



Invicta scaffolding
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1.0 Method statement

Document created: 20 Jun 23
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Position: Director

Invicta Scaffolding Risk Assessment and Method Statement

1.1 Sequence of operations

1.1.1 Scaffolding

Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

Delivery or removal of scaffolding from site

- Ensure a safe, designated area has been provided for the parking and unloading of scaffolding materials for the project
- Where materials cannot be left on trailers, provide stillages and bins
- Exclusion zone to be created around the scaffolding, using barriers to prevent access with adequate warning signs and information.
- If on a public highway, cones and signage must be in place plus pedestrian management
- Trained operators must use correct manual handling techniques at all times, conforming to SG6:22
- Hand tools to be tethered to operatives
- Keep scaffold materials clear of buildings when lifting or lowering
- Use a guide rope on long loads when lifting or lowering
- Use a 300kg rack and pinion hoist to access materials to and from the work place
- Prior to working at height, a rescue plan is to be arranged between the operatives and the supervisor included within the risk assessment and briefed to all workers
- Guard rails to be fitted (handrails have a minimum height of 950 mm, and that any gap between the top rail and any intermediate rail should not exceed 470 mm)
- Toe Boards to be fitted, of a minimum of 100mm in height
- Ladder to be suitably positioned and secured to allow access to the scaffold, and a ladder hatch fitted to prevent falls from height
- Where required brick guards to be installed to prevent falling objects
- Scaffold is to be inspected and inspection tag fitted at the ladder access point to show it is safe to use” / “dismantling first point should be to remove the scaffold tag

Erecting multi lift independent tied scaffold

- Place the base plates and sound sole plates to form 4 + 2 board wide arrangement from the building line
- Standards must bear centrally onto a base plate and sound timber sole plates. Place the standards to the designated bay spacing as required by the duty of use. Select and place them to provide a staggered joint arrangement between multi lifts
- A longitudinal ledger and transom are then to be secured to the uprights using double couplers to form a self-supporting frame fixed 150mm above the base plates
- Secure alternate pairs of standards into position and vertically plumb using a suitably fixed temporary brace. With the temporary braces in place, the first lift level of framework can commence
- Place ledgers in order to provide a staggered joint arrangement between bays and lifts connected to the upright by a load bearing couplers. The ledger and upright can be plumbed horizontally and vertically using the braced members
- Place the main transom tubes across the ledgers within 150mm of the braced uprights and secured using single couplers
- The outside uprights can now be vertically plumbed on the braced line
- Intermediate transoms are required on a fully boarded lift at 1.2m centres secured with single couplers with a butt joint to support each of a fleet of boards. Non-working lifts minimum 3 number transoms per board

Dismantling multi lift independent tied scaffold

- All operatives must report to the principal contractor when entering site and request induction training
- A method statement briefing on the method statement and risk assessments must be given by the scaffolding supervisor and all persons present recorded in the site file.
- The principal contractor must secure the area below the scaffolding against unauthorised entry before work commences
- Fall arrest harnessing must then be checked and worn by all operatives, and the rescue procedures checked for suitability
- Then commence dismantling in accordance with HSE Guidance SG4:10, always working from a boarded platform directly below the area being dismantled. Wear fall arrest harnessing at all times during dismantling
- Pass materials down to each boarded level to operatives and stack and secure on the loading bay, ready for removal by the onsite cranes
- As each section of scaffolding is removed, secure all remaining scaffolding so that it is in a safe condition at all times

- All persons involved in the dismantling works must be issued with and wear fall arrest harnessing, secured to a suitable anchor point at all times
- At no time may any person dismantle the scaffolding platform that they are using. Carried out all works from below
- Remove materials as work progresses, ensuring a clean working area at all times
- Load the materials onto the scaffolding lorry and remove from site as works progress

Erecting 'A' frame guardrail scaffold

- The sole board must bear centrally onto solid foundations
- Place base plates onto the sole boards with base plates placed at the bottom of the standards
- The standards must be vertical
- The standards must have a double coupler fix at a height of approximately 1 metre. Fix a second coupler approximately 470mm maximum down from the first coupler
- Place the 'A' frame section at 6-metre intervals
- Place tubes into couplers and tighten
- Once the 6-metre section is completed, connect two number rake tubes to the guardrail with double couplers and tighten
- At a height of 300cm connect a double to the standard, place a tube into the couplers and tighten; fix a swivel coupler to the rake tube and connect to the tube to form the 'A' frame guardrail
- Secure toe boards into position, supported by additional standards at 1.8 metre centres

