Access Solutions Scaffolding Limited (ASSL)
The Old Orchard, Rochester Way
Crayford, Kent.
DA1 3QU

METHOD STATEMENT & RISK ASSESSMENT

For

Scaffolding works at

Address 1
Address 1
Address 1

On behalf of

Morrison Energy Services/ Cadent Gas

Document Issue no: MES	Site Survey carried out by: Ken Steward	
Revision Number: 5	This document prepared by:	
Date of issue: **Revision date: April 2023**	This document approved for issue:	
Proposed Start Date: TBC	Method statement approved by & authorised for issue on behalf of Access Solutions Scaffolding Limited:	
Task Duration; TBC Task Location: TBC	Document Acceptance & Authorised by Name	Signature Date:
Scaffold Designer: TBC	F.A.O Lyndsey Curtis	
Design reference: TBC		
Site Supervisor: TBC	Visiting Supervisor: TBC	Tel TBC

Revision Number:	Description:	Date:	Revised by:
1	First Issue		
2	First Revision	Feb 2020	JL & KS
3	Second Revision – Update on. - Update of SG4 Guidance pictorials (Advanced guardrails) and dismantling procedure.	Feb 2021	JL & KS
4	- Update on SG4 Guardrail to include 'stop ends' Advanced Guardrails. - Inclusion of the Dummy lift/scaff step method. - Inclusion of suitable/un-suitable anchor points. - Inclusion of tying into Mortar Joint.	Mar 2021	JL & KS
5	- TG20:21 updates.	April 2022	NG

Introduction

It is essential that the procedures are read and fully understood prior to undertaking the activities associated with this scaffolding operation or supported tasks. The scaffold crew supported by policies, procedures, and guidelines that are developed and implemented according to applicable company standards. It is recommended that the scaffold crew should first familiarize themselves with these procedures and shall be read in conjunction with the company drawing(s). It is the customer's responsibility to assimilate this information into a document specific to site conditions. These procedures and guidance notes are not to be used as a working method statement but support the scaffold operations.

Specific Protection and Isolation measure prior to works starting to include:

- Advanced Guardrail System to be utilized.
- 5-board wide protection fan to be installed at the first boarded level.
- Exclusion zones to be established.
- Adverse weather monitoring at regular intervals.
- Client H&S briefing record sheet.

Scope of works

To provide labour, and materials for subsequent erect, and dismantle the following schedule, and the relevant scaffold drawing **AS/.....**

Where a non-TG20 scaffold design is required, the CMO temporary works process will be followed. A scaffold design will be submitted by ASSL to be approved by a competent CMO temporary works designer prior to works commencing.

To erect and subsequently dismantle a multi lift independent bolt-tied tubular scaffold to give access for gas pipe installation with all lifts boarded, including a double layer of boards complete with a polythene insert as protection on the base lift.

The scaffolds built in 2.7 metre lift combined a Ladder access point built within the confines of the scaffold in a single location, including fine mesh debris netting draped on the outside scaffold frame, and a five-board cantilevered fan.

Ladder gate provided to enable access into individual property by fitters. Including balcony access consisting of a self-closing gate with ladder access point.

Method of working

Sequence of task activities

Step 1) The ASSL supervisor and scaffold crew when arriving on site park, the vehicle at a suitable holding location and then introduce themselves to client site management and attend site induction (as necessary). Read thoroughly this methodology for scaffolding works.

The scaffold crew shall read thoroughly this methodology for scaffolding works, acknowledge their understanding of the site rules, or task briefing by signing the sheet attached.

Note
The task briefing must be given by the supervisor and this is to ensure that he undertakes a review of CISRS Cards, relevant training and certification, and to ensure that the safety file are checked and briefed. As per the contract, *any scaffolding contractor must employ a full-time site supervisor, who as a minimum holds a valid SSSTS Certificate. This will be supplemented by a minimum of 1 visit a week by a CISRS Supervisor card holder.*

Step 2) The competent person to complete the briefing record sheet. This is to support both generic and local assessments which are undertaken where work activities are subject to significant variation, which would render normal assessments inaccurate or invalid using the form attached.

Step 3) The vehicle shall park adjacent to the work zone, positioned to enable the materials to be offloaded by hand. The site supervisor shall ensure the access route has suitable demarcation created by a positive barrier with appropriate safety signs posted. Access onto the vehicle bed will be by means of a tied ladder.

Step 4) All hand tools are to be tethered before accessing the scaffold. All fittings to be transported to the scaffold and on the scaffold using fitting bags/transport baskets.

Step 5) The materials are selected from the parked vehicle and distributed to the designated storage areas at ground level. The quantities of materials are selected to enable the various phases of scaffold frame construction.

Safety notes all *Manual handling in accordance CITB training, and for Risk assessment*

Erecting sequence

Step 6) The lead Scaffolder shall set out the multi lift independent access scaffold in accordance to design reference **AS/.....** The standard spacing are placed centrally on the base plate and soil board, to form a 4+2 board detail, for general purpose design loading of 2.0Kn. The scaffold construction in two metre lift with progressive tie pattern at 16 sqm. All tie positions shall correspond to design reference **AS/.....** and installed in accordance with NASC TG4:19. The standard placed facing each other in pairs or inline, guardrail at 950, & 470mm, & all joints must remain staggered with sleeve couplers.

Ledgers shall be connected to the standards with right angle (double) couplers, all joints must remain staggered with sleeve couplers (as necessary)

Structural transoms shall be secured across the ledgers within 300mm of every standard, and where a scaffold lift a "working lift", the transoms shall be spaced not more than 1.2m, or suitably positioned to support the board.

Bracing shall be connected within 300mm of nodes. (Intersection of standard, ledger and transom) with sway bracing across two bays vertically, and horizontally within six bays.

Platforms shall be close boarded providing a 4+2 board detail with a gap not exceeding 50mm.

A single lift Ladder access shall be provided to all working levels and shall be so positioned that unrestricted clearance throughout the access is guaranteed with a self-closing gate position to prevent a fall.

The slope of the ladder at 75 degrees, lashed or suitably secured at the top working lift. Project above the working platform by at least 5 rungs or 1m. Where this in not possible, an adequately supported "grab tube" shall be installed.

Ladders shall rest firmly and evenly on a flat surface.

Balcony access achieved by installing internal building face guardrail system overlaid by secured brick guards with ladder access point a self-closing gate.

Step 7) Cantilevered Protection Fan

The 5-board wide cantilevered protection fan will be installed at the first boarded level. The construction of protection fans requires the Scaffolder to advance beyond the perimeter guardrail and typically relies on the use of personal fall protective equipment (PFPE)

Job Step 1). The scaffold crew shall, prior to commencement, carry out a visual inspection of their PFPE, and harness attachments. They shall also check the scaffold frame where the lanyard attachment is secured

Job Step 2). The fan needles are installed from the confines of the main scaffold in accordance with NASC SG4-(off a temporary platform as necessary). The operative will pass the fan needle, over the outside ledger; these are pushed out to the required position. They

are then secured to both - inside and outside - ledgers by load bearing couplers as required. This procedure is repeated as required.

Job Step 3). The boarding of the protection fans starts from the main scaffold with a single board placed by an operative passing the board outside the main scaffold whilst remaining attached to the scaffold with the harness & lanyard attachment.

The board is positioned and secured. The next board can be passed out in the same manner until three boards are secured. The Scaffolder will then gain access onto the three-board platform whilst remaining attached to the scaffold with the harness & lanyard attachment. The scaffold boards are passed out progressively whilst the Scaffolder places each board and maintains a close boarded platform, clamping the boards progressively until the five-board wide cantilevered fan is completed.

