

## **UCL Estates**

### **Scaffold Standard**

### ***(Standard to Managing and Appointing Scaffolding Contractors on University College London (UCL) Projects)***

### **Management Standard**

**27<sup>th</sup> May 2015**

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ELT			
All Project Officers			

## Revision History

Date	Version	Author	Summary of Changes
Feb 14	V0.1		First draft and subsequent amendments
October 14	V1.0		Issued to ELT for approval
December 14	V1.1	Tony Overbury	Minor textual amends Amend of S6.7 Addition of S6.10 Approved by ELT
May 15	V 2.0	Tony Overbury	Removal of requirement for NASC membership Clarification of competency requirements Technical clarifications and amendments

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## 1. Purpose of this Document

The purpose of this document is to ensure that UCL will only to use scaffolding contractors that work to the latest guidance and procedures. The Estates Leadership Team's support of this standard will endorse the adoption of this protocol across all disciplines of estate construction management to ensure that scaffolding is always to the safest of standards.

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## 2. Introduction

This standard has been prepared by UCL Estates Scaffold Working Group to improve the quality of the scaffold structures erected on UCL sites in accordance with current legislation, guidance and protocol and in turn minimise the risk of accident or injury to operatives and also UCL staff working on or near the scaffold, students and the general public.

This document is intended for use by those who have responsibility for the management, use, monitoring and provision of scaffolding.

The standard has been written on the assumption that the execution of its provisions is entrusted to suitably qualified and experienced people and that construction and supervision of scaffolds will be carried out by capable and experienced organisations.

UCL Estates Scaffolding Working Group members were: Gregg Higgs, Roy Phelan, Ana De'Ath, Tony Overbury, Richard Elliott (UCL Safety Services), Jessica O'Hagan, David Jackson

Revision was undertaken through contributions from the following : Tony Overbury, Richard Lukos

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### 3. General Matters

This document identifies the minimum UCL requirements and standards for all scaffolding and edge protection designed, erected, altered, inspected, used and/or dismantled. Scaffolding is a high risk item and UCL requires all of its contractors who are utilising it to fully comply with **ALL** of the requirements listed.

In this document the term *contractor* refers to the Principal (or Main) contractor undertaking the construction/maintenance work and who either directly, or through sub-contractor, manages the design, delivery, erection, use, dismantling and removal of scaffolding from UCL premises.

Where a UCL Estates Project Officer or other UCL Estates manager directly manages any of these activities, that person shall meet the obligations placed on a contractor by this document.

Contractors are to allow at tender stage for **ALL** costs that may be incurred in complying with these service requirements. Contractors are responsible for ensuring that site specific risk assessments and method statements, design drawings, and licenses are produced and available for review by the UCL Project Officer or other Estates manager before the works start.

In addition to this document the contractor must make themselves familiar with the requirements detailed within the **Safety Rules for Contractors Employed on UCL Premises**.

The UCL Estates Project Officer and UCL Safety Services may carry out scaffolding inspections of any scaffolding involved with a UCL activity, at any time during the contract, and may bring in suitably qualified experienced third party consultants to assist with these.

Should the UCL Project Officer, UCL Estates and / or UCL Safety Services have any concerns as to the safety during the erecting and striking phases, or when in use, they may require the work cease with immediate effect, until any safety or nuisance matters are resolved. **ALL** costs incurred as a result, may be borne by the contractor.

Such cases will be referred to the Estates Leadership Team who will decide what, if any, sanction is appropriate.

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## 4. Competence

- 4.1 Scaffolding companies must maintain current insurances of a minimum of £10million for Employers Liability and £5 million for Public Liability.
- 4.2 All scaffolding operations must be supervised by competent persons from both the contractor and the scaffolding contractor to ensure at all times that the scaffolding is erected in accordance with TG20 (latest edition).
- 4.3 The supervisor from the contractor shall, as a minimum, have undertaken the 5 day SMSTS Supervisor (or equivalent<sup>1</sup>) training course and hold the appropriate card to demonstrate this.
- 4.4 All gangs/squads of scaffolders must be supervised by a competent person who holds a CISRS Advanced Scaffolder card and who will direct practical operations on site.
- 4.5 All scaffolders must be competent for the type of scaffolding to be undertaken on site and must hold a relevant CISRS Scaffolder card
- 4.6 The contractor will maintain a register on each site where scaffolding will be used of management, supervision and operatives working involved with the erection and dismantling of that scaffolding. For each individual that log will contain, as a minimum, their name, type of CISRS card they hold and the card number. A copy of the card will be held on file at the site for the duration of the project.
- 4.7 Management, supervision and operatives must have received relevant training and demonstrate regular update training on scaffolding erection and working at height e.g. to NASC TG20, SG4 and SG6 (Latest Editions).
- 4.8 The contractor must have access to and use competent scaffold designers.

