



Scaffolding Specification

1. Application

- 1.1 Tube & Fitting Scaffolding
- 1.2 System Scaffolding
- 1.3 Lightweight Mobile Tower

2. Regulations, Codes of Practice & Best Practice

3. Competence

3.1 Scaffolding Companies

3.2 Scaffolding Operatives

- 3.2.1 Scaffolding Labourer
- 3.2.2 Trainee Scaffolder
- 3.2.3 Scaffolder
- 3.2.4 Advanced Scaffolder

4. Scaffolders Safety and Personal Protective Equipment

5. Scaffold Design

6. Scaffolding minimum requirements

- 6.1 Scaffold tube
- 6.2 Scaffold Boards
- 6.3 Scaffold Fittings
- 6.4 Brick guards, Sheeting and Debris Netting
- 6.5 Loading Bays
- 6.6 Accesses/Egress to Scaffolds
- 6.7 Scaffold Ties
- 6.9 Hop Up/Stage Brackets

7. Scaffold Handovers and Statutory Inspections

8. Risk Assessment and Method Statements

9. General Requirements

Appendix A

NASC guidance listing referred to within this document.

Appendix B

Example of CISRS Scaffolders cards

1. Application

This specification names the minimum requirements and standards for all scaffolding and edge protection designed, erected, altered, inspected, used and/or dismantled.

Hoists, Ladders, Stepladders and Podium Steps are not included as part of this standard.

1.1 Tube & Fitting Scaffolding

This applies to traditional steel tube and fitting scaffolds and includes the use of "system type" components such as "Readylok or Easifix transoms," extending transoms," extending transoms," extending transoms, steel and aluminum ladder beams and unit beams. All such components must be used in strict accordance with the manufacturer's instructions/design guidance, and the information supplied to site upon request.

1.2 System Scaffolding

All types/brands of Systems Scaffolding used on site must conform to the relevant British and European Standards BS EN 12810/12811. The lead hand of a scaffold gang using systems scaffolding must have successfully completed the relevant CISRS Systems product training. CISRS Scaffolders or Trainee operatives will be able, as a member of this squad, to erect, alter or dismantle this equipment under the direct supervision of the CISRS systems qualified operative prior to them conducting the requisite CISRS training.

See www.cisrs.org.uk for the current list.

1.3 Lightweight Mobile Tower

A nominated person is allowed to erect, inspect, use, move, alter and/or dismantle a lightweight Mobile Tower if they are competent and hold a recognised qualification specifically including mobile towers.

Mobile towers must be inspected as often as is necessary to ensure safety. Recommended best practice is that they be inspected, and a report made by a competent person after assembly, or significant alteration, and before use. Thereafter, they should be inspected as often as necessary but at least every 7 days, or after any event likely to have affected stability or structural integrity, such as adverse weather conditions. But there is no need to inspect and report every time the mobile tower is moved to the same location.

Note: Refer to relevant industry association - Prefabricated Access Suppliers' & Manufacturers' Association (PASMA) website www.pasma.co.uk for more information.

PASMA has agreed with the HSE that the completion and affixing of a PASMA Tower Inspection Record satisfies the regulatory requirement to record the inspection and deliver it to the person for whom it was completed.

2. Regulations, Codes of Practice & Best Practice

All scaffolding works shall be conducted following the following Regulations, Codes of

Practice, and industry best practice requirements:

- 2.1. The Health and Safety at Work etc. Act 1974
- 2.2. The Management of Health and Safety at Work Regulations 1999 – as amended.
- 2.3. The Work at Height Regulations 2005 – as amended.
- 2.4. The Construction (Design and Management) Regulations 2015
- 2.5. BS EN 12811 2003 – Scaffolds performance requirements
- 2.6. BS EN 12810 2003 – Facade scaffolds made of prefabricated components.
- 2.7. NASC TG 20:21 – Guide to Good Practice for Scaffolding with Tubes and Fittings. (Latest Edition)
- 2.8. NASC SG4:22 – Preventing falls in scaffolding (Latest Edition)
- 2.9. CISRS CAP 609 General Information (Latest Edition)
- 2.10. BS EN 13374 Temporary edge protection systems

This list is not exhaustive.

3. Competence

3.1 Scaffolding Companies

3.1.1. They must keep current insurances of a minimum of £10million for Employers' Liability and £5 million for Public Liability.