Step 8) External sheeting

External scaffold face to be fully sheeted interlocked for containment fitted from a fully boarded platform with guardrails and toe boards.
Sheeting to be rolled out, cut to size, passed over the guardrail passed along the scaffold platform and securely fixed at one end prior to feeding the sheeting to the external elevation for permanent fixing as per normal working practices.

Stop work if the wind threatens safe working. Sheeting to be fitted during good weather conditions – Limited to 18mph wind speeds.

Daily Task Step 1 Daily checks to ensure mandatory PPE equipment to include Hardhat, High visibility vest, safety boots, Lightweight abrasion resistant gloves, Low impact safety glasses freely available and in good order.

Further PPE required for specific tasks as indicated in the above 'Control of Activity Risks' Schedule.

Daily Task Step 2 The scaffold crew shall advance the main scaffold from a position of safety on a fully boarded lift including toe boards, with an external guardrail system (SG4). The adopted method consists of a push up Advanced Guardrail System (AGR) that is to be used at the leading edge. Access to all advanced platforms will be via an internal positioned ladder that is securely fixed.

Daily Task step 2.1 Scaffolder's will use the hop-up system by placing transoms at 1.2m centres across the 950mm guardrail to erect the next 2.7m high lift off a fully boarded platform in the following manner with operatives standing on a fully boarded platform with a secured double handrail on the 2nd lift, Scaffolder's will erect a 3rd handrail at 950mm above the existing handrail.

This 3rd handrail will act as a "Scaffolder's advanced handrail" while they stand on temporary platforms to erect the 2.7m high lift. This handrail must be 950mm above the temporary platforms.

2no Scaffolder's will install the temporary platforms next to the standards and secure them in place.

Once the lift is completed with all necessary ledgers, transoms and ties, Scaffolder's will commence boarding out the lift from below.

Once the scaffold is boarded out, Scaffolder's will descend from the temporary platform.

The Scaffolder's will raise frame type advanced guardrail method adjacent to the ladder access providing collective fall prevention.

The scaffolders will then install the stop end advanced guardrails from below by using 2x swivel couplers on each standard to push up and secure in place as required

Scaffolder's will secure a ladder in place for the 2.7m high lift.

They will then erect the double handrail system and the stop ends handrails as required.

The lift will then be completed with all necessary handrails, toe boards, and ties as required by the scaffold drawing behind the horizontal advance guardrail.

This procedure will be used for all subsequent lifts.

Daily Task Step 3 Operatives will wear and utilize a full body harness and a lanyard arrest system with a 55mm snap hook when approaching unguarded leading edge (when unable to install advanced guardrails in place or when below the guardrails when securing toe boards). The distributed materials raised in the workplace at height by rope and wheel, securely fixed in accordance with SG6, and SG9.

This section must be read in accordance with operational tasks below

Scaffold specifications

Handing Over and Scaffold Inspection Procedure

When the scaffolding is completed ASSL Advanced Scaffolder will conduct a Statutory Inspection with the client's representative as required by regulations, and if satisfied that the scaffold is fit for its intended use, and complies with TG20:21, design drawing **AS/.....**.

The ASSL Handover Certificate will then be issued to the client following a pre handover inspection tour by ASSL "competent person".

The scaffold safety system of scaftag shall be employed for the inspection of Scaffolding on all sites.

- The "DO NOT USE SCAFFOLD" wording is clearly visible to the user, placed at the base lift ladder access point.

Inspection, Service and Maintenance of Scaffolding Materials

Upon delivery all scaffolding materials are to be inspected for worthiness prior to use. Any defective items are to be quarantined and returned to the yard.

Incomplete Scaffold Notice

A prominent warning notice indicating that a scaffold, or part of the scaffold is not to be used is affixed near any point which the scaffold is liable to be approached for the purpose of use, or access to the scaffold, or part.

The scaffold crew shall ensure prominent warning notices, and effectively block off access to those parts of a scaffold which incomplete.

* Notices can be obtained from your supervisor, or yard foreman.

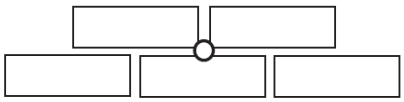
Ties and scaffold stability

The scaffold frame will be tied progressively with the scaffold build in accordance with the proposed design reference **AS/.....**, and TG4:19. The tie positions should be evenly distributed over the scaffold, both horizontally and vertically. Normally the spacing of lines of ties shall be not greater than 4.0m vertical. For Basic independent tied scaffolds, the lines of ties are fixed either at every lift or at every other lift. At least 50% of the ties is fixed to the ledger-braced standards. The tie tubes must extend across the inside and outside standards connected the by load bearing couplers.

Tying

*All bolt fixing are installed in accordance with the manufacturer's specification, and NASC TG4:19. The ties, and anchorage are selected in accordance with the base material, and type of loading. The spacing in accordance with the design *at* 16sqm supported by preliminary tests of 5% of ties installed.

When drilling into brickwork the anchor should ideally be located in the solid portion of the brick rather than into the mortar joint. If the brickwork has been rendered the location of the centres of the courses of bricks should be identified by removing the render or by test drillings. If however anchors may not be fixed into the bricks themselves e.g. as a result of a conservation order, then the following approach may be sanctioned by the responsible engineer if approved by the manufacturer:



- Choose an anchor with a diameter significantly larger than the width of the mortar joints, e.g., 14mm in a 10mm joint.
- Fix into the base of the junction between bed and perpendicular joints
- Preliminary tests must be carried out as per section 6.1 of TG4:19.
- Proof tests as per sections 6.2 of TG4:19 but with an increased rate of **1 in 10** (10%) of the whole job.

Planning considerations and Procedures

The management must ensure that work at height is planned, supervised, and carried out in a safe fashion. This would include emergencies and rescue situations. There is also a specific requirement to consider the weather conditions.

See the work at height section

To ensure sufficient qualified CISRS Scaffolder is at appropriate levels (basic, advanced, etc.)

If any trainees are involved, they must be fully supervised, and their duties limited to the level of their training.

When considered labourers they must never assist in erecting etc., Scaffolding unless they are in a safe place, i.e. The ground or a fully boarded and double guard railed scaffold or other fully protected place.

To ensure all areas occupied by the company are keeping work area tidy and maintain access, do not introduce trip hazards, i.e., misplaced sole boards/protruding braces.

Training and Competence

The contract management must ensure that all employees (including Management and Supervisory Staff) are deemed competent before allocating duties.

All scaffolding operatives must hold the relevant Construction Industry Scaffolder's Record Scheme (CISRS) card in the position and duties they are permitted to perform e.g. Advanced Scaffolder, Scaffolder, Trainee Scaffolder's, and Labourer. *Copies of certs / cards at induction stage.*

A full-time supervisor must be present on the works who as a minimum holds a valid Construction Industry Scaffolders Record Scheme Supervisor Card (CISRS) in addition to certification required for a site manager/supervisor (e.g., SSSTS, CMO environmental awareness training)

Working at Height

If work has to be done at height, then suitable and sufficient measure should be taken to prevent persons falling a distance where they are liable to be injured.

Where such measures do not remove the risk of falling, then additional measures must be taken to minimise the distance and consequences of a fall. Training and instruction must be provided in accordance with NASC Safety Guide: SG4 Preventing Falls in Scaffolding Operations.

Fall Prevention and Protection

Several proprietary collective fall protection systems recently introduced have become known as Advanced Guardrail Systems' (AGS).

Advanced guardrail systems provide collective fall prevention for Scaffolder's when traversing along a boarded lift, erecting, altering, or dismantling scaffolding. These temporary guardrails remain in place whilst the platform guardrails are installed or removed, allowing Scaffolder is to maintain guard rail edge protection in front of him at all times. This process is now inclusive of the 'stop ends' of the scaffold where previous 'Frame Type AGR' detailed in the SG4 Document does not include this method of work.

