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Section 1 - Guidance For The Users Of The Scaffold

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

Section 2 - Specification of the Works to be Carried Out

All scaffolds will be erected in accordance with: -

- The Work at Height Regulations 2005.
- NASC TG20:13.
- Manufacturer's Instructions.

Section 3 – Scaffold details

- The scaffold will be sheeted/un-sheeted. (Delete as applicable)
- Scaffold dimensions will be approximately (Insert as appropriate)
- Intended scaffold loading is highlighted below in bold typeface: -

Load Classification	UDL	Max bay length	Max transom spacing
1 - Inspection and very Light Duty	0.75 kN/m ²	2.7m	1200mm
2 - Light Duty	1.50 kN/m ²	2.4m	1200mm
3 - General Purpose	2.00 kN/m ²	2.0m	1200mm
3S - General Purpose	2.00 kN/m ²	1.8m	1200mm
4 - Heavy Duty	3.00 kN/m ²	1.8m	900mm

Section 4 - Supervision

Supervisor : -		Contact No :	
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Section 5 - Manpower & Competency

No. Of Operatives Involved: -

- Operatives will hold a relevant CISRS registration card.
- Operatives will hold PASMA certification for erection of mobile towers.
- Scaffold inspectors will hold the appropriate CISRS registration card that may be supplemented by scaffold inspection certification. (SITS - ASI or BSI)
- Plant operators will hold relevant certification i.e. IPAF or CPCS, subject to what is acceptable on site.

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Section 6 - Equipment to be Used and Conformity Requirements.

The scaffold will be constructed of scaffold tube, scaffold fittings, scaffold boards, ladders and ancillary equipment.

a. All materials will be in accordance with a relevant British Standard or its equivalent i.e.

EN 12811-1 TG20-13	Guide to Good Practice for Scaffolding with Tubes and Fittings
BS 1139	Metal-scaffolding components
BS 24823	Specification for timber scaffold boards
BS 1129	Ladders
BS 5974	Code of practice for temporary installed suspended scaffolds and access equipment
BS 4344	Pulley blocks for use with natural and synthetic fibre ropes

b. Materials will be free from visual damage that will foreseeably affect its performance whilst in use.

c. Materials are visually inspected prior to issue from the depot.

d. Materials will be visually inspected prior to use by the operative, defective materials will be segregated to prevent use.

Section 7 - Delivery and Collection Arrangements

a. Materials will be delivered and collected using designated traffic routes, at dates and times to be agreed with the customer.

b. Materials will be delivered and collected utilising a standard flat bed vehicle.

c. Materials will be unloaded into an area agreed with the client.

d. Material storage will be subject to good housekeeping.

Section 8 - Unloading and Loading Arrangements

Materials will be unloaded/loaded utilising the following methods :-

a. Manual handling.

b. Site crane.

c. Site forklift or tele-handler.

Section 9 – Raising and Lowering Materials

All materials will be moved, raised and lowered in a controlled manner by: -

a. Site forklift or tele-handler.

b. Site crane.

c. Using a gin wheel and or rope.

d. Chaining from person to person. Note – All operatives will be trained in kinetic handling techniques and as detailed in SG6:10 – See Manual Handling Risk Assessment.

Section 10 – Segregation of the Work Area

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

Section 11 - Personal Protective Equipment

The following PPE will be worn during all our activities: -

a. Safety Helmet – BS EN 397

b. Safety Boots – BS EN 345

c. Safety Harness – BS EN 361 – To be inspected daily by user and every 3 months by competent person.

d. Hi-visibility Vest BS EN 471

e. Gloves - BS EN 388

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Section 12 - Environmental Impact

- a. All our materials will be removed from site on completion of our works and recycled.
- b. Scaffold boards will be FSC or PEFC certified, other timber will be certified subject to specific contract conditions.
- c. Packaging materials will be segregated into the appropriate onsite disposal bins or be removed from site.
- d. Noise, may be an issue if work is outside of the agreed site working hours.
- e. Where plant or equipment is serviced or fuelled on site, COSHH assessments will be available for the substances in use.
- f. Plant refueling will be undertaken in agreed areas, spill kits will be available.
- g. No other substances that are subject to the COSHH regulations will be used on site.

Section 13 - Emergency Procedures

- a. We will comply with the site emergency procedures as detailed in site induction/health and safety plan.
- b. In the event of fall involving a safety harness, refer to the fall recovery plan accompanying this document.
- c. The Customer will provide first aid personnel and facilities on site.
- d. Operatives will carry a basic travelling first aid kit in their vans.
- e. Operatives will initially report any incident/accident to their immediate Supervisor.

Section 14 – Erection Procedure

Please note that dismantling will be the sequential reverse of the erection process.

- a. Operatives will be briefed on the work to be carried out and will acknowledge the briefing by signature to confirm their understanding.
- b. If required access to a raised load bed will be by ladder and using the common site loading/unloading provision. Scaffolders will assist the HGV driver when common provision is not provided, Scaffolders follow SG4:15 to install single guard rail protection to the raised load bed, use fall arrest equipment provided.
- c. Operatives must be aware of their surroundings and must work safely. They must ensure they are looking where they are walking and working, and must not step onto or over debris. Tripping or slipping hazards must be avoided where possible. Access routes should be chosen to be those that are free from obvious hazards. Operatives should refrain from entering poorly lit areas until adequate lighting is provided. They should be aware of plant and lifting movements and maintain a safe distance. Any uncontrolled hazards must be reported to Supervision immediately.
- d. When the 1st bay of the scaffold is erected an “incomplete” scaffold sign or similar will be displayed on the scaffold. As the means of access onto the lifts is erected an “incomplete” scaffold sign or similar will be displayed adjacent to the point of access, 3rd party access will be restricted by physical barriers.
- e. Whilst erecting further lifts, operatives will work from a fully transomed and fully boarded platform (with the ability to remove one board if required) that is protected by a single guardrail, when working outside of this protected platform i.e. when establishing the protected platform or moving the protected platform, operatives will work in accordance with NASC SG4:15.
- f. Ladder access and ties are to be erected progressively with the scaffold.
- g. 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.

Section 15 – Handover Procedure

- a. Following the completion of the scaffold the Scaffold Inspector will carry out a visual inspection to ensure that the scaffold complies with the specification.
- b. On satisfactory completion the Scaffold Inspector will complete a handover certificate for acceptance by the client / hirer.

Method Statement

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Section 16 – Inspection Procedure

- a. It is the client / hirers responsibility to ensure that on a weekly basis that a Scaffold Inspector will inspect the scaffold in accordance with the requirements of The Working at Height Regulations 2005 and record the findings on the schedule 7 inspection record and if applicable on the scaffold inspection tag.

Section 17 – Dismantling Procedure

- 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.
- b. The operatives will sign the method statement to confirm the adequate transfer of information to enable them to work safely.
- c. The Charge-hand will initially inspect the scaffold to ensure that ties and braces are still intact and that platforms are clear of debris.
- 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. Ties and braces will not be removed from below the lift being dismantled.
- f. The scaffold will then be dismantled methodically.
- g. Scaffolders and Supervision will ensure that the structure remains stable and that it does not become overloaded with dismantled materials.
- h. No materials will be bombed, all fittings will be bagged or passed by hand to ground level.
- i. In general scaffolds will be dismantled in the reverse order to the erection procedure.
- j. On completion all materials will be cleared from the work area and stored in an agreed position or removed from site.
- k. A final visual check will be made by the Charge hand prior to leaving site.

Section 18 – Acknowledgement

I confirm my understanding of the contents of this document and that I will work in accordance them: -

Name	Date	Signed	Name	Date	Signed