

Titchfield Group Ltd

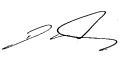
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**SITE SPECIFIC METHOD STATEMENT AND RISK ASSESSMENT**

LOCATION: HIGH STREET, MANCHESTER



1	22/03/2024	First issue	Titchfield Group Ltd	Duncan Kirk			
REV	DATE	HISTORY	Company	APPROVAL (NAME)	SIGNATURE	CLIENT APPROVAL (NAME)	SIGNATURE

Brief description of works: Install and removal of 10.8m x 7.6m PVC advertising banners to tube and fitting scaffolding.

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SITE SPECIFIC METHOD STATEMENT AND RISK ASSESSMENT

Location:
68-70 High Street, Manchester M4 1ES

Doc Ref No:
TITCHFIELD/BANNER/2023/35 Issue 1

Preparer:
Gavin Clark
Project Manager

Reviewer:
Duncan Kirk
SHEQ Advisor

Approver:

Date: 22/03/2024

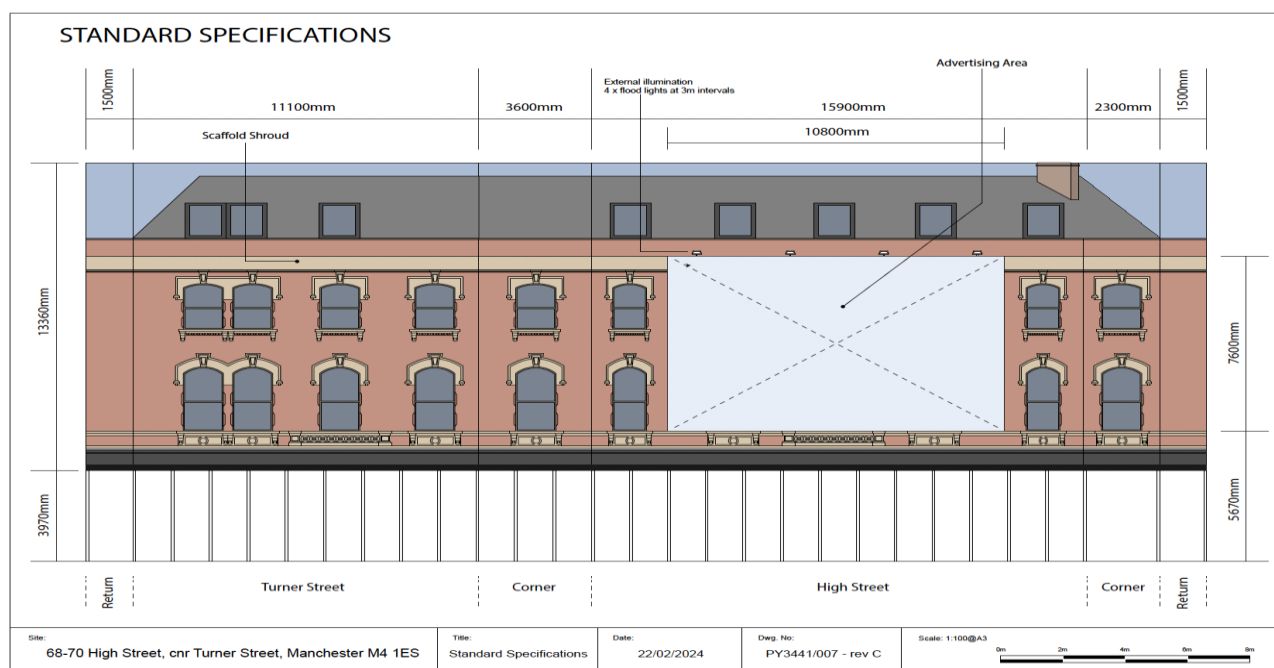
Date: 22/03/2024

Date:

Date expires:

Scope of Work Details (*limits of work, working hours and specific site considerations*)

Install and removal of 10.8m x 7.6m PVC advertising banners to tube and fitting scaffolding on the corner of Turner Street and High Street.



All fixings will be secured to the framework of scaffolding in accordance with the design drawings and specifications.

All works will be carried out on dates and times agreed with the Landlord. All install and removal works will be carried out in adherence with local site rules and under the guidance of the Landlord.