Note – The method of stop ends AGR's have been provided to Simian (Scaffold Safety Experts) and has been commented as 'In the spirit' of the current SG4 AGR method and would be welcomed. Simian will provide this advance in technique with the NASC SG4 'Working Party' for discussion for the potential inclusion into the SG4:22 update.

Scaffold operatives will work in compliance with SG4:~~15~~ from above the base lift by maintaining the Scaffolder safe zone. Scaffolders shall install a minimum of a single guardrail, at least 950 mm above the platform, on each face of the scaffold where a fall could occur. Depending on the lift heights of the scaffold a combination of the following methods could be used.

- Tube and Fitting Frame Advanced Guardrail (Inclusive of stop ends).
- Short Lift (Dummy Lift) Method.

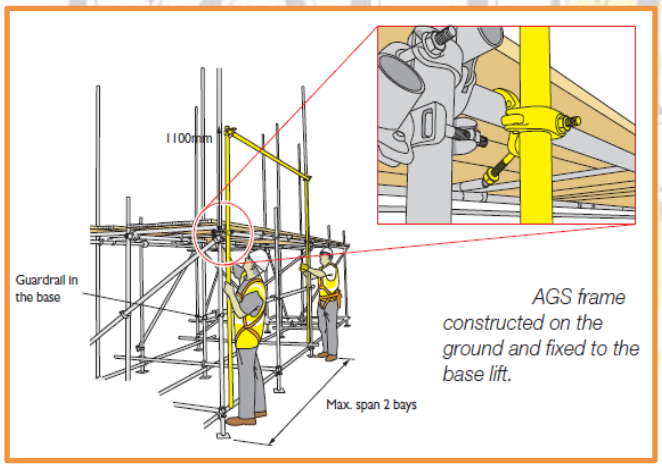
The advanced guardrails are installed in the following steps.

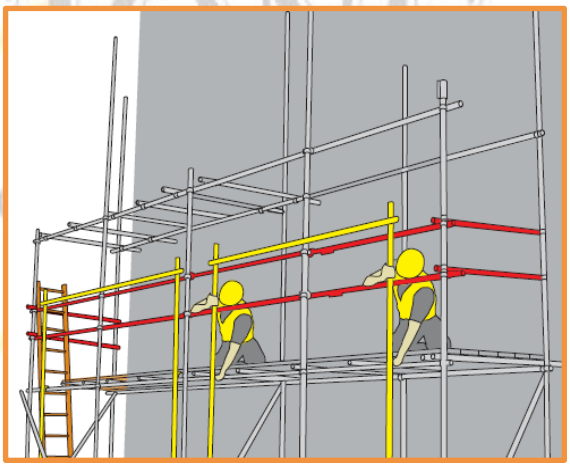
Step 1

Select materials to suit the length of the scaffold elevation and bay sizes to be protected. The uprights are formed with 2.7 metre or 3 metre (9ft or 10ft) scaffold tubes, and a single tube is used to form the temporary guardrail. Aluminium tube will be used to reduce the handling weight (All advanced guardrails installed are sprayed red).

Step 2

Lay out the tubes on the ground to form a 'goal post' frame. Then fix the guardrail to the end of the upright tubes using right-angle couplers.



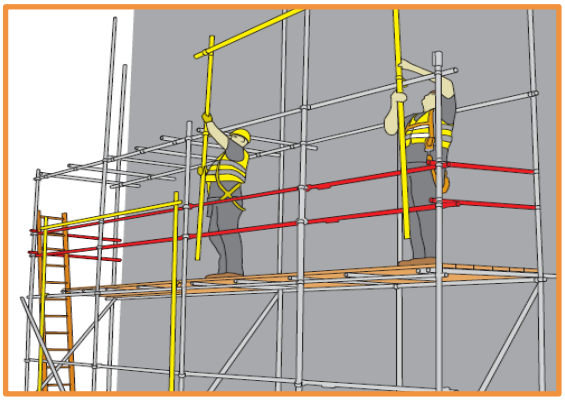


Step 3

Now fix a second right-angle coupler to each upright tube. Measure 1100mm down from the centre of the top coupler. Note that these couplers must be to the opposite side of the tube and fixed 'up-side-down'.

Step 4

Using two scaffolders (While maintaining social distancing), lift the frame and fix to the ledger. Note by fixing the coupler 'up-side-down' it will support itself until secured.

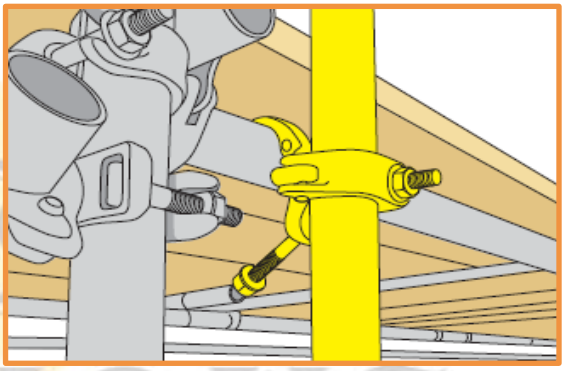


Step 5

The couplers can now be secured to fix the advanced guardrail in place. The front AGR have now been installed and can now look to erect the stop end AGR's.

Step 6

Select materials to suit the width of the scaffold elevation to be protected. The uprights are formed with 2.7 metre or 3 metre (9ft or 10ft) scaffold tubes, and a single tube is used to form the temporary guardrail. Aluminium tube will again be used to reduce the handling weight (All advanced guardrails installed are sprayed red).



Step 7

Lay out the tubes on the ground to form a 'goal post' frame. Then fix the guardrail to the end of the upright tubes using right-angle couplers.

Step 8

Now fix a swivel coupler to each standard on the scaffold and using two scaffolders working in unison, lift/slide the frame so this is in line with the front AGR's (minimum of 950mm from the working platform) and secure in place by fixing the front of the swivel. You can then fix additional swivels below and secure the swivels to prevent movement (as shown in the picture below).

(Scaffolders will not be working face to face to minimise the transmission of COVID while encroaching '1m+' guidance.)

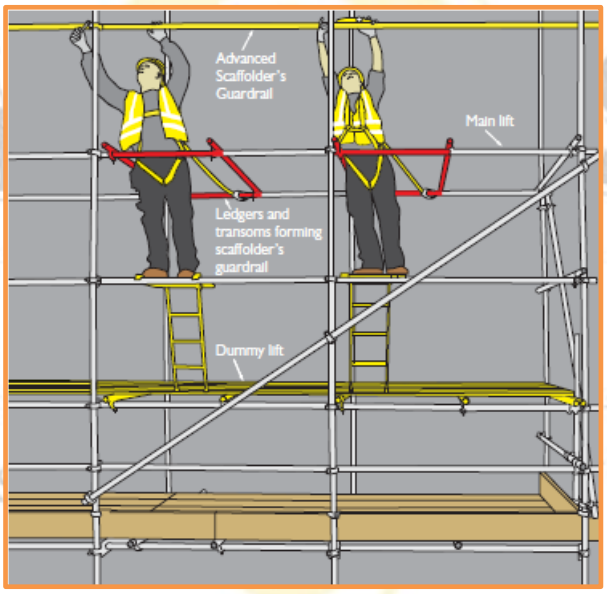
Step 9

The swivel couplers can now be secured to fix the advanced guardrail in place. The scaffolders can now access the platform that has been provided with AGR in all 3 faces (front and two stope ends).

