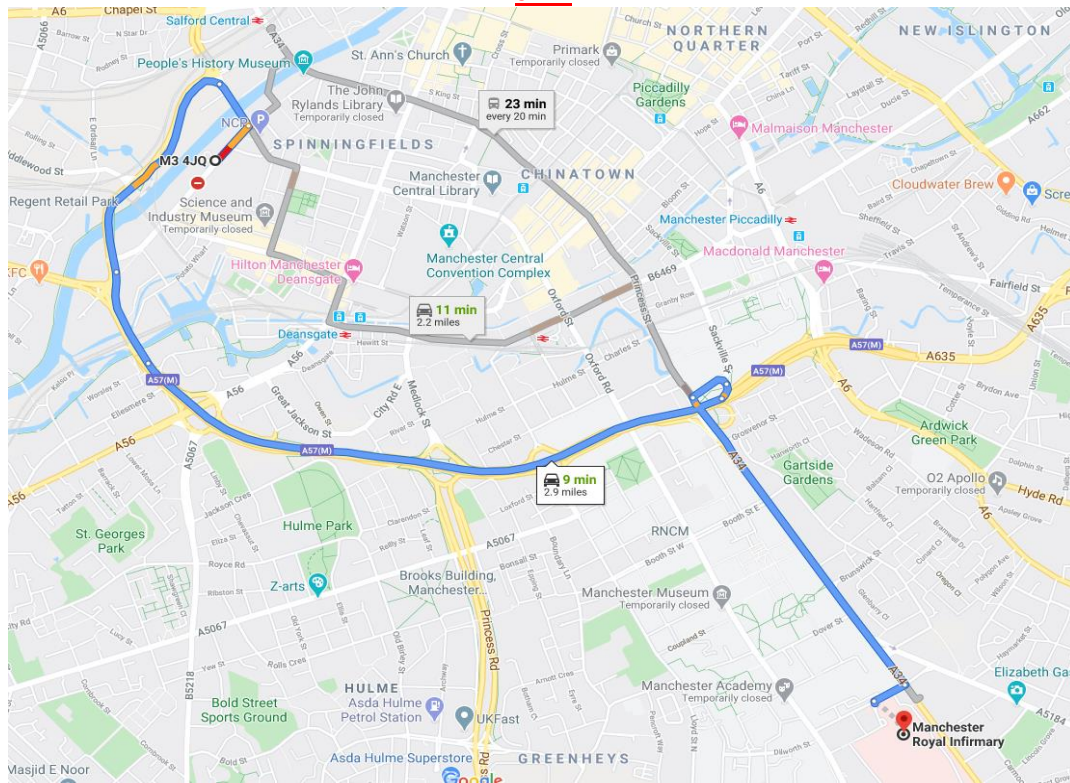
47 Peter Street,  
Manchester,  
M2 3NG

**Site induction:**

8am every morning at the site office. Put particular attention to any change of routes as the site is always evolving. It is preferred that all ACE Employees be able to sign in and out of site by way of a telephone message/call during the current Covid-19 pandemic. Although will work to any site specific plan.

**Accident and Emergency Locations – Manchester Royal Infirmary, Oxford Road, Manchester, M13**

**9WL**



**Telephone: 0161 276 1234**

**Emergency: 999**

**NHS Guidance/Advice: 111**



**Work area:**

**ACE Scaffolding M/CR Ltd, will only start work if we have sole use of individual lift/room/area if less than 10m2.**

External perimeter of existing building

**Site personnel and labour:**

All scaffolding operatives on the site will be CISRS qualified and have the relevant level of CISRS, Labours are CSCS qualified as a minimum. Everyone will undertake a range of scaffolding activities on site, within the boundaries of their experience and qualification.

Labourers may only work on a fully boarded and hand railed scaffold.

Personnel are urged to stay at home if they have any immediate symptoms of COVID-19. If you do have symptoms, then book a test at [self-referral.test-for-coronavirus.service.gov.uk](https://self-referral.test-for-coronavirus.service.gov.uk)

**Welfare arrangements**

ACE will work to a specific site welfare arrangement providing that social distancing can be maintained.

If no arrangements are in place to adhere to self-distancing rules, then ACE Employees will stagger the breaks to make sure no conflicting times of using the welfare facilities.