No works will take place within 4m of the Manchester Metrolink hazard zone and will not interfere with any of the overhead line support fixings located within nearby buildings.

Personnel and Responsibilities	Name/Position	Number	Email
Project Manager	Gavin Clark	07834 463551	Gavin@titchfieldgroup.com
SHEQ Advisor	Duncan Kirk	07549 219543	Duncan.kirk@titchfieldgroup.com

Methodology (Describe how work will be carried out)	Local site conditions to be assessed by the Site Supervisor prior to any physical works commencing on site to ensure the safe system of work outlined below can be implemented. Where there have been significant changes in the local working between the initial assessment and arriving on site then the Site Supervisor will refer the matter back to the Project Manager and await further instructions. A Site Supervisor will be appointed to control the project works and set up and maintain the relevant safe systems of works. The site team will proceed under the direction and control of the Site Supervisor for the duration of the construction works. General Site Arrangements Prior arrangements will be made with the Landlord over safe working procedures and providing sufficient space in front of the commercial building and keeping this works area clear and unencumbered throughout the duration of the installation works. The worksite will be physically demarcated from other third parties by using interlocked heras fencing with weighted feet and sandbagged where necessary to prevent any unauthorised access. Appropriate signage and information including emergency contact numbers will be displayed around the perimeter of the worksite. Only the required work plant, equipment, materials and tools will be brought and stored within the worksite as agreed with the Landlord. All work plant, equipment, materials and tools will be kept within the designated works area at all times and stored in a secure and safe manner. Erection and Dismantling of Access Scaffolding The tube and fitting scaffold will be designed in accordance with the engineering design drawings and calculations from a qualified structural engineer by competent scaffolders. The scaffolding shall be anchored to the substrate of the building using appropriately rated fixings at agreed points with the Landlord. Scaffolders shall assess the structure and limit damage from new penetrations to the existing substrate where possible. A pull test will be carried out by a competent person on 10% of fixings to verify their adequacy. Scaffolders will adhere to NASC SG4:22 when erecting the scaffolding to the side of the building. Where possible, scaffolders will create a scaffolders' safe zone by ensuring there is a correctly boarded and supported platform without gaps and a single main guardrail (950mm
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	above the platform) where there is a risk of a fall. When this cannot be achieved i.e. raising or lowering working platform boards as the erection or dismantling of the scaffold progresses then personal fall protection equipment (safety harnesses) must be worn. Scaffolders will remain continually clipped on to a suitable anchor point when exposed to the risk of a fall. Timber sole boards will be positioned under the base plates of the scaffold to protect the ground and spread any weight loading. Work materials will be lifted to the required using rope pulley blocks retrofitted to the scaffolding on the working platform. The rope pulley blocks will have an automatic braking system to prevent any slippage. 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 other lifts is erected, an “incomplete” scaffold sign or similar will be displayed adjacent to the point of access. 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 SG4:22. Ladder access and ties are to be erected progressively with the scaffold. Ladders will be secured so they cannot slip by tying them at the top. Ladders will be angled to minimise the risk of slipping outwards and will extend about 1 m above the working platform. This provides a handhold for operatives getting on and off. Stepladders may be used from the scaffolding working platform to gain access/egress to the top of the scaffolding. All working, and access areas of the scaffolding will have adequate guardrails and toe boards fitted. On completion of the scaffold, all work equipment, spare materials and tools will be cleared from the works area and removed from site. As the scaffolding is located in a public environment, scaffolding netting will be securely connected to the outside of the scaffolding structure to protect road traffic from falling items. As part of the scaffolding design, a scaffolding fan will be built into the structure at lower level to protect the walkway below the scaffolding. This will consist of boards and decking which jut out from the scaffolding to capture falling items from above. The scaffolding tubes at ground level will be fitted with purpose made yellow protective foam. The end of the scaffolding tubes will be protected by yellow tube end protectors. Temporary battery-operated lighting will be provided in the walkway under the scaffolding structure. No access ladders will be left at ground level to prevent unauthorised access onto the scaffolding. The Site Supervisor will check public areas including pedestrian walkways during any works to ensure all areas are maintained in clean and safe condition. Following the completion of the scaffold, a competent person will carry out a visual inspection to ensure that the scaffold complies with the