Note - If there is an obstruction to prevent sections of AGR to be put in place or if there is an excessive service gap between the scaffold and façade where a fall could occur the scaffolder will use fall protection equipment and clip on to a suitable anchor point (Detailed on page 14) within 1m of an open edge! This should be noted on the daily risk assessment to note deviation from the preferred method.

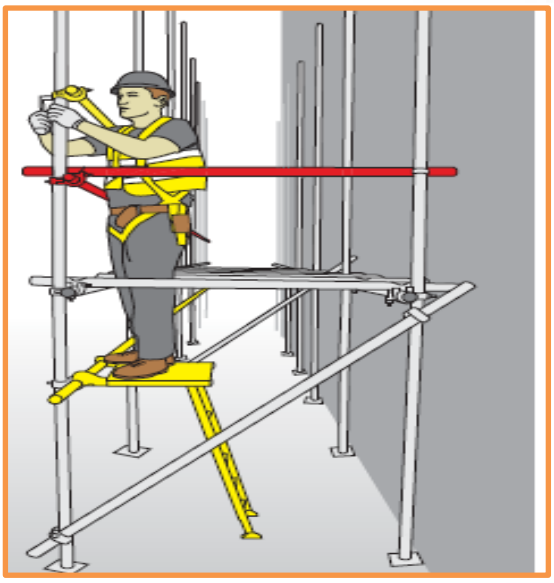
Dummy Lifts & Scaff Step Method.

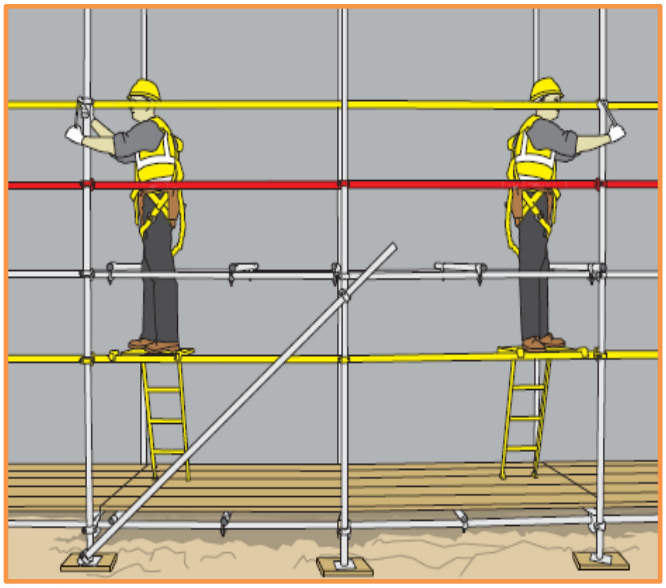
Scaffolding with taller lift heights such as the erection of pedestrian base lifts (up to 2.7 metres) or floor height lifts (up to 3 metres) Scaffolders will use a combination of systems to achieve full collective protection for taller lifts (As per the image below). Using the 'short lift method' at a height depending on particular scaffold heights and then resorting to using the scaff step method detailed below.



Step 1

A guardrail will need to be fixed to the base lift to accommodate the step for the first lift. (A foot lift may need to be installed depending on the ground conditions)

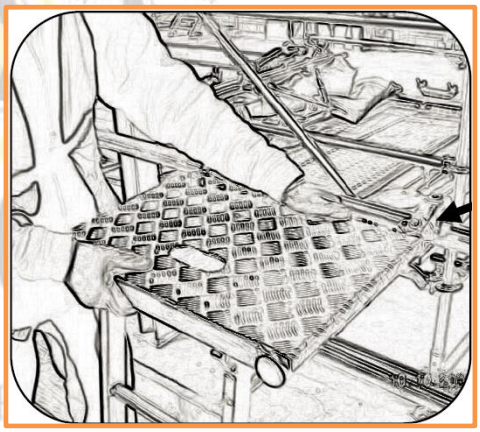




Step 2

Unfold the scaff-step ladder, taking care to avoid placing fingers in a trap area.

Step 3



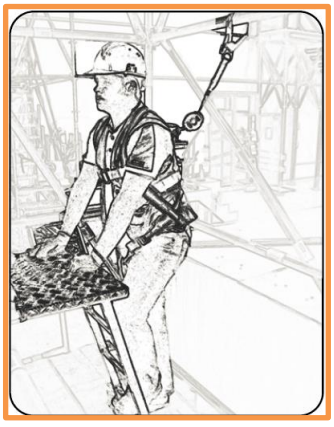
Connect Scaff-step to guardrail ensuring that the claws are fully engaged.

Place the ladder carefully on the boarded lift. Ensure ladder is at the correct angle (75˚) and that the feet are placed squarely on the platform.

Step 4

Connect lanyard to the back ledger at the 2m level on the opposite side.

Grip either the transoms or ledgers overhead or the step-up body and ascend the step-up.

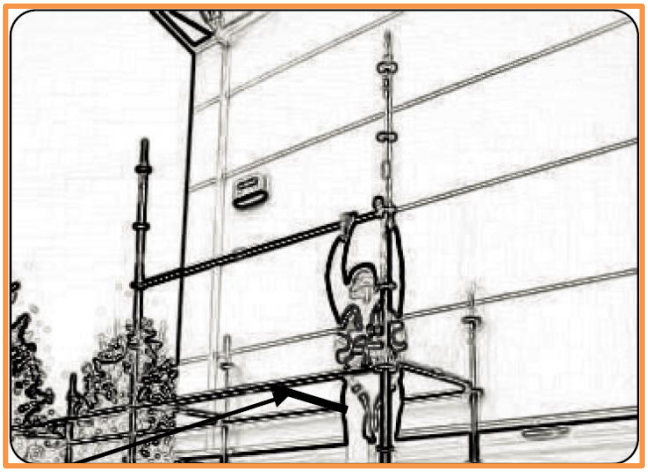


Step 5

Install intermediate transoms either side of the working position to prevent sideways falls.

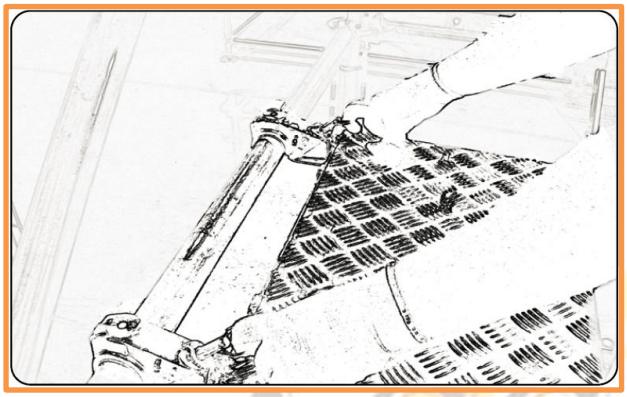
Install upper and lower guardrails to next level whilst using step-up, relocate as necessary to make any horizontal joints that may occur in the middle of a bay

Step 6



Reposition the step-up (release claws) and continue progressively installing guardrails on the lift above (including stop ends) for the full length of the scaffold.

Board out platform from below to complete the lift.