3.1.2. They must be able to prove that they have competent supervision (e.g., CISRS 5-day Scaffold Supervisor training course and hold a CISRS Scaffold Supervisor card).

3.1.3. A qualified CISRS Scaffolders or CISRS Advanced Scaffolders working within his capability is suitably qualified to lead the scaffold operations within a gang/squad of scaffolders and to direct the practical operations on site.

3.1.4. They must employ competent scaffolders for the type of scaffolding to be undertaken on site as defined in item 3.2 below.

3.1.5. Management, Supervision, and operatives must have received relevant training on TG20 and SG4 (Latest Editions)

3.1.6. The company must have access to competent scaffold designers.

3.1.7. The company must ensure that all deliveries of scaffolding materials are undertaken in a safe manner and consideration is given to the risk of falls from vehicles and as such this work is undertaken in line with NASC SG30 (Latest Edition) "Working from Vehicles".

3.1.8. All deliveries where powered lifting is used (e.g.: HIAB) will require proof of Operator competence and that the lifting equipment has a current certificate of test and thorough examination.

3.2 Scaffolding Operatives

3.2.1. Scaffolding Laborers'

3.2.1.1. Laborers must have received scaffolding manual handling training following NASC Guidance Note SG6 Manual Handling.

3.2.1.2. Laborers must be adequately trained to allow them to carry out their duties safely.

3.2.1.3. A CISRS Scaffolders Laborers' card is available for operatives performing these duties.

3.2.1.4. Laborers are only allowed to work at ground level or with safe access to a fully boarded and double guard railed section of a scaffold platform passing scaffolding equipment.

3.2.2. Trainee Scaffolders

3.2.2.1. Trainees must have received scaffolding manual handling training following NASC Guidance Note SG6 Manual Handling.

3.2.2.2. They must hold a current CISRS Trainee Scaffolders card (See appendix A)

3.2.2.3. They must have received SG4 (Latest Edition) training and work in compliance with the guidance.

3.2.2.4. They can only always work under the direct supervision of either a CISRS Scaffolders or CISRS Advanced Scaffolders.

3.2.2.5. An operative is considered a Trainee Scaffolders until they have completed all requisite training and assessment i.e., CISRS Part 1, CISRS Part 2, S/NVQ 2, H&S testing and hold a CISRS Scaffolders Card, irrelevant of their time in the industry.

3.2.3. Scaffolders

3.2.3.1. The Scaffolders must hold a current CISRS Scaffolders card (see appendix A)

3.2.3.2. They must have received SG4 (Latest Edition) training and work in compliance with the guidance.

3.2.3.3. The lead hand of a scaffold gang using system scaffolding must have successfully completed the relevant CISRS Systems product training.

3.2.3.4. Scaffolders can work on the following structures:

- Independent tied scaffolding
- Putlog scaffolding
- Birdcage scaffolding
- Tower scaffolding (steel)
- Truss-out scaffold
- Scaffolds with beams
- Protective fans
- Pavement gantry

- Loading bay
- Roof saddle scaffold
- Splay scaffold
- Roof edge protection
- Tie testing
- They are entitled to work on Advanced or complex design structures but only under the direct supervision of an Advanced Scaffolder.

This list is not exhaustive.

3.2.4. Advanced Scaffolder

3.2.4.1. Must hold a current CISRS Advanced Scaffolders card (see appendix A)

3.2.4.2. They must have received SG4 (Latest Edition) training and work in compliance with the guidance.

3.2.4.3. The lead hand of a scaffold gang using systems scaffolding must have successfully completed the relevant CISRS Systems product training.

3.2.4.4. Advanced scaffolders can work on any tube and fitting steel scaffolding structure including the following:

- Tubular drop scaffold from steelwork
- Cantilever drop scaffold.
- 2 Cord Raking shore
- 3 Cord Raking shore
- Dead shore
- Flying shore
- Temporary roof scaffold
- Stairways
- Ramps

THIS IS NOT AN EXHAUSTIVE LIST

4. Scaffolders Safety and Personal Protective Equipment

4.1. Scaffolders shall always wear the following minimum PPE whilst working on site:

- 4.1.1. Safety helmet
- 4.1.2. Safety footwear
- 4.1.3. High Visibility vest.
- 4.1.4. Gloves
- 4.1.5. Fall arrest harness with rear dorsal ring, a fall arrest lanyard and 55mm opening scaffold connectors as detailed in NASC SG4 (Latest Edition)
- 4.1.6. Other PPE as required by the work task or local site requirements.