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	design specification. When satisfied, the competent person will update the scaffold tag and complete the inspection record for the scaffolding. A competent person will thereafter inspect the scaffold in accordance with statutory requirements every 7 days or following any significant alterations or adverse weather. Dismantling of the access scaffolding will be the reverse of the erection process. Installation and Removal of Banner Frames and PVC Advertising Banners All install works will be from protected working platform areas of the access scaffolding. Access and agrees to each working platform level will be from inbuilt ladders within the scaffolding system. Operatives will maintain three points of contact while ascending and descending the ladders. Hand tools will be carried in tool belts. Operatives will only work from platform areas where appropriate edge protection is provided and will stay behind the guardrails at all times. Where operatives are unable to remain behind the guardrails, a work restraint system shall be deployed. Site operatives shall connect their safety harness to a suitably rated anchor point on the scaffolding via a fixed lanyard. The above safe system of work shall be used to connect the top, side and bottom of each banner to the scaffolding structure. When operatives are required to work from hop ups, then a work restraint system shall be deployed. Site operatives shall connect their safety harness to a suitably rated anchor point, ideally to the back of the ledger, before climbing onto the hop-up as per the guidance within SG4:22. Operatives will first erect each banner frame which will sit 300mm of the scaffolding. Kee clamps will be used at the front of the framework to provide a smooth finish and prevent the banners from being damaged by the scaffold tubing. The banner framework will be clamped to the existing scaffolding at suitable points on both the standards and ledgers. The ledgers where protruding too far will be cut back using a handheld hack saw or battery operated reciprocating saw by the scaffolders. Operatives will use rope pulley blocks retro fitted to the scaffolding at the top working platform to lift and lower each banner to the required working height. The rope pulley blocks will have an automatic braking system to prevent any slippage. Operatives will raise each banner in a slow and controlled manner to the desired working position. Operatives will then secure the top, side and bottom of each banner using suitably rated bungee straps threaded through the eyebolts and clasped onto the surrounding framework. This process will be repeated for each fixing required and will be completed from the scaffoldings structure as detailed above. Once each banner has been connected to the offset framework then the banner shall be checked for stability and to ensure that it is level and
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	square. Removal will be the reverse process of install. Installation of Overhead Lighting Units The overhead lighting units will be assembled to brackets using hand tools in accordance with the manufacturer's instructions. The brackets will be fitted to the scaffolding structure using couplers conforming to BS EN 74. All works will be from the fully boarded and protected working platforms of the tube and fitting scaffolding. The armoured cabling from each lighting unit will be run along the corresponding ledger and down the standard to the identified 110v distribution point. The cabling will be secured to the scaffolding using appropriate metal cable ties. All electrical works will be carried out in accordance with IET (18th edition) Regulations to BS7671 by a competent person. All cables and accessories supplied and installed to be suitable for working environment. The power supply will then be turned off and made safe before the cabling is disconnected and the lighting assets removed in a systematic manner. The completed work shall be fully checked by the Site Supervisor who when satisfied shall authorize the removal of all work plant, equipment, materials and tools. Particular attention will be paid to ensure that no materials, tools or debris are left on site and that all work areas have been left clean and tidy to the satisfaction of the Landlord.
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Plant, Equipment and Tools	Lifting rope pulley blocks – weekly inspections will also be carried out and recorded by the Site Supervisor. Aluminium stepladders and extension rated to BS EN 131. Aluminium hop ups rated to BS EN 131. Calibrated wall cable detector and hydra jaw pull tester. 18v battery operated drills, screwdrivers ratchets, reciprocating saws and other hand tools including hammers. Double insulated hand tools including crimpers, pliers, cable strippers and screwdrivers. Calibrated electrical test meter. All portable electrical equipment will be with cordless and re-chargeable and will be visually inspected prior to use and any defective items will be withdrawn from service and quarantined. All measuring and testing equipment is calibrated at suitable periods and plant on site is monitored for any signs of damage. A valid certificate of examination will be produced (LOLER 1998) to verify that lifting equipment used on site has been thoroughly inspected and examined in the last 12 months accordingly and is in a good and efficient state of repair. All hand tools will be tethered to toolbelts to prevent items from being
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	dropped to the level below.
Materials (<i>including fixings</i>)	Scaffold tubes, boards and fittings conforming to be BS EN 12811. Protective netting and padding. Hilti HY chem fix resin. Advertising banner frame, PVC banners and associated fixings. Lighting units, brackets, fixings, cabling and accessories. All items will be accounted for before leaving the worksite.
Traffic Management and Access / Egress Arrangements (<i>Vehicle access and movement of materials/plant and equipment</i>)	The worksite will be physically demarcated from other third parties by using interlocked heras fencing with weighted feet and sandbagged where necessary to prevent any unauthorised access. Appropriate signage and information including emergency contact numbers will be displayed around the perimeter of the worksite. All work plant, equipment, materials and tools will be kept with the designated works area. All work vehicles will be unloaded, loaded and parked within the designated works area. A lookout will assist with the movement of work vehicles in and out of the designated works area. All work vehicles will remain locked, and keys removed from the ignition when not in use. The movement of work plant, equipment, materials and tools will be carried out in accordance with the safe system of work set up by the Site Supervisor. Only agreed access/egress routes with the Landlord will be used.
Environmental Protection Arrangements (<i>Housekeeping, storage of materials, waste disposal and noise and dust pollution</i>)	Waste materials will be removed from site and returned to the local depot for reuse/recycling/disposal. The area is part residential, and consideration must be given noise generated during work activities.