If the welfare facilities are not kept clean and tidy throughout the day, then ACE Employees will not have the break in the facilities and will have their break in their vehicles.

**Specific Labour and Contact numbers:**

3 x Scaffolder & 3 Labourers

Scaffold supervisor will hold contact details for scaffolders.

**Guidance for the use of the scaffold:**

1. The users of the scaffold are directly responsible for ensuring that the structure is used only for its intended purpose and within specific load limits.
2. The users must ensure that the scaffold is not interfered with (e.g removal of ties, guard rails or platform boards), overloaded with materials and modified.
3. Any modifications to the scaffold must be carried out by a competent scaffolder under instruction from the site supervisor.
4. Every user of the scaffold must check the structure before use (See reg13 of the working at height regs 2005)
5. The users must ensure that the 7 day statutory inspection is carried out and recorded.
6. Any queries regarding the scaffold should be raised with ACE Scaffoldings relevant supervisor.

**Equipment used:**

All materials used in the construction of the scaffolds will be clean, suitable for purpose and manufactured to BS EN 10219-1 as a minimum for Tube, BS EN2482:2009 for Boards, and BS EN 74 (Class b) for fittings. This is the British Standard for scaffold materials. All materials are to be inspected prior to being used on site.

All Scaffolds will be erected in accordance with TG20:13 and SG4:15 and adhere to The Work at Height Regulations

**PPE:**

All operatives on the site including any visiting Management will wear as a minimum safety boots (BS EN 1345), hard hat (BS EN 397:1995), harness (BS EN 795:2012), gloves (BS EN 420 & BS EN 388 (2121), Goggles (BS EN) and high visibility vests (BS EN 471). In addition to this, high risk activities or risk that may produce a harmful or intoxicating waste may also require the following,

Wellington Boots (BS EN to suit level of protection required)  
Ear Defenders (BS EN to suit level of protection required)  
Surgical gloves

Site Supervisors will undertake a general site inspection and advise of any additional hazards such as excessive noise or chemical hazards that may arise and forward the relevant COSHH information to the Health and Safety Coordinator. On Special premises such as Petrochemical, Food Hygiene or Quarries, the Health and Safety inspector will attend the site inspection.

**Materials Handling:**

All lifts will be assessed individually. The first judgement is always whether the lift is eliminated. If not, any lifts above 25kg must be made by two individuals.

**S2 Scope of works:**

Erect access scaffold to accommodate safe access for roofing works. Based on 2.7m 1<sup>st</sup> lift, then 2m lifts fully boarded.

Various dimensions mainly 10-30m Long x 18m Scaffolds with associated gantries for main client to store equipment.

All standards to be foamed with a safety-first lift of double boards with a wedge of visqueen for pedestrian safety.

**Access to place of work**

Areas - **Scaffold**

Access will be system stair tower. Client to ensure that the area around access/egress point is free from materials/debris.

**Method of Delivery:**

Scaffolding materials will be transported to site by way of fixed axel HGV/LGV. Once the vehicle is in location, an exclusion zone is to be set up. All equipment will be required to be walked down the elevation and placed in a safe area prior to the scaffold erection

Operatives on site shall be competent and trained in the erection and dismantle of scaffolding to the relevant standard TG20.13. The senior scaffold operative on the shall be responsible for the immediate Health, Safety, Welfare of operatives and for the integrity of the scaffolding.

A Supervisor will visit the work area upon start and completion. Relevant inspections will also be undertaken. Weekly site audits will be undertaken by Senior Management.

Operatives will work from a fully boarded working platform and single handrail whilst erecting/dismantling scaffolding and shall always wear safety harness. Operatives will attach in accordance with SG4.15 recommendations.

Scaff Steps will be used for erecting advanced handrail from lift below, if steps cannot be used, wrappa slings will be used in line with double lanyards.