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<sup>1</sup> EG IOSH Managing Safely

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- 4.9 The contractor 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”.

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## 5. Supervision

- 5.1 UCL require that scaffolding delivery, erection, use, dismantling and removal from site is fully managed by the contractor who has responsibility to ensure the operation is carried out safely.
- 5.2 The responsibility for statutory inspections and maintaining the scaffolding register will remain with the contractor.
- 5.3 UCL require when the loading/unloading of scaffold impacts on the use of the public highways and pavements, temporarily or permanently during the project, the contractor is responsible for providing full and safe segregated routes from the delivery lorry to site and *vice versa*. The contractor must also provide a traffic and pedestrian road safety management plan for UCL Estates Project Officer's acceptance, detailing how the general public will be segregated and protected in accordance with the requirements stipulated in the "Safety at Street Works and Road Works Code of Practice".
- 5.4 Each individual scaffold structure must have a job and site specific risk assessment and method statement, recorded in writing, which describes the safe system of work and which is approved by the Principal or Main Contractor that the Scaffolding contractor is working for before work commences to erect, alter or dismantle a scaffold.
- 5.5 Risk Assessment and Method Statements must be available on site at all times and communicated to operatives. Evidence of this communication must be held on site (eg records of toolbox talks). Copies of all Risk Assessments and Method Statements must be held as a minimum for the duration of the contract.
- 5.6 Where scaffolding contractors are engaged directly by UCL, the risk assessment and method statement must be reviewed and approved by a suitably qualified and experienced member of UCL. Alternatively a suitably qualified and experienced person must be engaged to carry out this role on behalf of UCL and be independent of the scaffolding contractor carrying out the work.

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## 6. Scaffolding Design

- 6.1 Where additional scaffolding design input is required (i.e.: those scaffolds that are not classified as a “Basic Scaffold” in NASC TG20 Latest Edition) the design shall be provided by a competent scaffold designer and the appropriate design standard followed. The costs of producing and amending design drawings (where required) will be reflected within the scaffold contractor’s quotation etc.
- 6.2 All system scaffolding is to be erected in accordance with the manufacturers design manual/erection guide or be subject to a specific design.
- 6.3 Where design drawings are produced, they shall include the following as a minimum:
- Type of scaffold (tube & fitting or system)
  - Maximum bay lengths
  - Maximum lift heights
  - Platform boarding arrangement (ie 5+2) and the number of boarded lifts that can be used at any one time
  - Safe working load/load class
  - Maximum leg loads
  - Maximum tie spacing both horizontal and vertical, and tie duty
  - Reference number, date etc to enable the recording, referencing and checking
  - Any other information relevant to the design, installation or use of the scaffold
- 6.4 A system for the management of design variations shall be in place.
- 6.5 It is the responsibility of the contractor to review and approve the scaffold design drawings, risk assessments and method statements.
- 6.6 Where there is a risk that tools or materials may fall from the scaffold structure the design must incorporate suitable debris netting or sheeting to

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mitigate this risk. In such cases the design must take account of the additional wind loading presented by the debris netting/sheeting. See also Section 9.2.

- 6.7 Provision of security alarms on scaffolding are required at all times and scaffolding must be left secured and alarms activated when not in use and connected to the relevant UCL Security office as identified by UCL Estates (Appendix F).
- 6.8 Consideration must be given to the re-positioning of UCL CCTV cameras and intruder alarm detectors where the scaffolding structure might interfere with the intended operation of these devices.