Site Specific Risk Assessment

Additional hazards identified during the construction process shall be recorded on the site based risk assessment form (HSF005) along with control measure sufficient to manage the risk. The Site Supervisor must halt the works and assess the impact of the change. In the event of significant/numerous changes required, activities must be suspended until such time that they can be re-planned safely and approved.

Risk rating	Additional Hazards Identified	Additional Controls required	Residual Risk rating
4 x 5 = 20	Working adjacent to public footpath and highway	• Works to be carried out on dates and times agreed with the Landlord. • All works to be confined to segregated works area. • Appropriate signage and information to be displayed around the perimeter of the works area including the emergency contacts. • Scaffolding fan and protective netting to be put in place to prevent work items falling to level below. • Commercial building to remain open during install and removal works. • Only agreed access and egress routes to be used for the movement of work plant, equipment, materials and tools. • Ongoing supervision throughout duration of install and removal works.	1 x 5 = 5

3 x 5 = 15	Structural damage or defects to commercial building	• Ongoing consultation with Landlord. • Appropriate strengthening and reinforcement work as per structural engineers instructions. • Works to be undertaken by trained and competent persons. • Appropriate work techniques to be employed. • No installation works to be carried out until remedial works have been signed off by structural engineer.	1 x 5 = 5
4 x 5 = 20	Collapse or overturning of scaffolding	• Approved engineering design and calculations for scaffolding provided by a qualified structural engineer. • Pull testing of ties to confirm strength and rigidity. • Scaffolding erected and dismantled by competent operatives in accordance with industry standards and manufacturer's instructions. • Scaffold erected and signed off by CISRS competent person. • Suitable PPE to be worn at all times including hard hats.	1 x 5 = 5
4 x 4 = 16	Working at height during erection and dismantling of scaffolding	• Operatives to work in accordance with NASC SG4:22. • Collective protection i.e. fully boarded platform and single guardrail to be given priority over personal fall protection. • If operatives working from unprotected areas, then safety harness and lanyard to be worn which is connected to a suitably rated anchor point. • Safety harnesses and lanyard checked prior to each working shift and inspected at 6 monthly intervals by competent person. • Operatives not to store work	1 x 4 = 4

		items on working platforms. • Operatives to report any damage or defects to scaffolding to Site Supervisor immediately. • Suitable PPE to be worn at all times.	
4 x 5 = 20	Contact with buried or hidden services within wall	• Reference to utility plans and drawings provided by Landlord. • Visual survey of internal and external work areas. • Use of calibrated cable wall detector prior to intrusive works and issue of permit to drill. • Operatives to proceed with caution and continual observation. • Use of double insulated hand tools. • Operatives aware of emergency procedures to be taken if utility services are struck. • Suitable PPE to be worn at all times.	1 x 5 = 5
4 x 4 = 16	Use of lifting equipment	• Rope and pulley system to be installed in accordance with manufacturer's instructions. • Rope and pulley system to be checked before use and have appropriate WLL. • Rope and pulley system to have auto braking system to prevent slippage. • Pre-use checks and weekly inspections carried out by the Site Supervisor. • Taglines to be attached to each banner to enable it to be manoeuvred into position at required level. • Lifting operation to be carried out in slow and controlled manner from ground level. • Good communication between operatives handling banners.	1 x 4 = 4