### **Erection Sequence:**

Ensure that the ground is adequately prepared and form an exclusion zone around the area.  
Laydown adequate sole boards and soleplates.  
Erect inside uprights and ledgers using temporary rakers and transoms.  
Suspend outer ledger from temporary transom.  
Add an outside upright. Bay sizes are maximum 2.m (2knm<sup>2</sup>).  
Fix scaffold incomplete sign as soon as possible  
Add ledger braces and wind braces  
Install advance guard rail system  
Put in transoms to support boards. Main decking to be 5+1  
Place board on transoms to enable erection of next lift  
Erect next lift, bearing in mind the need to comply with SG4:15  
Stair access is to be raised in line with scaffold.  
Repeat as the scaffold is erected.

### **Tie Methods**

Scaffolding will be tied to the existing building using 12mm x 65mm Naked bolts into joints at 4m centres both horizontally & vertically, or as per design. Tie locations will be made good upon dismantling by use of like for like materials to match the building.

### **Tie Test**

**Preliminary tests:** will be used to check suitability of a particular fixing in the base material and to determine allowable loads.

**Proof tests:** will be required to check the quality of installation of the chosen anchors.

**Test load:** All anchor types ties shall be loaded in tension to a load of 2 x the working load as applied to the anchor.

### **House Keeping**

All excess materials will be removed from the work area as soon as reasonably possible. No excess materials shall be left on the platforms or working area. The client shall ensure that platforms are clear of materials and debris before dismantling. Scaffolding with waste, debris or materials will not be dismantled.

### **Handover Certificates:**

~~A designated competent person shall hand over scaffolding structure to the client, this handover will confirm that the scaffolding complies with the requirements of TG20.13 and the Work at Height Regulations.~~

**Digital Handovers will be used during the current COVID-19 outbreak. Scaffolds will be handed over by a Supervisor or Manager remotely, once a site inspections has been completed by a Supervisor.**

### **Safety Notices:**

Incomplete scaffolds will have a suitable notice situated on the structure at all access points (Preferably with the means of access removed).

A sign stating 'men working overhead' and a 'No entry' sign will be placed at the access point of any Scaffold so no third party can gain entry whilst working on the Scaffold.

### **Reporting of Accidents/Incidents**

Operatives shall report accidents and incidents to the company and site staff (Client) as appropriate. In the case of an accident or incident occurring that requires under the RIDDOR regulations; the relevant company shall undertake the HSE notification.

### Emergency Procedures

Before work commences ACE Scaffolding will verify that the rescue plan is appropriate and achievable, especially with the respect of a casualty and suitable anchor points.

Rescue plan 1 - If someone was to fall, **Without** rescue Equipment:

In the event of someone falling from a tradition scaffold.

- The first priority **MUST** be to recover the suspended Scaffolder from suspension as quickly as possible, without endangering, unnecessarily, the safety of the rescuer(s) or the casualty.
  - Inform the Emergency Services (If appropriate) and Site Management as soon as practicable to make them aware that there is an emergency situation and to request assistance.
1. If Conscious can the suspended Scaffolder recover them self or assist in their own rescue? Can they climb back on to a platform? Can they support themselves on part of the structure so that they are not solely supported by the harness e.g. get a foothold on a tube? If conscious, can the suspended Scaffolder take steps to reduce the risk of further injury until rescued? e.g.: – Encourage them to keep all four limbs moving to aid blood circulation, by flexing the leg muscles. – Transferring body weight from one side to the other. – Make use of foot support straps, if available.
  2. Colleagues can move to, or create, a working platform at a position adjacent to the casualty, clip-on to the guardrail, ledger or other suitable anchorage point, and assist them to get onto the working platform.
  3. If the casualty is unconscious, then they maneuverer them manually on to the platform. Note: If the lift is a not boarded, then the rescuer(s) should create a temporary platform a minimum of 4 boards wide, to facilitate the rescue. Where guardrail protection is not provided the rescuer(s) must always be clipped on.
  4. Once the casualty is on a safe platform, their fall arrest equipment can be released or the lanyard cut from the anchor point to which it is attached, if it is safe to do so.
  5. If conscious and mobile, the casualty should be seated in an upright position until fully recovered and subsequently moved to a save location.
  6. If unconscious the casualty is best managed in the traditional recovery position and steps taken to ensure their airway is open.
  7. Where possible, the remaining Scaffolder(s) should assist the emergency services by providing safe access to the casualty e.g. positioning a ladder, installing temporary guardrails, securing the platform boards etc.
  8. The Emergency Services should then make their way to the casualty to administer treatment and make an assessment as to their condition before deciding on the next steps to be taken to get the casualty to ground level, using either the site emergency response team, or the external emergency services.