Dismantling 'A' frame guard rail system

- All operatives must report to the principal contractor when entering site and request induction training
- A method statement briefing must be given by the scaffolding supervisor and all persons present recorded in the site file
- The principal contractor must secure the area below the scaffolding against unauthorised entry before work commences
- Fall arrest harnessing must then be checked and worn by all operatives, and the rescue procedures checked for suitability
- The commence dismantling in accordance with HSE Guidance SG4:15, always working from a boarded platform directly below the area being dismantled. Wear fall arrest harnessing at all times during dismantling
- Pass materials down to each boarded level to operatives and stack and secure on the loading bay, ready for removal by the onsite cranes
- As each section of scaffolding is removed, secure all remaining scaffolding so that it is in a safe condition at all times
- All persons involved in the dismantling works must be issued with and wear fall arrest harnessing secured to a suitable anchor point at all times
- At no time may any person dismantle the scaffolding platform that they are using. Carry out all works from below
- Remove materials as work progresses ensuring a clean working area at all times
- Then load materials onto the scaffolding lorry and remove from site as works progress

Erecting single lift/multi lift Birdcage scaffold

- Secure longitudinal and lateral tubes to the standards using double couplers to form a self-supporting frame of 6msq grid maximum fixed 150mm above the base plate
- Secure additional standards and transoms to the foot tie using double couplers to continue supporting the frame
- Place longitudinal bracing and intermediate bracing between the uprights at each corner of the framework and where practicable at every third bay longitudinally and laterally maximum centres
- Erecting procedures for birdcage
- Place temporary braces at first lift level of the framework wherever practicable using suitable fittings. These temporary braces may become permanent bracing and fixed with double or swivel couplers as appropriate
- The standards and ledgers can then be plumbed horizontally and vertically using the longitudinal ledger brace(s)
- Then place the transom tubes across the ledgers within 150mm of braced standards secured using single couplers
- The outside standards can now be vertically plumbed
- Repeat this operation at every brace line
- At a distance of 1.2m, secure additional transoms to the ledgers with single couplers

Dismantling single lift/multi lift Birdcage scaffold

- All operatives must report to the principal contractor when entering site and request induction training
- A method statement briefing must be given by the scaffolding supervisor and all persons present recorded in the site file
- The principal contractor must secure the area below the scaffolding against unauthorised entry before work commences
- Fall arrest harnessing must then be checked and worn by all operatives, and the rescue procedures checked for suitability
- The commence dismantling in accordance with HSE Guidance SG4:15, always working from a boarded platform directly

- below the area being dismantled. Wear fall arrest harnessing at all times during dismantling
- Pass materials down to each boarded level to operatives and stack and secure on the loading bay, ready for removal by the onsite cranes
- As each section of scaffolding is removed, secure all remaining scaffolding so that it is in a safe condition at all times
- All persons involved in the dismantling works must be issued with and wear fall arrest harnessing secured to a suitable anchor point at all times
- At no time may any person dismantle the scaffolding platform that they are using. Carry out all works from below
- Remove materials as work progresses ensuring a clean working area at all times
- Then load materials onto the scaffolding lorry and remove from site as works progress

Erecting ladder beams/unit beams

- Place the tubular beams one line at a time spanning the prescribed opening, having an operative at each end of the unit beam/ ladder beam raising by hand to the required level and securing to the supporting framework using double couplers to the top and bottom chord members
- Progressively connect additional unit beams together by nut and bolt
- Once a pair of beams is erected, lace them together with transom tubes. Restrain the top chords with transoms using single couplers if to be boarded; otherwise, double couplers are to be used. Place these transoms at maximum 1.2m centres
- Also lace the top of the bottom chord with transom tubes using double couplers and place these transoms at maximum 2.4m centres
- Then provide diagonal plan braces, secured to the underside of the top chord using swivel couplers
- Depending upon the span of the beams and accessibility of the supports, a central support/access tower may be required. This tower would be self-supporting and the top lift fully boarded and guards rails to act as a temporary working platform
- At all times operatives must provide a minimum of three number boards wide platforms with guardrails in place during erection and dismantling procedures