4 x 4 = 16	Use of access ladders	• Ladders built into scaffolding design. • Top of ladders tied to scaffolding. • Ladders placed at correct angle 1 to 4. • Ladders inspected before use. • Ladders to extend 1m above working platform to assist operatives with getting on and off ladder.	1 x 4 = 4
4 x 4 = 16	Working from stepladders	• Ladders to be used only for short durations to access top of scaffolding. • Stepladder to be footed by second operative. • Guardrails fitted at top of stepladder. • Pre-use checks to be completed on stepladder. • Trained and competent operatives.	1 x 4 = 4
4 x 5 = 20	Failure of banner frame system	• A bespoke engineering design and calculations to be provided by a competent structural engineer. • Appropriate fixing to be used in accordance with industry standards. • Banner framework erected by trained and competent persons. • Site Supervisor to check and sign off security and stability of banner framework. • Banner framework to be inspected at suitable intervals by a competent person.	1 x 5 = 5
4 x 4 = 16	Working at height from protected scaffolding areas	• Operatives to use inbuilt ladders on scaffolding system. • Three points of contact to be maintained SFARP when using ladders. • Operatives only to work from protected platform areas to prevent risk of falling.	1 x 4 = 4

		- Operatives not to store work items on working platforms. - Operatives to report any damage or defects to scaffolding to Principal Contractor immediately. - Suitable PPE including hard hats and safety boots to be worn.	
4 x 5 = 20	Working from unprotected areas of scaffolding	- Use of work restraint system connected to suitable anchor point on access scaffolding. - Operatives to ensure they have stable and secure footing. - Safety harnesses and lanyard checked prior to each working shift and inspected at 6 monthly intervals by competent person. - Suitable PPE including hard hats and safety boots to be worn.	1 x 5 = 5
4 x 5 = 20	Working at height from hop-ups	- Use of work restraint system connected to suitable anchor point on access scaffolding. - Work restraint system to be deployed before climbing into hop-up. - Operatives to ensure they have stable and secure footing. - Safe system of work as per SG4:22 to be adopted. - Suitable PPE including hard hats and safety boots to be worn.	1 x 5 = 5
4 x 5 = 20	Electrical connection and disconnection works	- Use of suitably qualified electrician. - Safe System of Work – electrical supply tested before and after isolation. - Adherence to electrical design information including load capacities and suitable protection of circuits. - Suitably rated electrical cabling and components. - Double insulated tools and	1 x 5 = 5

		calibrated testing meters. • Good cable management of trailing cables / leads to prevent trip hazards around worksite.	
3 x 4 = 12	Working in inclement weather conditions	• Site Supervisor to refer to weather forecast. • Site based risk assessment to be carried out on prevailing weather conditions. • Wind speeds to be measured using suitable device prior to works commencing. • Tag lines to be attached to each banner to help control sudden movements. • Temporary bungee straps to be fixed to scaffolding structure during install to prevent the banners blowing away. • Good verbal communication between site operatives. Use of radios if required.	1 x 4 = 4
3 x 4 = 12	Slips, trip and falls	• Works to be suspended in poor weather conditions i.e., heavy rain and high winds. • Good housekeeping – safe walkways and access and egress routes to be kept clear at all times. • Keep work materials and tools within designated worksite. • Only work materials and tools required for work task to worksite. • Worksite to be left in clean and tidy condition and inspected on completion of work shift. • Suitable safety footwear to be worn.	1 x 4 = 4
3 x 4 = 12	Manual handling	• All work items to be inspected and assessed prior to manual handling operations. • Hand tools to be held securely within work trouser pockets or tethered to tool	1 x 4 = 4

