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| <b>Client – ADT Workspace</b> | <b>Site – Free Trade Exchange</b> | <b>Issue Date – 29/07/2022</b> |
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**Guidance For The Users Of The Scaffold:**

- i. Users of the scaffold are directly responsible for ensuring the structure is used only for its intended purpose and within its specified loading limits.
- ii. 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.
- iii. Any modifications to the scaffold must be carried out only by our competent trained scaffolders
- iv. Every user of a scaffold must check the structure before use "Regulation 13 The Work at Height Regulations 2005"
- v. Ensure that the statutory 7 day inspection is carried out and recorded.
- vi. Any queries or concerns relating to use of this scaffold should be raised with Lea Scaffolding Supervisor or Manager responsible for the project.

**Specification of the Works to be Carried Out:**

|                                                                                                                                           |             |                 |          |                    |             |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|----------|--------------------|-------------|
| <b>Quotation No:</b>                                                                                                                      | <b>6378</b> | <b>Item No:</b> | <b>1</b> | <b>Design No :</b> | <b>1345</b> |
| i. All scaffolds will be erected in accordance with TG20:13, the specified temporary work design and The Work at Height Regulations 2005. |             |                 |          |                    |             |

**Supervision:**

|                            |                     |                               |                    |
|----------------------------|---------------------|-------------------------------|--------------------|
| <b>Supervisor :</b>        | <b>Ray Dwolitka</b> | <b>Contact No:</b>            | <b>07973375155</b> |
| <b>Emergency Contact :</b> | <b>Tom Lea</b>      | <b>Emergency Contact No :</b> | <b>07930724519</b> |

**Programme:**

|                                                 |                   |                   |                        |                       |                        |
|-------------------------------------------------|-------------------|-------------------|------------------------|-----------------------|------------------------|
| <b>Start Date :</b>                             | <b>07/08/2022</b> | <b>Duration :</b> | <b>Progressive</b>     | <b>Working Days :</b> | <b>Monday - Sunday</b> |
| Please note that the program is indicative only |                   |                   | <b>Working Hours :</b> | <b>07.00 – 1630</b>   |                        |

**Manpower Resources and Competency:**

|                                                                                                                                                                  |                |
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| <b>Manpower to be Utilised :</b>                                                                                                                                 | <b>4-5 men</b> |
| i. Scaffolders will hold CISRS registration or certification at the appropriate level and will receive ongoing training in the site specific fall recovery plan. |                |
| ii. Scaffold Inspector will hold a scaffold inspection certificate.                                                                                              |                |
| iii. Plant operators will hold relevant certification.                                                                                                           |                |

**Equipment to be Used and Conformity Requirements:**

|                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The scaffold will be constructed of scaffold tube, fittings, timber or plastic scaffold boards, alloy/steel/timber ladders.                                                                                                                        |
| i. All materials will be in accordance with a relevant British Standard or its equivalent i.e. scaffold tube BS EN 39, BS EN 10219-1(S355JOH grade), scaffold boards BS2482 (MG), scaffold fittings BS EN 74, ladders BS1129, BS2037 or BS EN 131. |
| ii. Scaffold tube will be straight, free from any grease and any visual damage                                                                                                                                                                     |
| iii. Scaffold fittings will be free from visual damage with free running nuts.                                                                                                                                                                     |
| iv. Scaffold boards will be free from visual damage, splits in excess of 225 mm, warping and will be complete with nail plates or end bands.                                                                                                       |
| v. Ladders will be free from visual damage.                                                                                                                                                                                                        |
| vi. Materials will be visually inspected prior to use by the operative, defective materials will be segregated to prevent use.                                                                                                                     |

**Delivery and Collection Arrangements:**

|                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i. Materials will be delivered and collected on traffic routes, dates and times agreed with the customer.                                                  |
| ii. Materials will be delivered and collected utilising Rigid, Trailer unit or crane mounted HGV's, and will be unloaded/loaded in an agreed area on site. |
| iii. Where it is necessary to leave the palletised materials on site, it will be left in an agreed area on site.                                           |
| iv. Materials will be stored in an agreed area on site and be subject to good housekeeping.                                                                |

**Unloading and Loading Arrangements:**

|                                                                     |
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| Materials will be unloaded/loaded utilising the following methods : |
| i. Site craneage                                                    |
| ii. Site forklift or telehandler.                                   |

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- iii. Vehicle mounted crane (HIAB).
- iv. Manual handling.