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## 7. Access/Egress to Scaffolds

- 7.1 Access/egress to scaffolds must be provided in order to comply with the Work at Height Regulations 2005, HSE guidance and NASC SG25 (Latest Edition) "Access and egress from scaffolds", with regard to the hierarchy as follows:
- 7.2 UCL prefer, where it is practicable, that prefabricated stair tower systems are provided to gain access to the upper levels of a scaffold structure or roof rather than ladders in scaffold towers.
- 7.3 UCL require that ladder access points through platforms and handrails will be protected by ladder gates and ladder trap doors to control risks from falls from height and to comply with working at height regulations. UCL further require that the appointed contractor pro-actively ensures these fall protection devices are kept closed at all times other than when not in use. Where scaffolding is erected to accommodate an access to roof level *only*, and no intermediate working platforms are installed, then the requirement for trap doors on intermediate lifts is not necessary subject to the approval of the UCL Construction Safety Advisor.
- 7.4 The UCL appointed contractor or UCL Estates must ensure the security of the scaffold when not in use. The ladder access should be removed or rendered inaccessible to unauthorized persons if the scaffold is to be left unattended for more than 20 minutes.
- 7.5 Considerations that need to be made regarding the assessment of suitable access and egress from scaffolds 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).

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## 8. Scaffold Handovers and Statutory Inspections

- 8.1 All Scaffolding must use “DO NOT USE” and “Incomplete Scaffold” notices for restricting access to the scaffold until the scaffolding has been inspected and handed over for use.

### Scaffold Handover

- 8.2 When each scaffold is completed, a competent employee of the Scaffolding Contractor must inspect the scaffold for compliance with regulations, codes of practice and this policy and then complete a Scaffold Handover certificate. This must conform to the current NASC template SG35 Handover of Scaffold Structures (Latest Edition) as a minimum and ensure that the UCL Project Officer receives a copy. Where applicable, the green insert of a tag type inspection system (if used) shall be completed and located at the access point of the scaffold, and the first entry made in the statutory scaffold inspection register by the competent person.

### Scaffold Inspection

- 8.3 Regular statutory inspections of the scaffolding shall take place at least every 7 days or after any event likely to have affected the scaffolds stability and recorded in the scaffold register (See appendix F). 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 required within the Work at Height Regulations 2005.*

- 8.4 All initial 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 Scaffold or Advanced card holder can be deemed competent to inspect structures up to the grade of their card i.e. CISRS Scaffold Basic Structures, and Advanced Scaffold all structures.

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## CISRS Basic and Advanced Scaffold inspection Cards

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## 9. UCL Specific Requirements

- 9.1 The responsibility to obtain pavement licenses etc. will rest with the UCL appointed contractor. All licenses required must be in place prior to the delivery of scaffolding materials and equipment to the site. Allowance is to be made for site visits required by the issuing Authority and all notice periods required for license to be issued.
- 9.2 All scaffolding erected to undertake works contracted by UCL which overlook roads, footpaths or other thoroughfares and when over or adjacent to fragile roof and/or roof lights will be fitted with debris netting or sheeting to full height of the scaffold. Where the scaffolding is erected to an occupied building the netting or sheeting is to be of a flame retardant/fire resistant specification.
- 9.3 The scaffolding delivery route and working area is to be maintained by a physical barrier to prevent entry by unauthorised persons. Work areas barriers must protect against the falls of materials from height.
- 9.4 Where a building has only one entrance and this will be affected by the works, the contractor will provide a non-working person to stop works while the entrance is being used. Risk assessment may determine if works are required to be carried out during weekends or at lower building user frequency period.
- 9.5 Barriers must be of a suitably robust construction, typically a plastic type with stable supports. Tape and warning cones are not acceptable.
- 9.6 Protective fans must be installed as soon as possible in the scaffold build process to protect neighbouring property / entrances, affected by the scaffolding works or works themselves.
- 9.7 Glazed roofs, roof lights or fragile roofs must be protected prior to erecting scaffolding above these areas. The protection must remain in place until the scaffold has been dismantled.

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- 9.8 Copies of current Thorough Examination certificate for Gin Wheels are to be available on site and provided by the contractor on request.
- 9.9 Copies of safety arrangement documentation must be in the possession of the UCL Project Officer prior to commencement of works. (See appendix E).