Dismantling ladder beams/unit beams

- All operatives must report to the principal contractor when entering site and request induction training
- A method statement briefing must be given by the scaffolding supervisor and all persons present recorded in the site file
- The principal contractor must secure the area below the scaffolding against unauthorised entry before work commences
- Fall arrest harnessing must then be checked and worn by all operatives and the rescue procedures checked for suitability
- Then commence dismantling in accordance with HSE Guidance SG4:15, always working from a boarded platform directly below the area being dismantled. Wear fall arrest harnessing at all times during dismantling
- Pass materials down to each boarded level to operatives and stack and secure on the loading bay, ready for removal by the onsite cranes
- As each section of scaffolding is removed, secure all remaining scaffolding so that it is in a safe condition at all times
- All persons involved in the dismantling works must be issued with and wear fall arrest harnessing secured to a suitable anchor point at all times
- At no time may any person dismantle the scaffolding platform that they are using. Carry out all works from below
- Remove materials as work progresses ensuring a clean working area at all times
- Then load materials onto the scaffolding lorry and remove from site as works progress

1.2 Risk assessment register

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1.3 Training

All operatives are adequately trained to carry out required tasks.

Site Foreman is SSSTS approved.

Site Managers are SMSTS approved.

All site operatives hold current certification and have the following training:

- The Construction Industry Scaffolders Record Scheme (CISRS)
- Stepladder training
- Working at heights training
- Asbestos awareness training
- Abrasive wheels training

1.4 Tools and equipment

- All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.
- Tools and equipment used on site will be inspected by competent staff on a regular basis to ensure they are fit for purpose.
- Electrical tools will be regularly PAT tested.
- Only competent operatives will use equipment that requires adequate training.
- Any unused tools will be kept locked in toolboxes.

Refer to risk assessment specific control measures for any tools & equipment.

- Hand tools
- Sawing tools
- Cutting tools
- Holding and clamping tools
- Power tools (battery or 110v)

1.5 Working from height

- When working at height, site operatives must ensure that the working area is cleared on a period basis to ensure that there is continually a clear and safe working area to prevent slips trips and falls.
- When using access equipment for working at height, operatives will make sure they check if the equipment is 'fit for purpose', i.e. if inspection tag is attached and in date.
- Working at height equipment should be inspected every 7days.
- If no tag is attached to access equipment, operatives will not use the equipment and report to supervisor.
- Any access equipment that need to be built will be done so my competent operatives who have industry accepted training certificate (i.e. PASMA)

1.6 Ladder permits

- Please complete a risk assessment to ensure that ladders / stepladders are the only viable option to complete the task (see working at height risk hierarchy for further information or consult your HSE representative / specialist)
- Ladder permits are under a full shift / daily control as maximum validity. Each new day requires a new permit to be completed
- All operatives using steps/ladders must receive a TBT on Step Ladder/Ladder Safety and be issued a copy of the HSE “Top Tips for Ladder and Ladder Safety” pocket guide.
- Steps/ladders must be of a professional grade standard (EN 131) and must be in good condition with an individual identification number
- Steps / ladders must show evidence of weekly inspection prior to using the equipment
- Steps/ladders are to be removed from work area and secured at end of the each day.

1.7 PPE Requirements



Safety Hats



Safety Boots



Hi Vis Vest



Safety Gloves



Fall Restraint

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.

2.0 Risk assessment

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Invicta Scaffolding Risk Assessment and Method Statement

Example risk matrix

Likelihood **4**
x
Severity **5**
=
Risk/residual risk **20**

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

2.1 Rescue plan

2.1.1 Task: Rescuing persons from MEWP

Hazard	Risk	Control measures	RR
Falls from height to all involved persons during rescue	5	Under normal circumstances, back-up systems built into the machine will allow the operator to bring the platform of the machine to ground level under controlled conditions.	2
	5	In unlikely scenario when backup plant fails, ensure all normal emergency lowering procedures have been activated.	5
	25	Contact the site manager to report failure of back-up emergency lowering systems and request engineering back-up.	10
		<p>If, after inspection by the engineer, it is not possible to effect a repair to allow the machine to be brought to the ground, the site manager must be contacted for permission to carry out basket to basket rescue.</p> <p>The details of the risk assessment carried out shall be recorded onto the site specific risk assessment form and follow BS8460 section 6.6 Rescue from height.</p> <p>Only a person fully trained in rescuing from height may attempt a rescue.</p> <p>The rescue machine must be positioned so as to enable the rescue procedure to be carried out without compromising the safety of personnel involved in the rescue.</p> <p>The platforms of both machines must be adjacent to each other with a minimal gap between them unless exceptional circumstances mean this is not possible.</p> <p>(Where this is not possible, the circumstances shall be recorded onto the risk assessment form.)</p> <p>A double lanyard must be attached to the person being rescued and the anchor points on both machines before the rescue takes place.</p> <p>Care must be taken not to overload the rescue machine. This may mean making more than one journey to complete the rescue.</p> <p>Where alternative emergency systems are not possible, consideration should be given for the use of an emergency evacuation system, examples of which are: control descent systems, crane basket rescue.</p>	