4.2. Whenever harnesses being are used, rescue plan(s) in line with NASC SG19

(Latest Edition) "Guide to Formulating a Rescue Plan" must be in place before commencement of work on site.

4.3. All scaffolding shall be erected in strict accordance with NASC SG4 (Latest Edition) and contractors shall adhere to recommended methods of work within the guidance, giving collective methods priority over other methods where practical.

4.4. All Scaffolding materials must be passed from hand to hand or raised and lowered in a controlled manner. (Light line or Gin Wheel & Rope etc.) The uncontrolled passing or dropping of any scaffolding materials is not permitted.

Note: NASC Guidance Note SG6 Manual handling in the Scaffolding Industry holds further guidance.

4.5. All lifting operations must be undertaken within the scope of the Lifting Operations & Lifting Equipment Regulations (LOLER)

5. Scaffold Design

5.1 Where more scaffolding design input is needed (i.e.: those scaffolds that are not appointed as a "Basic Scaffold" in NASC TG20 Latest Edition) the design shall be provided by a competent scaffold designer and the proper design standard followed. The costs of producing and amending design schemes (where needed) will be reflected within the scaffold contractor's quotation etc.

5.2 All system scaffolding is to be erected following the manufacturers design manual/erection guide or be subject to a specific design.

5.3 Where design drawings are produced, they shall include an elevation of the scaffold with all tie positions marked on the drawing clearly telling the required tie classification light duty (3.5 KN), standard (6.1KN) or heavy duty (12.2KN).

5.4 Where appropriate, standard scaffold design solutions may be allowed to decide design input of certain scaffold structures (Stair towers etc.)

5.5 A system for the management of design variations shall be in place.

5.6 Copies of scaffold design drawings shall be issued to/held on site.

6. Scaffolding minimum requirements

The following minimum scaffold requirements shall be in place on all sites:

6.1 Scaffold tube

All scaffold tube must be galvanised and follow BS EN 39 type 4, or high tensile steel tube of BS EN 10210-1 and the NASC recommend that all tubes should be marked in such a way as to show the scaffolding company who own it.

6.2 Scaffold Boards

All timber scaffold boards must follow BS2482:2009. Other boards such as laminated veneer or plastic manufacture shall follow the general requirements of TG 20:21 section 4.2.

6.2.1. Short boards (less than 2.14 metres long) are to be secured to prevent displacement as are internal boards that are considered likely to be displaced accidentally.

6.2.2. Other than at returns of scaffolds lapped boards to be avoided as far as reasonably practical.

6.3 Scaffold Fittings

All scaffold fittings must follow current UK industry standards. (BSEN 74 etc.) 2 types of Class A 6 kn and Class B 9 kn.

6.4. Brick guards, Sheeting and Debris netting

Following the contract specifications (which should include a suitable risk assessment by the main contractor), scaffolds may require brick guards, sheeting or debris netting fitted and if not TG 20:21 compliant a design must be in place prior to erection.

6.5. Scaffold Loading Bays

6.5.1 All Scaffold loading bays (except where cranes are used) shall be fitted with scaffold loading bay gates that protect operatives from the exposed edge when in an open position and prevent falls of operatives and/or materials when in a closed position.

6.5.2. Scaffold loading bays to be provided with brick guards or similar protection to the perimeter.

6.5.3. Scaffold loading bays must have clear signage to provide users with clear information about safe working loads. It is recommended that this signage should be fitted at the eye level of the fork truck driver.