**On Site Storage Arrangements:**

- i. Materials will be stored in an agreed area on site and be subject to good housekeeping

**Method to Be Used to Move Materials:**

- i. Mechanical Hoist
- ii. Using a gin wheel and or rope.
- iii. Chaining from person to person.

**Method to be Used to Segregate the Work Area:**

- i. Work area to be segregated by physical barriers, warning signs will be displayed at prominent locations.

**Personal Protective Equipment:**

- i. The minimum PPE to be worn and utilised on site will comprise of Safety Helmet, Safety Boots, Safety Harness, Overalls, Hi visibility vest and gloves with suitable grip to carry out the task.
- ii. Additional items of PPE will be determined by risk assessment and will meet or exceed the relevant British or EN standards.

**Environmental Impact:**

- i. Scaffolding materials will be removed from site on completion of our works.
- ii. Packaging materials will be segregated into the appropriate onsite disposal bins or be removed from site.
- iii. Noise, may be an issue where work is outside of the agreed site working hours.
- iv. Where plant or equipment is serviced or fuelled on site, COSHH assessments will be available for the substances in use.
- v. No other substances that are subject to the COSHH regulations will be used on site.

**Emergency Procedures:**

- i. We will comply with the Customer's site emergency procedures.
- ii. In the event of fall involving a safety harness, refer to the site specific fall recovery plan.
- iii. The Customer will provide first aid personnel and facilities on site.
- iv. Operatives will carry a basic travelling first aid kit in their vans.
- v. Operatives will initially report any incident/accident to their immediate Supervisor.

**Monitoring and Compliance:**

- i. Supervision will implement, monitor and enforce this method statement by periodic visits to site.

**Assessment of Significant Risks:**

- i. This Method statement to be read in conjunction with the attached risk assessment.

**Procedures for Changing this Method Statement:**

- i. This method statement may be modified to reflect changes in the working procedures by the raising a revised version in this format or by utilising the On Site Risk Assessment and Method Statement Revision Form.

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**Erection Procedure:**

- i. The location where the scaffold is to be erected, 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.
- ii. The operatives will sign the method statement to confirm the adequate transfer of this information.
- iii. Materials will be transported to site and stored in the agreed location on site.
- iv. Demountable load beds will be demounted, access to a raised load bed will be by ladder, use common site loading/unloading provision. Scaffolders will assist the HGV driver, when common provision is not provided by customer, Scaffolders follow SG4:15 to install single guard rail protection to load bed, use fall arrest equipment provided.
- v. Operatives to be aware of their surroundings, do not stand on manhole covers, ensure you are looking where you are walking and working, do not step onto or over debris, avoid tripping or slipping hazards. Do not enter access routes or work areas that are not adequately lit. Choose an access route or work area that is free from hazard. Be aware of plant movements and maintain a safe distance. Report any hazard to your Supervisor.
- vi. Prior to starting work, operatives to ensure they are inducted by ADT Workspace.
- vii. The scaffold will be erected in accordance with the approved scaffold design 1345, if for any reason you have to deviate away from the design, contact your supervisor immediately.
- viii. Operatives to commence by installing 1no independent tied access scaffold to the Peter Street, Bootle Street and Southmill Street elevation of the existing building.
- ix. The base lift will be installed on Sunday morning when the area is at its quietest.
- x. The base lift will be installed at 2.4m high and a minimum 1.2m wide to allow pedestrians to pass through.
- xi. Foam protection will be installed to all standards.
- xii. The base lift will be double boarded complete with a visqueen membrane.
- xiii. Scaffold to be installed in 2m lifts, fully boarded, complete with ladder access.
- xiv. As the lifts progress, operatives to use a rope and wheel to lift the materials up.
- xv. Operatives to work in accordance with SG4:15 and work off a fully boarded platform at all times.
- xvi. Ladder access to be installed progressively with the scaffold lifts.
- xvii. Once the scaffold is complete, Monarflex sheeting will be installed to each working lift.
- xviii. Each tie location will be into mortar joints and not into the face of the stonework. Maximum tie grid of 16m<sup>2</sup> to be always maintained.
- xix. At each tie location a scaffold tube must butt the building, each tube will have a protective cap on the end of the tube hitting the building.
- xx. The scaffold will be completed in elevations and handed over to the client.
- xxi. All tube and fittings will be capped off.
- xxii. 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.