The scaffold crew will ensure they always work safely, and will ensure that:

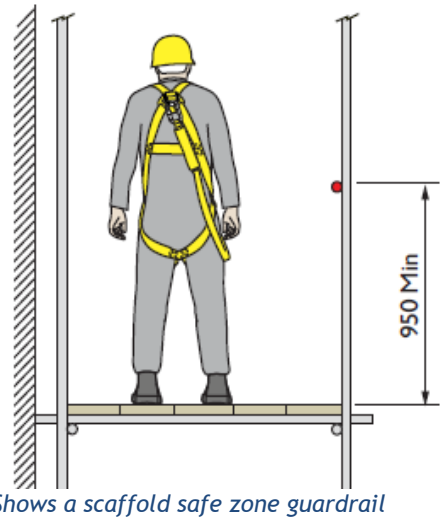
a. They work within a “Scaffolder’s safe zone” as defined by SG4:15, by using the advanced guardrail or if not practicable, they must clip onto a suitable and sufficient anchorage point within 1m from the leading edge (such as ends of the scaffold), and remain clipped on, in those situations detailed in SG4:15, where it is not practicable to use collective measures – i.e., “Scaffolder’s safe zone”

b. Rising and lowering boards from the platform below in accordance with the tunnelling method behind a minimum of a single guardrail.

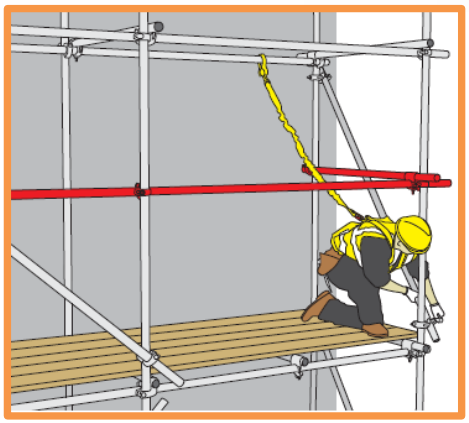
c. They only undertake tasks that they are competent to do.

d. Work to the RAMS always.

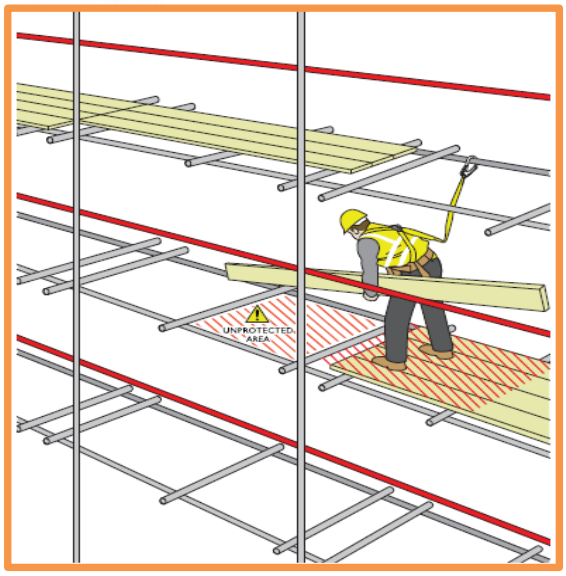
e. Personal fall protection equipment will still be required to be used at some point in the system of work unless every lift remains fully boarded. When Scaffolder’s encroach from a 'Safe Zone' to within one metre of an unprotected area by guardrails they are considered 'at risk' and personal fall protection equipment must be used. Where the Scaffolder’s safe zone extends beyond the building line single tail Lanyard with a 55 mm snap hook shall be used.



Shows a scaffold safe zone guardrail



Shows another area where FPE will be required to be used.



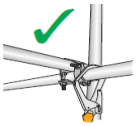
Shows an unprotected area that will require FPE 'Clipped on'

Anchorage to Tube and Fitting Scaffolds

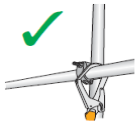
It has been established by the NASC, through independent testing, that steel tube and fitting TG20 compliant scaffolding can provide a safe anchor point for a scaffolder wearing a full body harness and attached by a lanyard with an energy absorber.

Suitable anchor points include.

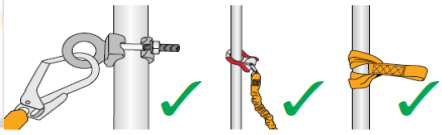
- Ledgers and transoms supported with load bearing couplers
- Standards, but only when using a suitable anchor device designed for the purpose and no joints between the lift and the attachment point
- Guardrails supported with load bearing couplers (guardrails within a scaffold structure)
- Plan braces (horizontal) supported on right-angle couplers



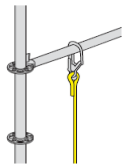
Ledger on right angle couplers



Guardrail on right angle couplers



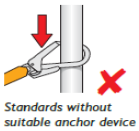
Proprietary anchor devices for standards



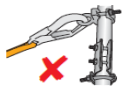
As per system scaffold manufacturer's instructions

Ledger or guardrail on single couplers

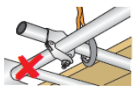
No joints in ledger or guardrails



Standards without suitable anchor device



Standards with a joint above the platform



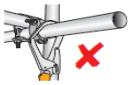
Transoms below foot level

Putlog transom or bridle tube

Transoms underslung on non load-bearing couplers

Reveal ties

Vertical bracing



Open ended tube

Unsuitable Anchor Points Include.

-Ledgers or guardrails supported with putlog clips (single
-couplers)
-Ledgers or guardrails within a bay where it has a joint
-Standards unless a suitable anchor device is used designed for the purpose
-Standards with a joint between the lift and the attachment point
-Puncheons
-Transoms at foot level or below
-Putlog transoms or bridle tubes
-Underslung tubes below ledgers on non-load-bearing couplers
-Reveal or prop tie assemblies

- Vertical braces (e.g., façade or ledger braces) or other diagonal tubes (e.g. spurs or rakers)
- Other tube open ended or not supported either side of the attachment position e.g., protruding end of a transom, needle or dropper

Dismantle of the Scaffold

a. 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.
The operatives will sign the method statement to confirm the adequate transfer of information to enable them to work safely.

b. The Chargehand will initially inspect the scaffold to ensure that ties and braces are still intact and that platforms are clear of debris.

c. Warning signs will be displayed in prominent locations around the property and entrance informing people of danger men working overhead. Barriers will be erected immediately to the rear of the wagon to segregate the unloading area.

d. 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 means of access which will be restricted by physical barriers

e. The scaffold will then be dismantled methodically using the advanced guardrail method.

f. Scaffolders and Supervision will ensure that the structure remains stable and that it does not become overloaded with dismantled materials.

g. The scaffold will be dismantled starting at the top first and chained down by hand to hand or using a ginwheels and rope until the materials have reached the ground.

h. Scaffolders will always work from a fully boarded platform ensuring to always create a scaffolders safe zone when dismantling. Adhering to SG4 always.

i. The rest of the scaffold is to then be dismantled methodically ensuring that all materials are chained by hand, scaffolders will work in the reverse of the erection procedure in accordance with SG4 processes above.

j. Scaffolders are always clipped on to a suitable anchor point when exposed to a fall risk (outside of a scaffolder safe zone).

k. No materials will be thrown from the scaffold, all fittings will be bagged in a SWL bag or passed by hand to ground level.

l. On completion all materials will be cleared from the work area and stored in an agreed position or removed from site.

A final visual check will be made by the Chargehand prior to leaving site.

Adverse Weather

ASSL Contracts staff will brief the Scaffolder's that they must not work in adverse weather, which will affect the safety of the scaffolding crew, operation, or tasks being undertaken, or stability of lifting operations etc., and must contact their supervisor immediately when bad weather approaches and seek advice. The scaffold crew must not egress the scaffold when their likelihood of stormy weather could bring lightening.

Supervision and Monitoring

ASSL shall provide adequate levels of direct supervision, as is necessary considering the complex nature or level of risk from the scaffolding operation, and the competence of the employees concerned. This may be a visiting role by a nominated Supervision as appropriate to the task.

The visiting supervision shall ensure all personnel under their control are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice, and NASC Guidance notes, company procedures, and take steps, so far as is reasonably practicable, to ensure that they are properly implemented.