Persons at risk: All site operatives

2.2 Working on fixed scaffolds

2.2.1 Task: Working on fixed scaffolds

Hazard	Risk	Control measures	RR
Persons struck by falling objects from above whilst working on fixed scaffolding	5	Provide safe walkways around and beneath scaffold with no trip hazards	1
	x		x
	3	Protect against falling materials and debris such as by using fanning	3
	=		=
	15	Erect warning signage, sheeting, high visibility tape on standards, ledgers and transoms etc	3
		Install lighting to any paths	
		Prevent unauthorised access onto scaffold by removing ladder	
		Toe-boards, guard rails and where necessary brick guards and/or monarflex sheeting will be applied to the scaffold	

Persons at risk: All site operatives & public

Electrocution from contact with overhead cables	3	The principal contractor will identify any possible risks associated with nearby power lines and scaffolding	1
	x		x
	5	The principal contractor shall notify local authorities, request de-energisation or movement of cables	5
	=		=
	15	Once working close to over head electrical cables agreed, local authority to ensure cabling is adequately insulated with sleeves	5
		Prior to works starting work below overhead line equipment a certificate of isolation should be issued and retained	
		All operatives are to receive a toolbox talk on the dangers of overhead line equipment before starting work below overhead line equipment	

Persons at risk: All site operatives

2.2.2 Task: Erecting and working on fixed scaffolds

Hazard	Risk	Control measures	RR
Falls or serious injury from collapse of structure due to unsafe erection	5	The site supervisor will ensure that all scaffolding requirements are properly planned to meet working requirements prior to commencement of work	1
	x		x
	5	No person other than a competent scaffolder is permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on site	5
	=		=
	25	The site supervisor will ensure that scaffold is safe to use by obtaining a hand over certificate, form inspection report and appropriate signage is displayed on scaffold indicating it is safe to use for contractors	5
		The site supervisor will ensure that scaffold is further inspected at regular intervals not exceeding 7 days, after any substantial addition, dismantling or alteration and after any event likely to have affected its strength	

All inspections must be recorded and scaffold tags completed, signed and dated

At no point should the safe working load of the mobile scaffold tower be exceeded

Mobile towers to be inspected and scaffold tag added, signed and dated prior to use and no more than every 7 days thereafter by the competent person.

Persons at risk: All site operatives

2.3 Using personal fall arrest / fall restraint equipment

2.3.1 Task: Working with fall arrest / restraint equipment

Hazard	Risk	Control measures	RR
Serious or fatal injuries from unsafe anchorage, and using unsafe or inappropriate fall protection systems	5	All fall protection systems are to be store in safe conditions	1
	x	All operatives using anchorage and harness systems will receive harness and lanyard training and working at heights training prior to work commencing	x
	5	All fall protection systems are installed by registered professionals and inspected before use	5
	=	Periodic inspection and certification of installations should be available before undertaking any work	=
	25	Do not use fall protection systems which are not within service inspection date and report out of date equipment as soon as possible Any device which has arrested a fall it must be taken out of service	5

Persons at risk: User

2.3.2 Task: Selecting correct fall arrest / restraint equipment to use for task

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from the failure to observe good practice in fall protection equipment or misuse of equipment	5	Operatives shall be trained in the correct selection, inspection and use of fall arrest / fall restraint equipment	1
	x	Correct fall prevention/protection system must only be used for the specific task	x
	5	A qualified person must supervise the setting up of work and equipment	5
	=	A full body harness is always required when using fall protection equipment	=
	25		5

Persons at risk: User

2.3.3 Task: Rescuing person from fall whilst using fall protection equipment

Hazard	Risk	Control measures	RR
Suspension trauma and orthostatic intolerance from fall and subsequent injuries from not having an effective rescue plan in place	4	Every precaution must be made to prevent operatives from falling in the first place	1
	x	Details of rescue procedure to be provided in a separate statement to all involved operatives on site	x
	5	The operatives are trained and competent in use of rescue equipment	5
	=	Sufficient number of trained and competent personnel on site	=
	20	The rescue procedure in place is practised on a regular basis and competence is maintained on record The selection of rescue equipment needs to be appropriate for the	5

nature of work

Prior to starting, a drill will take place to test the effectiveness of the rescue plan. Where a rescue plan is identified as being insufficient a new rescue plan will be implemented and tested.