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- xxiii. When dismantling the scaffold, each tie will be removed individually and re pointed at each location with the correct colour mortar.

**Hand Over Procedure:**

- i. Following the completion of the scaffold a certificated Scaffolder will carry out a visual inspection to ensure that the scaffold complies with the specification.
- ii. On satisfactory completion the client will update the scaffold tag and schedule 7 inspection records.

**Inspection Procedure:**

- i. On a weekly basis the Scaffold Inspector will inspect the scaffold in accordance with the requirements of The Work at Height Regulations 2005 and record the findings on the scaffold inspection tag and the schedule 7 inspection record.

**Dismantle Procedure:**

- i. 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.
- ii. The operatives will sign the method statement to confirm the adequate transfer of this information.
- iii. The Chargehand will initially inspect the scaffold to ensure that ties and braces are still intact and that platforms are clear of debris.
- iv. 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 ladder access. The use of any ladder will be restricted by physical barriers
- v. Ties and braces will not be removed from below the lift being dismantled.
- vi. The scaffold will then be dismantled methodically.
- vii. Scaffolders and Supervision will ensure that the structure remains stable and that it does not become overloaded with dismantled materials at any time.
- viii. No materials will be bombed, all fittings will be bagged or passed by hand to ground level.
- ix. In general scaffolds will be dismantled in reverse order to the erection procedure.
- x. On completion all materials will be cleared from the work area and stored in an agreed position or removed from site.
- xi. A final visual check will be made by the Chargehand prior to leaving site.

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### Risk Assessment:

| <b>Hazard</b>                                                                                    | <b>Persons Affected</b>                                         | <b>Risk Assessment</b> | <b>Preventive/Control Measures</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Residual Risk Assessment</b> |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Trips, slips and falls whilst Moving around site.                                                | Scaffolders and supervision                                     | <b>High</b>            | Operatives to be aware of their surroundings do not stand on manhole covers, ensure you are looking where you are walking and working, do not step onto or over debris, and avoid tripping or slipping hazards. Do not enter access routes or work areas that are not adequately lit. Chose an access route or work area that is free from hazard. Be aware of other site operatives and passing traffic within our work area. Report any hazard to your Supervisor or ADT Workspace Site Management. | <b>Low</b>                      |
| Contact with delivery or collection vehicles.                                                    | Scaffolders, supervision, site personnel and the general public | <b>Moderate</b>        | Materials to be delivered/collected from site by HGV utilising an agreed traffic route. A banks man will control reversing vehicles.                                                                                                                                                                                                                                                                                                                                                                  | <b>Low</b>                      |
| Fall of person during dismount from delivery vehicle.                                            | HGV driver                                                      | <b>High</b>            | Driver to observe the ground conditions and surroundings before dismounting in a controlled manner, under no circumstances is the driver to jump from the vehicle.                                                                                                                                                                                                                                                                                                                                    | <b>Low</b>                      |
| Fall of person during dismount from the delivery vehicle and during unloading/loading operations | Scaffolders, supervision and HGV driver                         | <b>High</b>            | Operatives to observe ground conditions and surroundings before dismounting in a controlled manner, under no circumstances are the operative to jump from the vehicle. Demount demountable load beds, access raised load bed by ladder, use common site loading/unloading provision. Scaffolders will assist the HGV driver, when common provision is not provided by customer, Scaffolders follow SG4:15 to install single guard rail protection<br>To load bed, use fall arrest equipment provided. | <b>Low</b>                      |
| Manual handling during unloading/loading and during movement of materials on site.               | Scaffolders                                                     | <b>Moderate</b>        | Materials to be unloaded/loaded into an agreed storage area by Hi-ab Crane, forklift, crane or man handled. Materials to be transported to the work area by, HGV, tractor and trailer, V barrows or man handled. Materials to be raised or lowered by passing hand to hand or utilising a gin wheel and or rope. When handling materials good manual handling technique to be utilised.                                                                                                               | <b>Low</b>                      |
| Abrasion, splinters from handling scaffold boards, lubricant from handling scaffold fittings     | Scaffolders                                                     | <b>Moderate</b>        | All site personnel to wear suitable overalls, boots, safety helmet and gloves whilst handling scaffolding materials, scaffolders to wear safety harness at all times, attaching / hooking on were required.                                                                                                                                                                                                                                                                                           | <b>Low</b>                      |
| Fall of materials during movement on site and during erection and dismantle.                     | Scaffolders, supervision, site personnel and the general public | <b>Moderate</b>        | The work area is to be barriered off using suitable means to prevent access. Materials to be stored by suitable means to prevent inadvertent movement i.e. scaffold fittings to be bagged. Materials must not be stored vertically unless they are prevented from falling. The use of tool                                                                                                                                                                                                            | <b>Low</b>                      |