On-site Supervision

Each scaffolding crew will have been appointed a nominated competent person (Lead Scaffolder) who shall set a personal example, to manage and implement the risk management of work activities, or control risks to employees and that these assessments are communicated to all those concerned.

Labourers and Trainee Scaffolder's must work under the direct supervision of a competent Scaffolder. Note that Labourers are not permitted to work at height unless safe access and egress and a safe working platform has been provided. Trainees (I.e., CISRS Part 1 Trainee Scaffolder's) are only permitted to work at height under direct supervision.

General duties of employees

All persons at work carry individual responsibilities and these are outlined in the Health and Safety at Work etc. Act 1974, as follows:

- To take reasonable care of themselves, and others who may be affected by their acts or omissions.
- To co-operate with ASSL so far as is necessary to enable ASSL to comply with their statutory duties.
- Not to intentionally, or recklessly interfere with, or misuse anything provided in the interest of health, and safety, or welfare.

Duties exist for employees to report defects or activities relating to work at height likely to endanger themselves or others. Persons working at height must use any safety device (Harness and lanyard application, and the advanced guardrail system) provided and ensure that it is used in accordance with any training or instruction provided.

Therefore, all employees have the duty to refuse work under safety grounds in accordance with company policy and procedures.

Personal Protective Equipment (PPE)

The wearing of PPE is always mandatory for all staff *whilst on site*. This should include safety boots, high visibility jacket, or vest, and safety helmets, *Gloves, and glasses* PPE should be maintained in good condition and replaced immediately if damaged.

All employees shall set a personal example by wearing the appropriate, and correct personal protective clothing, and equipment.

Personal Fall Protective Equipment (PFPE)

All PFPE shall be inspected the snap hook, and lanyard, the body of the harness prior to use by the user. The user shall correctly adjust and employ in accordance with NASC SG4 by clipping on above, or within 1m of an opening, or leading edge. *(See* Rescue Procedures)

All fall arrest equipment is subject to daily inspection by the user, and prior to use. Weekly and 3 monthly recorded checks will take place.

PFPE should be maintained in good condition and replaced immediately if damaged.

Working environment

Our materials will be delivered by flatbed vehicle, and parked at the base of the scaffold, or our work zone within the designated area.

This management action plan to protect those who may be affected by our operations or task, to segregation of those persons would mitigate the foreseeable risks by the implemented the following.

Before work begins, the competent person shall ensure that the work area is cordoned off with barriers and warning notices, *1m exclusion zone in front and complete exclusion zone at the rear*. So that others are segregated from the area while erection/dismantle works are carried out, in an accessible way past the works, which will be maintained. On completion of all works, the barriers and signs will be removed leaving a clear thoroughfare.

The site team shall select with care and barrier of sufficient area to enable a safe zone for raising and lowering materials.

Operational tasks

Unloading/loading vehicle procedures

All operatives are to avoid mounting the vehicle bed to access materials unless it is necessary, and where practicable, all members of the scaffolding crew shall unload/load from the ground. If necessary, to access vehicle bed, they will ensure safe means of access with suitable handrails and footholds. Where appropriate guardrail systems should be used or other means to mitigate consequences of a fall.

Distributing of Materials

In summary, all materials will be distributed from the parked vehicle and carried via hand to the work zone along the designated route. All materials will be positioned to reduce the risk to persons behind a positive barrier with all the relevant safety signs posted.

All employees shall assess all handling action in, which a load is moved, position or supported by physical effort. They are to ensure they only lift within their own physical capabilities, always refer to team lifting for ancillary equipment. When transporting ancillary equipment i.e., prefabricated beams, ladders etc., and two people may be needed to carry longer materials.

Only purpose made lifting bags or baskets to be used for transporting fittings. The scaffold crew must always consider mechanical lift where possible.

Appropriate good manual handling techniques **(See Tasks Risk assessment of General Scaffolding Operations)** are always to be employed by the scaffold crew. Persons carrying materials at shoulder height to keep the end of the tubes/boards tilted down behind them to avoid causing injuries to others.

Manual handling

The special manual handling skills and techniques required by the scaffold crew are covered as part of the Construction Industry Scaffolders Record Scheme (CISRS) for Part 1, Part 2, and Advanced.

ASSL has opted to use shorter tubes for hemping standards at height following their own risk assessment, the tube length no greater than 5.0/16ft. Whereas they still routinely use long tubes (6.4m/21ft) for ledgers, guardrails and standards at the base. Special consideration had to be given to the design of scaffolds and its location.

Access and egress routes shall always be kept clear of trip hazards. Persons carrying materials at shoulder height to keep the end of the tubes/boards tilted down behind them to avoid causing injuries to others (in some situations two people may be needed to carry longer materials).

Rope, Wheel, and lifting operations

The materials are selected to enable the various phases of scaffold frame construction from the parked vehicle, and distributed to the designated storage, or pull up zone.

The gin wheel supporting tube must be secured at two points using load bearing fittings only, i.e., two standards or two ledgers. Where a joint occurs on the inside standard between the supporting tube and the working platform a sleeve coupler should be used, (or splice joint with butt tube + two swivels or band and plates.

Load bearing fitting to be placed each side of the gin wheel on support tube, the gin wheel must be suspended from its supporting tube no more than 750mm from the scaffold.

Ropes (18mm diameter) to be in good condition and fit snugly in the wheel, and free from defects. A figure of 8 knot to be used to prevent rope going completely through the wheel. Ensure the wheels are in good condition, corrosion free, free running and that split pins are in place and undamaged (nails are unacceptable)

Carefully select a safe working area whereby co-workers and public are not at risk, and barrier off. Only purpose made lifting bags or baskets to be used for raising fittings.

Make sure loads are properly secured, use the rolling hitch knot for tubes, and timber hitch for boards. When raising or lowering an even number of tubes or boards use a half hitch as well to improve grip. The method of securing and rising brick guard by passing the rope through the brick guards secured by rolling hitch.

The maximum amounts of material to be lifted or lowered:

- 2 boards of any length
- 1 tube up to 6.4m (21ft)
- 2 tubes up to 3m (10ft)
- 3 tubes up to 2.4m (8ft)
- 26 mixed fitting in a suitable lifting bag for handling and lifting.
- Brick guard's maximum of 5

Planning

Remove any obstructions, i.e., transoms from route of travel of rope.
Never stand directly under the load and concentrate.
When lowering materials ensure that the person below is holding the rope and ready to receive them.
Always store materials away from the area beneath the roping the pull up zone.
Never use damaged purpose made lifting bags or baskets.

Plant & Equipment

Note: all equipment will subject to pre-handling/use inspection by the user and any defects will be quarantined and return to the depot.

BS EN74-1:2005 Couplers, spigot pins, and base plates for use in false work and scaffolds
BS. 2482 part 1: 2009 Timber scaffold boards.
BS. 1692 Gin Blocks 1998 - Ginny wheel & 18mm rope secured across the two uprights, and correctly secured by load bearing couplers.
BS1139 – Scaffolding materials e.g. tubes
Ladders supplied to EN131/BS 2037 for Steel Ladders and BS1129 for Timber Pole Ladders.
Hand tools.

Battery powered plant.
110v reciprocating saw.
110v hammer drill (or cordless hammer drill).
Hand drills
Ancillary equipment.
UPVC reflective cones with interlock hazard tape and warning Signage.
All hand tools to be tethered

Rescue Procedures

If able to do so, the suspended casualty should be encouraged to use the following techniques to reduce the risks from suspension trauma:

If the person who is suspended is un-injured and is fully conscious, they should be encouraged to mobilise all four limbs, i.e., by flexing the leg muscles, until they can be brought to a position of safety. This will help to maintain the circulation.