Persons at risk: All site operatives

2.4 Preventing falling debris or tools from height

2.4.1 Task: Movement at height

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from falling debris or tools	4 x	All site operatives to follow PPE requirements including wearing of hardhats on site	1 x
	5 =	Safe working areas to be cordoned off when any works are undertaken overhead	5 =
	20	All working platforms, scaffolding, mobile towers etc. to be erected by a competent person and to include toe boards to eliminate tools falling from height Any persons working from height to be trained in the safe use of tools, and to be made aware of the dangers from falling tools from above Any areas where the public are exposed to possible falling debris or tools to be protected by the use of safety nets, hoarding and other failsafe structures When working at height around high traffic areas, tools are to be harnessed to the user At no point should materials be carried up ladders	5

Persons at risk: All site operatives & public

2.5 Raising / lowering materials by Ginny wheel and rope

2.5.1 Task: Operating Ginny wheel and rope

Hazard	Risk	Control measures	RR
Overloading, or incorrect installation leading to falling materials or collapse causing serious injuries or fatality to those on ground level	4	Other mechanical means to be assessed prior to using a gin wheel (e.g. lifting beam / hoists)	1
	x		x
	5	SG9:21 guidance to be utilised	5
	=		=
	20	All operatives shall work under the full supervision of the lead scaffolder who shall supervise the rising and lowering of all materials	5
		All associated lifting equipment & support must be inspected prior to use by the lead scaffolder	
		The Ginny wheel shall thoroughly examined before use and suitably fixed at 2 points and restrained by using load bearing couplers only	
	Loading shall not exceed 50kg and no one to stand under any raised or lowered loads		
	The wheel should be secured in position with 2no. right angle couplers either side of the wheel, with the wheel positioned no further than 750mm away from the outside leg.		
	When the working platform is used for storage, toe boards and a fully board platform shall be installed progressively to prevent materials falling from any level		
	A safety zone will be created using suitable physical barriers with all the necessary warning signs to control and divert persons at risk away from the work area		

Persons at risk: All site operatives & public

2.6 Erecting / dismantling scaffolding systems

2.6.1 Task: Raising or lowering scaffold materials

Hazard	Risk	Control measures	RR
Injuries sustained from strains, pulled muscles, impact injuries or rope burns whilst handling scaffold materials	4	When lifting/carrying scaffolding materials only carry recommended amounts	1
	x		x
	3	Tie materials correctly when using a gin wheel and rope, if passing hand to hand, ensure receiver has the material in grasp before releasing	3
	=		=
	12	Wear correct PPE at all times	3
		Only competent operatives to erect scaffolding and will use correct manual handling techniques	
		Check gin wheel and rope in good order, exclusion zone in place	
		All equipment to be regularly inspected and serviced by a competent person	

Persons at risk: All site operatives & public

2.6.2 Task: Installation of ties, ring bolts, anchors etc

Hazard	Risk	Control measures	RR
Serious injuries sustained to from collapse of structure	3	Test minimum of 3 anchors and at least 5% of total job	1
	x		x
	5	Ties/anchors & physical to be fixed/removed as works progress	5
	=	In- house company testing regime to be implemented at all times	=
	15	TG4:19 (proof test) requirements to be followed	5
		Failed equipment to be removed immediately from service; good practice NASC guidance to be followed at all times	

Persons at risk: All site operatives & public

2.6.3 Task: Erecting or dismantling either tube and fitting or system scaffolding from height

Hazard	Risk	Control measures	RR
Serious or fatal injuries to operatives from height whilst erecting or dismantling scaffolding	5	Safe system of work in place and briefing given to operatives	1
	x		x
	5	Use only trained, competent and skilled drivers/operatives	5
	=	Correct PPE to be worn at all times including fall arrest systems	=
	25	Install exclusion zone below the work area	5
		Keep scaffold materials clear of buildings when lifting	
		Progressively position and fix ladders	
		All work to be carried out within the SG4:15 NASC Guidance	
		Erect ties as work proceeds	
		Cease work if adverse weather prevails	
		Close supervision of work force	