		belt. • All work materials and tools to be handled with due care and vigilance. • Project Manager to adhere to safe lifting, handling and carrying practices at all times. • Survey works conducted by trained and competent person. • Suitable PPE to be worn at all times.	
3 x 3 = 9	Use of battery operated drills and hand tools	• Selection of suitable hand tools from reputable suppliers. • Operative to undertake visual inspection of tools prior to use. • Adherence to manufacturer's instructions. • Batteries on power tools to be properly charged. • Work piece to be appropriate for fixing or substrate. • Trained and competent operatives.	1 x 3 = 3
3 x 4 = 12	Interface with other third parties	• Site Supervisor to ensure continual interaction with other third parties in close proximity to works location. • Organisation and planning of works. • Work equipment, materials and tools to be stored securely within worksite. • Good housekeeping to be employed. • Ongoing supervision of worksite.	1 x 4 = 4
4 x 4 = 16	Dropped work items to level below	• Demarcated worksite to be set-up prior to the start of install or removal works. • Only work materials and tools required for work task brought to site. • Tethering of work tools to tool belts. • Work materials and tools to be handled with due care	1 x 4 = 4

		and attention. • Good co-operation and communication between operatives working on site.	
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PPE requirements	As a minimum, all personnel are mandated to wear the following PPE: • Leather sturdy safety boots with non-metallic composite toe and midsole (EN ISO 20345). • Approved orange high visibility vests or jackets and lower body clothing (BS EN 471). • Hard Hats (BS EN 397). • Mechanical cut resistant gloves grade 5 (BS EN 388). When working from outside unprotected scaffolding areas: • Full body safety harness (BS EN 361). • Fixed length retractable lanyard (BS EN 358). Pre-use checks are undertaken by operatives at the start of each working shift. Weekly inspections will also be carried out and recorded by the Site Supervisor. Statutory examinations of safety harnesses and lanyards are undertaken by a competent person every 6 months and each item is appropriately tagged. Any defective items are immediately withdrawn from service and quarantined. Safety harness and lanyards are stored with suitable containers on the works vehicle. Additional PPE including safety glasses, coveralls, ear plugs, and head torches will be available on site for specific work tasks.
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COSHH <i>(List of chemicals and control measures)</i>	COSHH assessments will be included within the site pack. The Site Supervisor will brief all operatives on appropriate safe use and handling precautions to be taken prior to commencing works. All substances will either be transported in sealed double bags or sealed labelled containers. Only minimum amount of substances required for working shift will be brought onto site.
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Highway and Public Interface <i>(segregation of work from public and staff)</i>	All install and removal works will be confined to the limits of the demarcated worksite or tube and fitting scaffolding but may occasionally involve operative working outside of the handrails but additional control measures as per the risk assessment section will be introduced. Agreed access and egress route with Landlord. Site operatives to adhere to local parking restrictions. All work plant, equipment, materials and tools will be kept with the designated works area. Site operatives will adhere to local safety arrangements established by
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	the Landlord.
Protection of Surrounding Infrastructure (Identify hidden services, permits required, plant movements and routes)	Movement of work plant, equipment, materials and tools will be carried out with due care and attention for nearby property/assets. Only authorised access/egress routes will be used, and all site rules will be followed at all times.
Permits to Work	Relevant permissions to be obtained from Landlord. Permit to drill issued by the Site Supervisor.
Communication and Liaison (Site briefing arrangements)	All site operatives will receive a local site HSE induction from the Landlord including the local emergency procedures. The Site Supervisor will ensure that all the necessary permits, licenses and permissions are present and in order and that the appropriate site control measures are implemented. The Site Supervisor will check with the Landlord that no other works are taking place in the same works area brief the work group on the scope and nature of the works to be undertaken.
Emergency Plans (First Aid, Local A&E hospital and accident / incident reporting)	A 1-day EFAW trained person will be on site and responsible for contacting the emergency services if required by mobile phone. A fully stocked first aid kit and eyewash will be available on site. Nearest A&E hospital: Manchester Royal Infirmary Oxford Road Manchester M13 9WL Tel No. 0161 276 1234. Operatives will obey the local emergency procedures. All accidents, incidents and near misses which occur, no matter how trivial they may seem at the time, need to be reported, recorded and escalated as soon as practicable. In the event of an incident or emergency situation, the Site Supervisor will ensure the following are informed: • Landlord Representative completing any relevant paperwork. • Titchfield Group Ltd in accordance with the company incident reporting and investigation process HSP001. In the event of any emergency situation, the EFAW trained person will dial 999 and wait for the emergency services to respond. The emergency rescue plan for working at height on scaffolding is attached in Appendix 1. This has been formulated in accordance with

