

Craven Scaffolding - Plan of Works



DOC002 Vs4 03.20

219

Bury Old Road

Prestwich

Manchester

M25 1JF

Rams prepared by: Sean Connolly

1.0 – Introduction:

This document serves as the plan of works, including the health and safety arrangements for the works proposed by the client. The document aims to provide the client and all other interested parties with the confidence that the standard of work and commitment towards health and safety at Craven Scaffolding Ltd is of the highest level, as well as meeting all legal obligations for the proposed works.

The information contained within this document was correct at the time of writing. However, the information may be subject to change and amendments along with the scope of works. In this instance, the plan of works shall be amended by an authorised person and re-issued to all interested parties.

2.0 – Health and Safety Policy:

Craven Scaffolding Ltd recognises its health and safety duties under The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation, and the Managing Director, Dermot Craven recognises that he has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

The Company, so far as is reasonably practicable, propose to pay attention to:

- The provision and maintenance of a safe place of work, a safe system of work, safe appliance for work and a safe and healthy working environment.
- The provision of such information and instruction as maybe necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
- Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment.
- Making regular assessments of risks to employees.
- Taking appropriate preventative and protective measures as identified by risk assessment.
- Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties.

In order that the company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.

Craven Scaffolding Ltd will ensure adequate resources both time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety policy will also be undertaken to ensure it is relevant to the work being undertaken by the company and all legislation quoted is up to date, where necessary the policy will be developed and expanded.

Craven Scaffolding Ltd is also committed to the continuous development and improvement of the company's health and safety management system. The company will ensure that the health, safety and welfare of any employee or subcontractor is not compromised for financial or commercial gain.

All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 and other legislation, and to generally co-operate with the Company to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without warning.

This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.



Dermot Craven

Managing Director, January 2021

3.0 – Quality Policy:

Craven Scaffolding's over-riding objective is to ensure all its customers have total satisfaction with the consistent quality of the Company's scaffolding operations and support services, and with its attention to customer service. It is the stated policy to maintain and continually improve upon the excellent standards offered to its customers so that their expectations are fully met. The Company recognises that the success of this Policy, and of the business, depends upon the provision of adequate resources to meet the objectives effectively and on the active support of all its employees. All personnel are responsible for the work they carry out in order to meet the Company's commitment to this level of service.

The Company is committed to continually improve upon the products and services provided to its clients through:

- The identification of clear and specific quality objectives, targets and performance standards on an annual basis. To monitor, review and audit progress towards these objectives and measure against standards set on a quarterly basis throughout the year.
- Maintaining awareness of statutory, industry, regulatory and customer specific requirements and adapting and developing systems and procedures to ensure compliance accordingly.
- Identification of industry, customer and competitor best practice across the range of Company activities and incorporating these as appropriate within Company procedures and practices.
- The clear identification of roles and responsibilities and the provision of resources required to support these.
- The implementation of a structured training and development programme for all employees, working with key training providers in the scaffolding and specialist industries to provide an adequately trained and competent workforce who understand their role in the provision of our service to our customers. Maintaining a robust system of audit and review to identify specific training development needs or gaps and implementing necessary follow up actions
- Maintaining awareness of our business in the wider context via close monitoring of the changing needs and requirements of our customers, our markets and the scaffolding industry to ensure the Company adapts to meet these.

- Obtaining detailed information from our customers on levels of satisfaction with the performance of the company and taking appropriate corrective and or preventive action from those findings to improve overall performance.
- The implementation of a robust internal and external audit system supported by systems for prompt review and action based on findings including use of an extensive corrective and preventive action database.
- Through the regular review of this Policy statement and objectives and the Management System to ensure that they remain relevant, effective and in line with the stated objectives of the business.



Dermot Craven

Managing Director, January 2021

4.0 – Environmental Policy:

Craven Scaffolding Ltd recognises its environmental duties under the Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012, the Managing Director responsible for Health, Safety and Environmental issues, Dermot Craven, recognises that he has a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.

The Company, so far as is reasonably practicable, proposes to pay attention to:

- To minimise disturbance to the local and global environment, and to the local communities and wildlife.
- Follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012.