6.6. Access/egress to Scaffolds

6.6.1. Access/egress to scaffolds must be supplied to follow the Work at Height Regulations 2005, HSE guidance and NASC SG25 (Latest Edition) "Access and egress from scaffolds", regarding the hierarchy as follows:

Hierarchy	Type of access
1	Staircases
2	Ladder Access Bays with Single Lift Ladders
3	Ladder Access Bays with Multiple Lift Ladders
4	Internal Ladder Access with Protection i.e., handrails and gated
5	External Ladder Access Using a Safety Gate/Swing Arm System

6	Other
---	-------

6.6.2. Where external ladder access is chosen it should be erected to a step off level no more than 4.7m Maximum.

6.6.3. Considerations that need to be made about the assessment of suitable access and egress from scaffolds may include:

- Height and width of scaffold.
- Number of people using the scaffold at any one time.
- Duration of scaffold hire.
- Local emergency requirements. (Fire, evacuation etc.)
- Type of work to be undertaken on scaffold (e.g., access to confined space entry work and asbestos removal enclosures whilst using full face respirators etc. requires a higher degree of assessment for access and egress).

6.7. Internal Edge Protection

Internal edge protection on scaffold platforms to conform to NASC SG29 (Latest Edition) "Internal Edge Protection on Scaffold Platforms."

6.8. Scaffold Ties

6.8.1. All concrete/masonry anchors that are used for the installation of scaffold ties must be evaluated following NASC TG4 (Latest Edition) "Anchorage systems" (i.e.: minimum of 3 per scaffold or 5% of total number of ties whichever is the greater) with a proof load of 1.5 times the required tensile load using a purpose made scaffold tie tester. Records of the test result must be kept.

6.8.2. When working on domestic premises the occupier must be informed prior to any drilling taking place for masonry anchors, or where it may be necessary to rake out brickwork joints to support a "putlog" scaffold.

6.9. Hop Up/ Stage Brackets

Hop up/stage brackets shall be used following NASC Guidance Note SG32 Guidance on the Provision of Inside Board Brackets and the TG20 eGuide compliance sheets (Hop up/Step down) (Latest Edition).

7. Scaffold handovers and Statutory Inspections

7.1. All Scaffolding should use a "DO NOT USE" notice for restricting access to the scaffold until the scaffolding has been inspected and handed over for use.

Scaffold Handover

7.2. When each scaffold is completed, a competent employee of SPV Special Projects Ltd Scaffolding or a Scaffold Contractor (when employed) will inspect the scaffold for compliance with regulations, codes of practice and this policy and then complete a Scaffold Handover certificate. This should conform to the current NASC template SG35 Handover of Scaffold Structures (Latest Edition) as

a minimum and ensure that the client's or SPV Special Projects Ltd representative receives a copy. Where applicable, the green insert of a tag type inspection system shall be completed and found at the access point of the scaffold, also the scaffold inspection record will be completed and returned to head office, and then the first entry will be made in the statutory scaffold inspection register by the competent person.

Scaffold Inspection

7.3. Regular statutory inspections of the scaffolding should take place at least every 7 days or after any event likely to have affected the scaffold's stability and recorded in the scaffold register. The tag type system insert (if used) will also be updated to record the inspection. (Where applicable).

Note: Any tag system is a supplementary check only and does not replace the statutory inspection and report as needed within the Work at Height Regulations 2005.

7.4. All first and weekly scaffold inspections must be undertaken by a competent person who has attended a nationally recognised scaffold inspection training course. (e.g., CISRS Scaffold Inspection Training Scheme (SITS) Basic or Advanced), alternatively a CISRS Scaffolder or Advanced card holder can be considered competent to inspect structures up to the grade of their card i.e., CISRS Scaffolder Basic Structures, and Advanced Scaffolders all structures.



CISRS Advanced and Basic Scaffold Inspection Cards

Should the Contractor not have in his employ a qualified inspector, he may instruct the scaffolding contractor to perform this duty on his behalf. This should be by separate instruction to the main contract.

8. Risk Assessment and Method Statement

8.1. Each individual scaffold structure must have a job and site-specific risk assessment recorded in writing which is accepted by the Contractor that the Scaffolding Contractor is working for before work begins to erect, alter, or dismantle a scaffold.

8.1.1. All risk assessment will be conducted in line with the SPV Special Projects Ltd and/or the Scaffold Contractors Health and Safety Policy which as a minimum standard follow NASC SG7: (Latest Edition) Risk Assessments & Method Statements (RAMS).

8.1.2. Risk Assessment and Method Statements shall be communicated to operatives prior to the commencement of work. The operative must sign the document to prove that they have been briefed on the job. Copies of all Risk Assessments and Method Statements should be held as a minimum for the duration of the contract, but NASC would also recommend that it should be

saved for 3 years to cover any insurance claims.