	NASC SG19:17.
Welfare Arrangements (Toilets, drinking water and rest area)	Welfare facilities to be provided by the Landlord as per Schedule 2 of CDM Regulations 2015. The welfare facility will also be used to charge batteries. Keys to be obtained from Landlord prior to the start of works. In addition, bottled drinking water and anti-bacterial hand wipes / hand sanitisation gel will be available on works vehicle. These are provided free of charge to the technicians. Hand washing for a minimum of 20 seconds will be undertaken at the start and end of the working shift.
Site Security (Security of works and materials and plant from vandals etc)	No work plant, equipment, materials or tools will be left unattended and will only be stored in a safe and responsible manner. All vehicles are to be switched off and kept locked at all times when not in use. All work plant, equipment, materials or tools will be kept securely within the designated worksite.
Competence Details (Training and certification required)	Training and competencies held by Project Manager will include: • Local HSE induction from Landlord. • Green CSCS Labourer card for all site operatives. • Titchfield Group Ltd Company ID Card. • SSSTS training held by the Site Supervisor • CISRS Card for scaffolders and inspector. • All operatives have received internal ladder training in accordance with the Ladder Association guidance. • Internal manual handling training. • City and Guilds Level 3 and 2391, 18th Edition (latest amendment) qualified electrician. • 1 day EFAW.
Handback Arrangements (Completion arrangements)	Project Manager to be informed on completion of install and removal works.
Supporting Information (drawings / appendices)	Please refer to relevant design drawings and specifications.
Additional Comments /Observations	If weather conditions are deemed unsuitable i.e., high winds or heavy rain works will be suspended and reappraised by the Project Manager on site.
Refusal to work on the grounds of Safety – Site Supervisors are reminded that if the site based assessment concludes that work cannot be conducted in a safe manner due to additional local hazards or site considerations then work should be suspended and reported to the SHEQ Advisor	

Briefing Signature Sheet

Site Location:	68-70 High Street, Manchester M4 1ES
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Briefed by (SHEQ Advisor):

Name	Company ID Number	Signature	Date & Time

Briefed to (Project Manager):

I confirm that I have been briefed by the SHEQ Advisor on the scope of the survey work to be carried out and my responsibilities. I have been given the opportunity to ask any question and raise any health and safety concerns that I may have. I fully understand the requirements set out in this site specific method statement and risk assessment and agree to comply with them.

Name	Company ID Number	Signature	Date & Time

Appendix 1 – Scaffolding Rescue Plan

In the event of a person falling from an independent, tower, birdcage scaffold, or any other structure where there is access adjacent to the suspended person then the guidance below is to be followed:

PLANNING

- Titchfield Group Ltd to carry out a risk assessment for the task and ensure a suitable rescue plan is prepared.
- Ensure that all members of the scaffold team have received training and instruction on the safe system of work, including rescue and emergency arrangements, as part of their training.
- Project Manager(s) to ensure work is properly monitored and supervised.

RESCUE PROCEDURE

- 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 and Principal Contractor as soon as practicable to make them aware that there is an emergency situation and to request assistance.
- If conscious, can the suspended Scaffolder recover themselves 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?
 - 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.
- 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. If the casualty is unconscious, then they must be manoeuvred manually on to the platform. 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 be clipped on at all times.
- 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.
- 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 by providing safe access to the casualty e.g., positioning a ladder, installing temporary guardrails, securing the platform boards etc.
- 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.

IMPORTANT!

When an operative has suffered a fall and is suspended in their harness, the suspension time should be kept to a minimum by getting the person back to a position of safety as soon as possible.

Following any suspension where a scaffolder has been rescued and is fully conscious and mobile:

- **If the operative has been rescued promptly by his colleagues, or has self-rescued and no injuries were sustained before, during or after the fall; and**
- **Provided there was no medical reason for the fall i.e., a seizure or other sudden loss of consciousness**

then there is no need to detain them, call an ambulance or refer them to hospital. However, the operative should be seen by a first aider until satisfied they have fully recovered (max 30 mins).

or:

If the patient is unconscious or semi-conscious, they are best attended by a competent first aider who should ensure that the emergency services are called immediately. They should then ensure the airway is open, the patient is breathing and only then place the patient in the traditional recovery position until the emergency services are in attendance.