Frequent ‘pumping’ of the legs against a firm surface will also activate the muscles and improve blood circulation.

In the event a worker falls whilst working on a fully or partly boarded scaffold, and suspended at height in a safety harness, it is essential that the suspended person to be rescued as soon as possible to prevent a condition known as suspension trauma. If they cannot reach the structure or rescue themselves, the rescue plan will need to be effective to aid recovery.

Manual Handling Team Rescue

At no time should other Scaffolder's endanger themselves in order to try to affect a rescue. Scaffold operatives will be briefed that they may affect a rescue only if the fallen operative can safely be lifted onto the boards by other scaffold operatives situated behind a handrail, clipped on, and working on a fully boarded lift.

Rescue may be affected by the following: 2no operatives must always grasp the fallen operative and drag him onto the boarded platform (ensuring that they do not put themselves at risk of a fall). They will cut the lanyard, ensuring that it is done safely, and the blade cuts away from the fallen operative.
The fallen operative must be moved to a place of safety (if practicable) and told to rest in the recovery position until he has been medically checked for suspension trauma.
He may not return to work until he has given his supervisor a medical note that he is well enough to work, and any relevant investigation is concluded.

Electric Hoist

*All Electric Hoists are to be installed in accordance with the manufacturer's specification

Step 1: Clear Obstacles

Before you lift anything with your electric hoist, you need to make sure that safety precautions are carefully observed. If in the attempt to lift a heavy object, it falls for some reason, you want to be able to get out of the way quickly and without tripping. Give yourself at least 6 feet- 2 Meters around the hoist and the object that is being lifted.

Step 2: Use correct Strops

An electric hoist is only as good as the Strops that you use with it. Some of the hoists will come with their own strops. You can use them. Make sure that they are rated for the weight that you are going to be stressing them with.

Step 3: Keep Item Level

When using the electric hoist, you should always keep the object that you are lifting as level as you can. Try to even out the weight distribution so that it is in the centre of the hoist rather than to one side. This evens out the force that is needed and prevents the hoist from tilting to one side.

Step 4: Do Not Swing

Some electric hoists can move to one location from another. This is a great way to move things on to the working lift, make sure that you do not begin to swing the hoist. This will put a lot of pressure on the attaching point in the rafters and the cables themselves.

Tasks Risk assessment of General Scaffolding Operations

TASK RISK ASSESSMENTS									
Activity or Operation	**Hazard**	**Initial Risk**			**Persons at Risk**	**Management action to Implemented preventative control measures to reduce the risk to Allow the Job to Start/Continue**	**Residual Risk**		
		L	**S**	**R**			**L**	**S**	**R**
Arrival on site by lorry and positioning ready to offload	Being struck by a vehicle or passing vehicles	4	4	16	Public/contractors / scaffold team Others working below who may be struck by falling materials	ASSL shall coordinate all deliveries with the site management team. Operatives to checks on security of load before unloading or accessing the vehicle. Inspect the surrounding area prior to backing vehicle into the correct position. Client shall ensure the offloading area is within maximum 10m of the workplace. Exclusion zone with appropriate barriers and signage to be set up around the lorry prior to offload to minimise the risk of falling objects causing injury to non-essential personnel. NRSWA training to be provided – atleast one person per team.	2	4	8

Remove load restraints	Cut or Puncture – from any part of the load which may have moved during transit.	3	3	9	Scaffold crew	Visually assess load for slippages prior to removing restraints. Remove restraints slowly until the load position is established. Wear designated gloves.	2	3	6
Remove material from the lorry	Poor material access public interface	4	4	16	Scaffold crew	Ensure spotters maintain eye contact. Make sure a banks man is in attendance during each delivery to cease any unloading if pedestrians present Use the exclusion zone for access which is set up	2	4	8
Manual handling of materials	Back injury, muscular strains and sprains, hernia, cuts/bruising Crushing	4	4	16	Scaffold crew	All teams to have received manual handling training Ensure trainees understand correct handling techniques Use correct gloves Team lifting when lifting, handling, and transporting beams	2	4	8
Materials / Hand tools	Possible scaffold failure. Fall of men and materials Fall of tools	3	3	9	Scaffold crew or users	Sub-standard materials to be isolated by the supervisor and returned to the depot All fittings to be transported using of fitting bags/baskets. All tools to be tethered before accessing the scaffold.	1	3	3

Working at height erecting, and dismantling Scaffolding and sheeting	Falls of men and materials Unstable structure	3	3	9	Scaffold crew Others working below who may be struck by falling materials	Manager and supervisor to regularly visit the site to check compliance with SG4 and risk assessment Manager and supervisor check scaffolding built to design and that there are no changes unless agreed by a competent person.	1	3	3
Incomplete platforms	Fall of men and materials	3	3	9	Scaffolders	Ensure team has supply of Scaff-tags displaying red 'scaffold incomplete' tags Display appropriate safety Signage Remove the ladder, or secure preventing unauthorized access	1	3	3
Using a gin wheel and rope to raise or lower materials	Materials falling from rope causing injury to persons and damage to property	3	4	12	The gin wheel user, other site users, the public	Ensure adequate barriers are provided to segregate the working area Only trained people to use gin wheel and ropes Gin wheels to be marked with an identification number and safe working load (SWL) Gin wheels must have a thorough examination by a competent person every 12 months and a report issued Gin Wheels and Rope (whole unit) will be replaced on Gas jobs every 6 months as required. Establish and maintain safe zone	1	4	4

						Any damage to property that has been caused by ASSL Operatives will be photographed and the relevant client site manager and ASSL management informed Use of the correct knots			
Rescue of someone who has had a fall when the harness is attached to anchor point	Suspension trauma Injury to those carrying out rescues	3	4	12	The faller Those carrying out a rescue	Compliance to NASC SG19 See rescue procedures outlined within the document.	1	4	4
Loading / unloading materials from the vehicle bed	Falls from height	3	4	12	Operatives on the vehicles.	Access onto the vehicle by means of a tied ladder Guard rails to run the full length of the vehicle bed	1	4	4
Installation of drilled scaffold anchors	High noise levels, resulting in Noise induced hearing loss & tinnitus etc	4	2	8	Scaffold crew	Mandatory hearing protection to be worn at all times while using the drill, this is supplied to ASSL operatives and meets the requirements of EN352-2 with a SNR of 37 dB	2	2	4
Installation of drilled scaffold anchors	HAVS	4	2	8	Scaffold Crew	Drill to be used for a maximum of 15min trigger time per day. (To be established by vibration assessment – required IN ADDITION to this document) Drill to be fully maintained and serviced to ensure that it operates at its maximum potential and excessive vibration is minimised from worn parts. Operative to wear gloves when operating drill.	2	2	4

						Extra precautions are to be taken when hands are cold and wet. Ensure hands become dry and warm prior to operating drill. Drill bits to be changed at regular intervals to reduce vibration exposure time.			
Installation of drilled scaffold anchors	Dust	4	2	8	Scaffold Crew	Drills to be fitted with built in extraction devices. (This will negate the need for operators to use respiratory protective equipment (RPE) – please note – the individual emptying the extraction unit must comply with the points below) **When Extraction Units are Not Fitted:** Operators to be wear P3 rated RPE. Operators to be face fit tested for the mask they are wearing.	1	2	2
Installation of drilled scaffold anchors	Eye Injuries	4	2	8	Scaffold Crew	Eye protection to be worn by operators supplied by ASSL.	2	2	4
		4	2	8		Anchor ties (Excalibur) are only to be drilled into face bricks. **DO NOT** drill into any other surface at all when installing anchors on site. Client Site Manager or co-ordinator to brief ASSL operatives during induction about any known Asbestos onsite. This will also be provided in the job pack as a reference point.	1	2	4