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## APPENDIX A – LIST OF NASC REFERENCE GUIDANCE DOCUMENTS

Note: Refer to NASC website at [www.nasc.org.uk](http://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

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## **APPENDIX B – REGULATIONS, CODES of PRACTICE and BEST PRACTICE REQUIREMENTS**

### **Regulations, Codes of Practice and best practice requirements**

All scaffolding works shall be carried out in accordance with the following Regulations, Codes of Practice and industry best practice requirements:

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999 – as amended

The Work at Height Regulations 2005 – as amended

The Construction (Design and Management) Regulations 2007

BS EN 12811 2003 – Scaffolds performance requirements

BS EN 12810 2003 – Facade scaffolds made of prefabricated components

NASC TG20 – Guide to Good Practice for Scaffolding with Tubes and Fittings. (Latest Edition)

NASC SG4 – Preventing falls in scaffolding (Latest Edition)

CISRS CAP 609 General Information (Latest Edition)

BS EN 13374 Temporary edge protection systems

This list is not exhaustive.

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## APPENDIX C – PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

### SCAFFOLDERS SAFETY AND PERSONAL PROTECTIVE EQUIPMENT

#### The Personal Protective Equipment at Work Regulations 1992 (as amended)

As a minimum, scaffolding operatives must at all times wear the following PPE whilst working on site:

Safety helmet

Safety footwear

High Visibility vest.

Gloves

Fall arrest harness

Other items of PPE as required by risk assessment or local site requirements

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.

Safety lines, Fall arrest systems, Safety anchorages, Safety harnesses, Restraint systems, Safety devices etc. (list is not exhaustive) must be thoroughly checked prior every single use as well as frequently as stated in BS EN 365:2004 standard.

Fall arrest harness and lanyards serial numbers must be recorded by the contractor and records of which must be kept on site readily available for inspection by relevant persons.

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All scaffolding **must** be erected and dismantled in strict accordance with NASC SG4 (Latest Edition) and contractors must adhere to recommended methods of work within the guidance, giving priority to collective fall arrest systems over personal fall arrest systems.

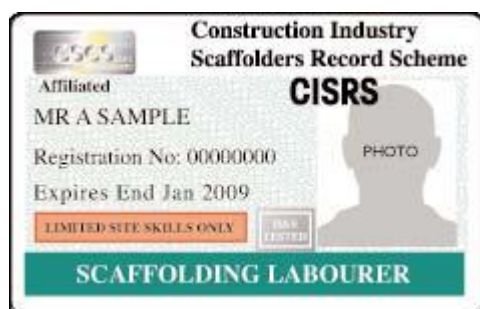
All Scaffolding materials must be passed from hand to hand or raised and lowered in a controlled manner (eg light line or Gin Wheel & Rope etc). **The uncontrolled passing or dropping of any scaffolding materials is not permitted.**

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

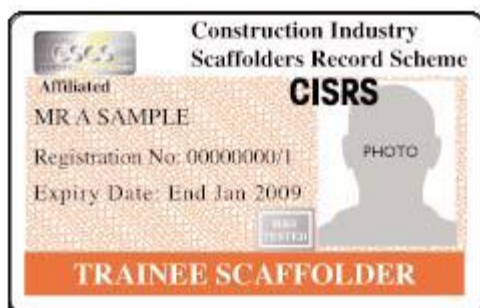
All lifting operations must be undertaken within the scope of the Lifting Operations & Lifting Equipment Regulations (LOLER)

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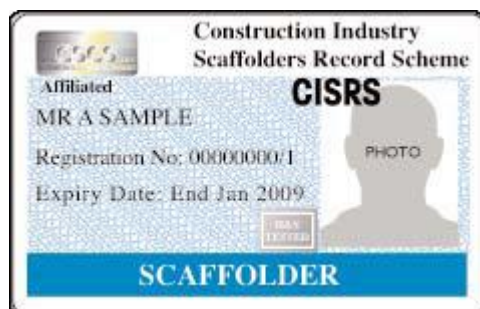
## APPENDIX D – EXAMPLE OF CISRS SCAFFOLDING CARDS



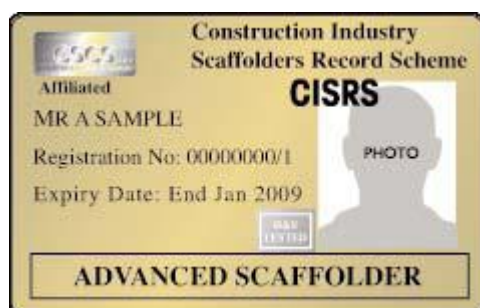
Only to work at ground level or on a fully boarded and double guard railed scaffold platform passing scaffolding equipment.