Persons at risk: User

2.6.4 Task: Rescue of someone who's had a fall when harness is attached to anchor point

Hazard	Risk	Control measures	RR
Suspension trauma and potential injury to those carrying out the rescue	5 x	Fall prevention must be considered in the first instance, install span-set running lines, inertia blocks and protection decks	2 x
	4 =	It is important that a rescue plan is in place and understood by the scaffold operatives before work commences	4 =
	20	See specific rescue plan supplied by site supervisor	8

Persons at risk: User

2.6.5 Task: Erecting or dismantling haki roofing system from height

Hazard	Risk	Control measures	RR
Falls of men and materials	4 x	Pre-dismantle checks to be undertaken, ties, boards, guard rails, and ensure scaffold is cleared of debris by user/main contractor	1 x
	4 =	Follow haki roof system user guide when erecting/dismantling Install exclusion zone below the work area	4 =
	16	Install span set running lines and retractable inertia blocks to Haki system temporary roof	4

Persons at risk: All site operatives

2.6.6 Task: Incomplete platforms

Hazard	Risk	Control measures	RR
Fall of men and materials causing serious or fatal injuries from incomplete platforms	5 x	Installation of hard barriers and relevant warning signage clearly displayed, to prevent access	1 x
	5 =	Fixed barriers should be used where possible Mobile man safe or use of eyebolts to be assessed	5 =
	25	All working at height equipment to receive pre use inspection and ongoing testing / servicing requirements as per manufacturer instructions	5

Persons at risk: All site operatives & public

2.6.7 Task: Collapse of scaffold when erected and during erection or dismantle

Hazard	Risk	Control measures	RR
Serious or fatal injuries from falling materials or men	4 x	Operatives must inspect material prior to erection	1 x
	5 =	Client and other contractors to use the scaffold in accordance with the loading specified on the hand-over certificate/scaffold tag	5 =
		No modifications will be made to the scaffold, especially removal of ties or structural members - any modifications will be approved by	

20

scaffolding supervisor

5

Scaffolds to be physically tied throughout all stages of erection and dismantling

Levels of materials stored on the scaffold should be kept to the lowest possible level at all times and offloaded safely when ever possible

Scaffolds to be located upon firm and solid foundations that are capable of withstanding all impose loading

Persons at risk: All site operatives & public

2.7 Delivery and collection of scaffolding

2.7.1 Task: Delivery and collection of scaffolding by hand

Hazard	Risk	Control measures	RR
Impact or collision with persons, property and or vehicle whilst delivering or collecting scaffolding by hand	4	Use only trained, competent and skilled drivers/operatives	1
	x	Driver to be made familiar with the site layout before arrival, and entry and reversing operations to be supervised at all times	x
	2	New Roads and Street Works Act (NRSWA) trained staff to design, use and work on public highways	2
	=		=
	8	Scaffolders to undergo site induction and made aware work areas	2
		Scaffolders to wear PPE as per method statement at all times	
		Site supervisor to install exclusion zones and display clearly all relevant signage	
		If works are on the public highway, cones and signage must be in place together with pedestrian management	
		Access ladder onto trailer and hand rails or other type of fall prevention to be in place providing safe access onto vehicle, with materials banded wherever possible	
		Access-ways and drive through routes to be kept clear and unobstructed at all times	

Persons at risk: All site operatives & public

2.7.2 Task: Offloading and loading of scaffolding materials using lorry mounted crane

Hazard	Risk	Control measures	RR
Impact or collision with persons, property and or vehicle whilst delivering or collecting scaffolding by lorry mounted crane	5	Use only trained, competent and skilled operators of lorry mounted crane	1
	x	Exclusion zones will be in place and relevant signage displayed clearly before unloading or loading any scaffolding materials	x
	3	Use only certified lifting and well maintained lifting gear, all lifting gear will be inspected regularly by trained operative at main depot, operatives must be in possession of valid training card (IPAF / CPCS for vehicle mounted HIABs)	3
	=		=
	15	Loads may only be lifted below safe working load of 1 TON	3
		Vehicle will be parked on safe and level ground with outriggers extended as necessary	
		Site logistics and traffic management plan (TMP) to be followed at all times	
		Drivers to not exceed guidance working hours (i.e. in accordance with tachograph driver card	
		Fleet companies encouraged to be a member of safe driving scheme such as CLOCS or FORS	

Persons at risk: All site operatives & public

Supervision and personnel

Name

Role

Phone