Appendix A– List of NASC reference guidance referred to within this document.

Note: Refer to NASC website at www.nasc.org.uk for latest editions of the guidance listed below.

Health & Safety Guidance Notes

SG4 Preventing Falls in Scaffolding
SG6 Manual Handling in the Scaffolding Industry SG7
Guide to Risk Assessment
SG19 A Guide to Formulating a Rescue Plan
SG24 A Guide for Scaffold Plans (Method Statements)
SG25 Access and Egress from Scaffolds
SG29 Internal Edge Protection on Scaffold Platforms
SG30 Working from Vehicles
SG32 Guidance on the Provision of inside Board Brackets (Hop up/Step down) SG35
Handover of Scaffold Structures

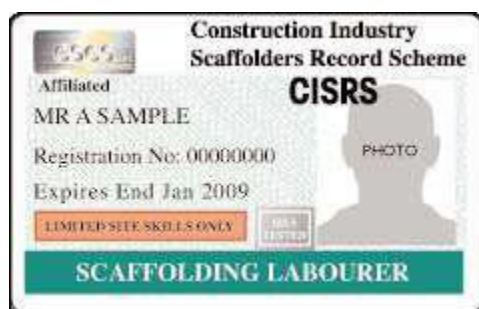
Technical Guidance Notes

TG4 Anchorage Systems
TG20 Guide to Good Practice for Scaffolding with Tubes and Fittings

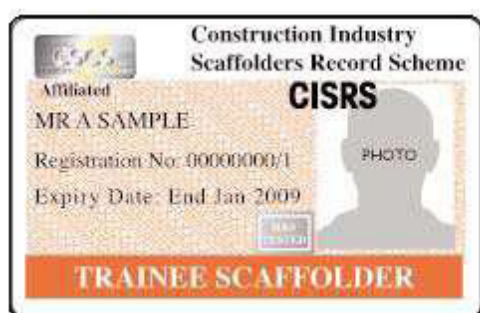
Competence Guidance Documents

CISRS Cap 609 General Information Booklet

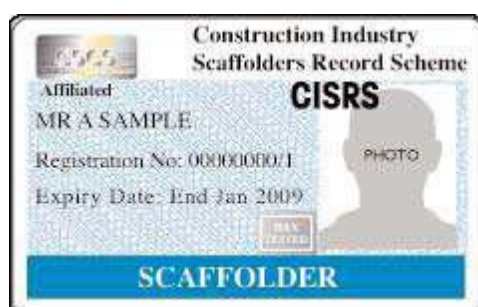
Appendix B – Examples of CISRS Scaffolders Cards:



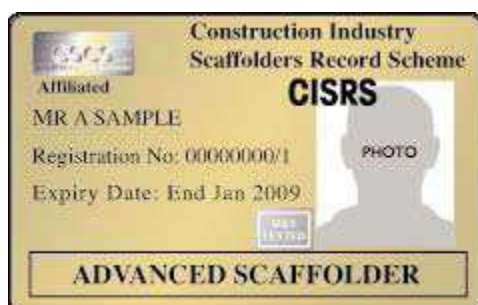
Only to work at ground level or on a fully boarded and double guard railed scaffold platform passing scaffolding equipment.



Work under the direct and immediate supervision of either a CISRS Scaffolder or Advanced Scaffolder always.

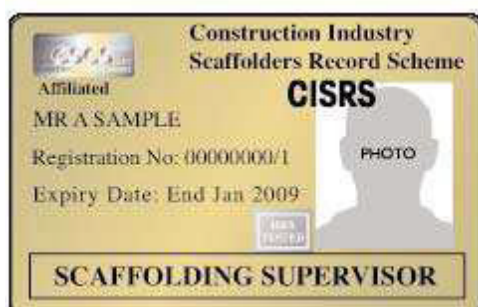


Have a CISRS Scaffolders card endorsed for tube and fitting scaffolding or system scaffold to be used. Can work on scaffolds listed in Section 3.2.3.4 and any other scaffold not included on this list but only under the direct and immediate supervision of an Advanced Scaffolder.



Have a CISRS Scaffolders card endorsed for tube and fitting scaffolding or system scaffold to be used.

Can work on any steel scaffolding structure.



Card is used to supply proof that the Scaffold Supervisor is trained and competent.