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|                                                                                               |                                                                 |                       | restraint lanyards will be subject to a job specific risk assessment using the on site risk assessment and method statement revision form.                                                                                                                                                                                                                                                                                                                                                                                                   |                      |
| Fall of persons during erection and dismantle.                                                | Scaffolders and supervision                                     | <b>Moderate</b>       | Scaffolders to wear a suitable full body safety harness, the harness to be used in accordance with current NASC Guidance Note SG4. Rescue will be in accordance with the hierarchy of recovery actions detailed in the fall recovery plan. In most cases recovery can be undertaken from the existing scaffold, with the lift adjacent to the fallen person being boarded out and the person then pulled onto the lift. Where the lift is not guard railed, the rescuers to be clipped onto the scaffold structure via their safety harness. | <b>Low</b>           |
| Collapse of scaffold during erection and dismantle                                            | Scaffolders, supervision, site personnel and the general public | <b>Moderate</b>       | Scaffold to be erected in accordance with The Work at Height Regulations or the design drawing and calculations. Operatives are to work with advanced guard rails system. The scaffold will be secured to existing building with Ties and ties will be erected / dismantled progressively as with the progress of works. Material storage on the scaffold will not exceed the loading capacity of the scaffold.                                                                                                                              | <b>Low</b>           |
| Access to scaffold during erection prior to formal inspection handover and during dismantles. | Site personnel and the general public                           | <b>High/ Moderate</b> | On commencement of erection and dismantle an "incomplete" scaffold sign will be displayed adjacent to the access routes. Physical barriers to be erected to prevent unauthorised access and passing traffic within our work area. All scaffold materials to be carried from multi lift bed location to our work area. Care to be taken whilst walking scaffold materials to and from the work area, Workspace site management team are to inform their operatives and passing public of our work location.                                   | <b>Low</b>           |
| Collapse of scaffold when erected.                                                            | Site personnel and the general public                           | <b>Moderate</b>       | Customer to use the scaffold in accordance with the loading specified on the hand-over certificate/scaffold tag. No modifications to be made to the scaffold, especially removal of ties or structural members.                                                                                                                                                                                                                                                                                                                              | <b>Low</b>           |
| Contact with scaffolding when erected.                                                        | Scaffolders, supervision, site personnel.                       | <b>High</b>           | Where the scaffold is to be erected we will be allocated a lay down area for our multi lift beds, we are to be aware of possibility passing traffic, we to erect temporary scaffold barriers as protection removing as and when required.                                                                                                                                                                                                                                                                                                    | <b>Low</b>           |
| Environmental conditions (wind, rain etc.)                                                    | Scaffolders and supervision                                     | <b>Moderate</b>       | Supervision will monitor the environmental working conditions to ensure that employees are not put at risk. Wet weather gear may be utilised, however Operatives and or Supervision will determine when work will cease due to environmental conditions. Noise, may be an issue where work is outside of the agreed site working hours.                                                                                                                                                                                                      | <b>Insignificant</b> |
| Environmental impact from our scaffolding operations                                          | Scaffolders, supervision, site personnel and the general public | <b>Low</b>            | Scaffold materials will be removed from site on completion of our works. Packaging will be segregated into the appropriate onsite disposal bins or be removed from site.                                                                                                                                                                                                                                                                                                                                                                     | <b>Low</b>           |
| Independent Access Scaffold.                                                                  | Scaffolders and supervision                                     | <b>HIGH.</b>          | The independent access scaffold to be erected in accordance with Method Statement and submitted top three number lifts to be fully scaffold boarded complete with double hand rail, toe boards and pole ladder access , we to erect scaffold ties as with the progress of works .                                                                                                                                                                                                                                                            | <b>Moderate.</b>     |