Installation of drilled scaffold anchors/Disturbing the structure.	Production of silica dust, **Asbestos** resulting in Cancer, occupational asthma silicosis, COPD.				Scaffolding Operatives	Operatives to have received asbestos awareness training. Be cautious around all drilling operations. If you are not sure. Stop immediately, do not drill/disturb potential asbestos materials and seek advice from the Site Manager.			
Use of Portable Battery Tools	Fire	4	3	12	Scaffold Crew / 3rd parties	Battery Chargers that are to be charged on site are to be PAT Tested 3 monthly as per CMO regulations. Battery Tools are to be inspected in accordance with PUWER Regulations. – to be logged on paper or on the client system.	2	3	6
Working at height in inclement weather.	Falls from height, falling materials. (Scaffolding operatives and third parties in the vicinity)	4	3	12	Scaffold Crew / 3rd parties	Those working at height will be removed from their duties at the discretion at the leader of the working party if he believes weather conditions pose an extra and unacceptable risk. Assessment will be made during frosty/or icy weather. Management will not exert any pressure on individuals to work in weather extremes. The lead hand scaffolder to carry out wind meter reading three times a day with finding recorded in the site file. If the reading exceeds 25 MPH, then scaffold / materials are to be made safe and all work to cease. The wind meter to be used as per Manufacturers Specifications which is supplied with all meters and retained on site from the duration of the scaffolding works.	2	3	6

Slips trips & falls from the same level.	Personnel injury	3	2	6	Scaffold Crew	SG4 to be always adopted whilst erecting the scaffold with no lapped boards used. Only small quantities of scaffold materials to be stored on the working lift close to the toe-board leaving a clear 3 boards to access the platform as per the WAHR All scaffold fittings to be stored in bags until used.	2	2	4
Cutting of scaffold tubes	Personnel injury	2	4	8	Scaffold Crew	Only reciprocator saws to be used when cutting scaffold tube to reduce the risk of sparks. Reciprocators saws to be used for a maximum of 8min trigger time per day. (To be established by vibration assessment – required IN ADDITION to this document) Reciprocators saws to be fully maintained and serviced to ensure that it operates at its maximum potential and excessive vibration is minimised from worn parts. Operative to wear gloves when operating drill. Extra precautions are to be taken when hands are cold and wet. Ensure hands become dry and warm prior to operating drill. Reciprocators saws blades to be changed at regular intervals to reduce vibration exposure time. Impact rated eye protection to worn by operators. Cutters to be used as per MIM to ensure cuts are avoid at all costs.	1	4	4

Cutting of debris netting or monar-flex sheeting.	Personal Injury by cut from cutting knife.	3	2	6	Operative Carrying Out Task	EN388, Category 2, Cut level 5 Gloves Use cutting knife with automatically retracting blade.	1	2	2
Working around the public	Hypodermic Needles	4	2	8	Scaffolding Operatives	Operatives to be vigilant around undergrowth and other areas of poor visibility If hypodermic needle is found operatives are advised to inform Site Management All ASSL Operatives to be briefed on a "Sharps" Toolbox Talk.	2	2	4
	Injury (Cuts/impact injuries) from Scaffold materials (Tubes/Fittings) in public areas	4	2	8	Members of the public	All scaffolds erected in public areas/walkways/fire exits will be covered in high visibility protective foam around standards. Fittings threads will also be covered where possible with high viability fitting covers (Nipple caps)	2	2	4
General Scaffolding Duties	Various Diseases/infections from bird droppings	4	2	8	Scaffolding Operatives	Operatives to follow good basic hygiene including regular handwashing and avoiding hand to mouth/eye contact. Operatives to take rest breaks, including meals and drinks, away from the work area Inform client Management of any particular areas where a large amount of bird dropping are present.	2	2	4

LIKELIHOOD PROBABILITY RATING (L)		SEVERITY RATING (S)		PERSONS AT RISK	OWNERSHIP OF RESPONSIBILITY	
Occurs repeatedly/event only to be expected	5	DEATH OF 1 OR MORE PERSONS	5	E = Employees C = Contractors P = Public	Direct Responsibility	Site Supervisor (SS)
Not surprised, will occur several times	4	PERMANENT INCAPACITY	4			
Could occur sometimes	3	ABSENT FROM WORK FOR MORE THAN 2 WEEKS	3		Delegated responsibility for day-to-day site activities	Lead Scaffolder (LS)
Unlikely, though conceivable	2	ABSENT FROM WORK FOR MORE THAN 3 DAYS	2			
So unlikely that probability is close to zero	1	MINOR INJURY WITH NO TIME LOST	1			

RISK ASSESSMENT MATRIX

0-14	**Existing controls refer to documents and best practices**		
0-14	**Refer to risk assessment & method statement**		
Insignificant 0 -10	**Low 10-14**	**Medium Risk 15 -19**	**High 20-25**
Standard practices arranged	**Standard review of works was practiced complete**	**Task controls review. Required Controls to be redefined with additional method statements produced where necessary**	**Complete review of controls required, and controls defined**

Task briefing

The Contract Supervisor and or the Lead Scaffolder will ensure that the scaffold operatives will have previously read, digested and signed the main method statement/risk assessment (RAMS).

In the absences of the Contract supervisor, the Lead Scaffolder will brief the scaffold operatives on the contents to the RAMS, and check that they have read, digested, and understood the contents before requiring them to sign the read receipt.

Instructions for employees

Actions

- Before erecting, or dismantling, the competent person to carry out a job safety check to see that the risk assessment still relevant, and the controls are implemented.
- Access onto the vehicle by means of a tied ladder.
- Note the swing over, or flat spanners, tape measure, spirit levels must be tethered.
- Keep work area tidy and maintain clear access
- PPE must always be worn – *include gloves and glasses*
- Always use the advanced guardrail in accordance with SG4:15
- Wear safety harness always and clip on as per SG4:15 using a lanyard
- Work with a minimum of four properly supported boards including inside board and minimum of single guardrail on non-working lifts
- Progressively fix ladders
- Always fully close board base lift when working over public
- Barrier off below if others are working in the vicinity and post relevant safety signs
- Do not carry materials up or down ladders
- No throwing of materials - it is dangerous and illegal
- Remove surplus materials from pavement at each work phase end's
- Progressively anchor scaffold to building with the erection of scaffold
- Do not leave materials standing upright, unsecured, on working lifts
- Persons carrying materials at shoulder height to keep the end of the tubes/boards tilted down behind them to avoid causing injuries to others
- The materials must not be bombed (dropped) or thrown
- The gin wheel must be suspended from its supporting tube no more than 750mm from the scaffold
- The gin wheel supporting tube must be secured at two points using load bearing fittings only, i.e., two standards or two ledgers. Where a joint occurs on the inside standard between the supporting tube and the working platform a sleeve coupler should be used, (or splice joint with butt tube + two swivels)
- Gin wheels and ropes must be inspected prior to use
- Make sure loads are properly secured; use the rolling hitch knot for tubes and timber hitch for boards. When raising/lowering an even number of tubes or boards use a half hitch as well to improve grip.
- 26 mixed fittings placed in a suitable receptacle for lifting and carrying.
- Never stand directly under the load, and always concentrate
- When lowering materials ensure that the person below is holding the rope and ready to receive them.

Safety Briefing

We, the undersigned, have been made aware of the contents of this task briefing. If we are unable to carry out the work safely, we agree that we must stop work and inform my supervisor.

Name	Signature

Supervisor's signature: .. . . Date: . . . . . .

Lead Scaffolder's signature: .. . . Date: . . . . . .