Rescue plan 2 - If someone was to fall, **With** rescue Equipment:

In the event of a person falling from a cantilevered/suspended scaffold or any other structure where there is no access adjacent to the suspended person then the guidance below is to be followed:

- The first priority **MUST** be to recover the suspended Scaffolder from suspension as quickly as possible, without endangering, unnecessarily, the safety of the rescuer(s) or the casualty.
  - Inform the Emergency Services (If appropriate) and Site Management as soon as practicable to make them aware that there is an emergency situation and to request assistance.
1. If Conscious can the suspended Scaffolder take steps to reduce the risk of further injury until rescued? e.g.: – Encourage them to keep all four limbs moving to aid blood circulation, by flexing the leg muscles. – Transferring body weight from one side to the other. – Make use of foot support straps, if available.
  2. Colleagues facilitate the rescue using the remote rescue equipment provided. In accordance with the manufacturer's instructions and training received.
  3. The casualty should then be raised or lowered to a position of safety, whichever is easiest, and wait for specialist treatment.
  4. If conscious and mobile, the casualty should be seated in an upright position until fully recovered.
  5. If unconscious or semi-conscious, the casualty is best managed in the traditional recovery position and steps taken to ensure their airway is open. • Where possible, the remaining Scaffolder(s) should assist the emergency services in providing safe access to the casualty e.g. positioning a ladder, installing temporary guardrails, securing the platform boards etc.
  6. The Emergency Services should then make their way to the casualty to administer treatment and make an assessment as to their condition before deciding on the next steps to get the casualty to ground level.
  7. If unconscious or semi-conscious, the casualty is best managed in the traditional recovery position and steps taken to ensure their airway is open.
  8. Where possible, the remaining Scaffolder(s) should assist the emergency services in providing safe access to the casualty e.g. positioning a ladder, installing temporary guardrails, securing the platform boards etc.
  9. The Emergency Services should then make their way to the casualty to administer treatment and make an assessment as to their condition before deciding on the next steps to get the casualty to ground level.

### Rescue plan 3 – Using Access Equipment

In the event of a person falling from a scaffold or any other structure and is suspended by their personal fall protection equipment, then the guidance below is to be followed:

- The first priority **MUST** be to recover the suspended Scaffolder from suspension as quickly as possible, without endangering, unnecessarily, the safety of the rescuer(s) or the casualty.
  - Inform the Emergency Services (If appropriate) and Site Management as soon as practicable to make them aware that there is an emergency situation and to request assistance.
1. If conscious, can the suspended Scaffolder take steps to reduce the risk of further injury until rescued? e.g.: – Encourage them to keep all four limbs moving to aid blood circulation, by flexing the leg muscles. – Transferring body weight from one side to the other. – Make use of foot support straps, if available.
  2. Nominated and trained operators to facilitate the rescue by using the access equipment provided, this includes: – Positioning the access equipment beneath the suspended casualty. – If unconscious, ensure the casualty's weight is supported, and the casualty's primary fall protection equipment is released, e.g. removing the lanyard or cutting the lanyard using a safety cutter, which reduces the risk of accidental injury. – If conscious, the casualty may be able to assist by climbing into/onto the access equipment. – The casualty can then be slowly and carefully lowered to the ground, or wait on the platform, for specialist treatment. • If conscious and mobile, the casualty should be seated in an upright position until fully recovered.
  3. If unconscious or semi-conscious, the casualty is best managed in the traditional recovery position and steps taken to ensure their airway is open. • When the casualty is on a platform above ground level, the remaining Scaffolder(s) should, where possible, assist the emergency services in providing safe access to the casualty e.g. positioning a ladder, installing temporary guardrails, securing the platform boards etc.
  4. The Emergency Services should then make their way to the casualty to administer treatment and make an assessment as to their condition. If the casualty is on a platform above ground level the emergency services must decide on the next steps to take to get the casualty to ground level.



**Please sign that you agree to work in line with this Methodology and all Emergency procedures have been verbally instructed.**

SIGNATURE: ..... PRINT NAME:..... Date.....

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