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| Substances hazardous to health                                                 | Scaffolders, supervision, site personnel and the general public | <b>Moderate</b> | Refer to the relevant COSHH assessment for the substance and follow the control measures and PPE requirements.                                                                                                                                                                                                                                                                                  | <b>Low</b>           |
| Fragile Roof Working                                                           | Scaffolders and supervision                                     | <b>Low</b>      | Supervisor to establish a safe working method which may include the use of: - Youngman boards, span decks, roof ladders, barriers, fully boarding, fall arrest equipment. All works to be carried out under Permit to Work System.                                                                                                                                                              | <b>Low</b>           |
| Permit for work conditions such as confined spaces, roof work, electricity etc | Scaffolders and supervision                                     | <b>Low</b>      | Supervision to unequivocally establish if work is subject to customer permit for work system. If so strict compliance is mandatory, if in doubt, STOP, check with ADT Workspace site management and or Lea Scaffolding offices.                                                                                                                                                                 | <b>Moderate/ Low</b> |
| Asbestos                                                                       | Scaffolders, supervision and site personnel                     | <b>Low</b>      | Lea scaffolding does not hold an asbestos licence and will not undertake any work concerning the removal of asbestos materials. In the likelihood that asbestos is found on site it is to be reported to main contractor immediately and works must stop until a qualified person has investigated and works shall commence only when it is deemed safe to do so and asbestos has been removed. | <b>Low</b>           |

### Notes:

- When completing the risk assessment, please be aware what the definitions of Hazard and Risk are - Hazard "Something with a potential to cause harm" Risk "The likelihood that harm from the hazard will take place"
- For the Risk Assessment and Residual Risk Assessment, please use the terms High, Moderate, Low and Insignificant to reflect the level of risk.
- Where the Residual Risk Assessment is high or moderate, the control measures identified are inadequate and you will need to consider alternatives to reduce the risk assessment to Low or Insignificant.
- This risk assessment will be reviewed, when there is a reason to suspect that it is no longer valid, when there has been a significant change in the matters to which it relates, every 2 years
- If in doubt please consult your Manager or the Offices as below.

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### Method Statement and Risk Assessment Prepared By:

|                   |                                |             |                                                                                     |
|-------------------|--------------------------------|-------------|-------------------------------------------------------------------------------------|
| Name :            | Tom Lea                        | Signature : |  |
| Contact Address : | Lea Scaffolding and Access Ltd |             |                                                                                     |
| Telephone :       | 07930 724519                   | Email :     | <a href="mailto:tom@leascaffolding.co.uk">tom@leascaffolding.co.uk</a>              |

### Distribution:

|                                                                                                                      |             |        |        |             |        |
|----------------------------------------------------------------------------------------------------------------------|-------------|--------|--------|-------------|--------|
| i. Copy to be submitted to our Customer for approval.                                                                |             |        |        |             |        |
| ii. Operatives to sign onto the method statement.                                                                    |             |        |        |             |        |
| iii. Chargehand to be issued with a copy to be retained on site.                                                     |             |        |        |             |        |
| <b><i>I confirm that I understand and will work in accordance with this method statement and risk assessment</i></b> |             |        |        |             |        |
| Name :                                                                                                               | Signature : | Date : | Name : | Signature : | Date : |
|                                                                                                                      |             |        |        |             |        |
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