Work under the direct and immediate supervision of either a CISRS Scaffolder or Advanced Scaffolder at all times.



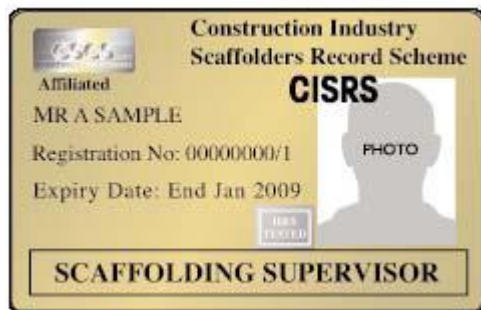
Have a CISRS Scaffolders card endorsed for tube and fitting scaffolding or system scaffold to be used. Can work on scaffolds listed in Section 3.2.3.4 and any other scaffold not included on this list but only under the direct and immediate supervision of an Advanced Scaffolder.



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

Can work on any steel scaffolding structure.

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

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## APPENDIX E – MINIMUM SAFETY ARRANGEMENT DOCUMENTATION

**The contractor shall hold the following documentation (as a minimum) on site at all times**

- Method Statements and Risk assessments
- Signed off Scaffold Designs (where applicable)
- Contractors competency qualifications including updates
- Log of scaffolders including their name, CISRS qualification , CISRS card number and copy of CISRS card
- Fall arrest harness and lanyards serials numbers
- Public and Employer liability Insurances
- Signed copy of Safety Rules for Contractors Employed on UCL Premises
- Traffic and pedestrian road safety management plan
- Public Highway Licence (where applicable)
- Copy of current Thorough Examination certificate for gin wheels
- Estates Safety Services advice
- Scaffold handover certificate
- Where harnesses are being used, copies of the rescue plan(s)

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## APPENDIX F – Scaffolding Intruder Alarm Specification Guidance

### Principles of use and Processes

With the ever increasing number of projects undertaken at UCL, the use of scaffolding in and around the main campus has grown exponentially; this can potentially provide a means of access to UCL buildings by unauthorised personnel. The information contained in this document should be used to provide a system capable of providing UCL Security with the level of protection required.

### Technical Specification and System Design

The Security Management Team as named in the contacts section should be informed of any scaffolding due to be erected a minimum of one week before the date of arrival.

All scaffolding must be alarmed with exterior PIR detectors sited in appropriate areas so as to detect any movement by unauthorised personnel.

The system keypad should be placed at ground level in a secure area or if outside in a weatherproof secure box.

Ladders at ground level leading to the first level should be removed and secured at the end of each day to prevent access on to the scaffolding.

Signage must be displayed on the scaffolding warning it is alarmed.

All codes for setting and resetting of the system should be provided to the Control Room Manager

UCL security will accept two types of scaffolding alarms which are detailed below.

#### Option 1.

A dedicated scaffold alarm system comprising of pir's and a keypad, when in alarm condition the alarm should signal to a dedicated alarm receiving centre (ARC) via an auto- dialler or GSM module. The ARC will then contact UCL Security Control Room on 0207 679 3333 and inform them of the activation and precise location details. Security Control Room will then dispatch security officers to investigate and reset the alarm when satisfied that there has been no intrusion.

#### Option 2.

A dedicated scaffold alarm system comprising of pir's, text pager and a keypad, when in alarm condition the alarm should send a text message to the supplied pager informing of the alarm condition. The pager should be left with a member of the Security Management Team, who will then arrange for it to be left with security

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operations with the appropriate instructions for security officers to investigate and reset the alarm when satisfied that there has been no intrusion.

Following the installation of any scaffolding alarm the Security Management Team should be shown the location of the alarm system key components and instructed in its use.

### **Contact Details**

#### **UCL Estates (Security)**

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[n.moscrop@ucl.ac.uk](mailto:n.moscrop@ucl.ac.uk)

<http://www.ucl.ac.uk/estates/security/>

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