The school will follow the hierarchy outlined below:

- Prevention
 - Re-use
 - Recycling
 - Recovery
 - Disposal
- To minimise use of energy and raw materials and to adhere to the principles of sustainability.
 - To consider the environment in the design of processes and products and the maintenance of equipment.
 - To provide information on the use and final disposal of products.
 - To ensure that all employees and suppliers are adequately informed about the Company's environmental policy.
 - To minimise the use of product related materials and services such as packaging or transport.

In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the Company or anyone else concerned to ensure that their legal and moral obligations are performed or complied with.



Dermot Craven

Managing Director, January 2021

5.0 – Company Insurance:

Our Ref: MB/Comm/Construction Scheme

6th October 2020

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

Re: Craven Scaffolding Ltd

I write to confirm that Combined Liability Insurance for the above named company has been arranged on the following basis:

Business Description: Scaffolding Contractors
Insurer: Lloyds of London (Aspen Lloyds Syndicate 4711) & Lloyds of London (X L Catlin Lloyds Syndicate 2003)
Period of Insurance: 4th October 2020 - 3rd October 2021
Policy No: XSPLACH190099/202001

Limits of Indemnity

Employers Liability: £10,000,000

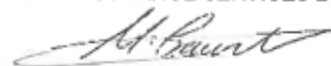
Basis of Cover: Indemnity for your legal liabilities to employees consequent upon death or bodily injury arising out of or in the course of each person's employment. Cover includes legal costs and expenses incurred in defending prosecutions under Health and Safety legislation.

Public Liability / Products: £10,000,000

Basis of Cover: Indemnity for your legal liability for injury to the public or loss of or damage to property not owned by you or in your custody or control and, if applicable, Indemnity for accidental bodily injury sustained by or accidental loss of or damage to the property of Third parties arising from defects in goods you manufacture, sell supply, test, service or maintain.

I trust that this is satisfactory, however, if I can be of further assistance please do not hesitate to contact me.

Yours faithfully,
M&DH INSURANCE SERVICES LTD



Morgan Braud
Renewals Consultant

M&DH
Insurance Services Ltd

6.0 – Method Statement, Risk Assessment, Dismantling plan and Emergency Procedures:

Contractor Name	Buy Me Media	Site Address	219 Bury Old Road Prestwich Manchester M25 1JF				
Site Manager – name, number, email	Lee Barrett 07983 086 364 lee@smartoutdoor.co.uk	Quantity Surveyor – name, number, email					
Job ID	Q- 4764						
Craven contact	Sean Connolly	Project Start Date	TBC				
Sign In / Report To	Lee Barrett	RAMS Prepared By	Sean Connolly				
Job Duration (days/hours)	0.5	RAMS Date	23/02/21				
Craven foreman	TBC	Scaffold team	TBC				
Works to be Carried Out	4 Linear meters of independent access scaffold x 2 lifts to enable access to install digital sign. The base lift will be erected at 2.5 meters high to allow pedestrian access underneath. The working lift will be double boarded with a monoflex membrane running between the boards to stop any falling debris or dust. All standards will be yellow foamed for public protection. This scaffold will be tied into the mortar line using Apollo ties in accordance with TG20.						
Scaffold Schedule							
Scaffold Type	Independent	Load Class	V. Light Duty	Light Duty	General purpose	Heavy Duty	Special Purpose
Design Requirements	TG20 E-guide	Generic Design	Bespoke Design	Design Ref / Refs			

Additional Equipment							
Beams		Foam Legs	X	End caps	X	Sheeting/ Netting	X
Rope/Wheel		Hoist		Loading Bay gate		Fitting Caps	
Yellow Pads	X	Signs	X	Barriers	X	Scaff Tag	X
Tie Type and Quantity	Apollo Ties x 2			Drill	X	Tie Tester	X
Tools Required							
Additional equipment							

Personal Protective Equipment							
Safety Boots	X	Gloves	X	Hi Viz Vest,	X	Full Hi Viz Clothing	
Hard Hat	X	Safety Glasses	x	Hearing Protection		Fall Arrest Harness / Lanyard	X
Fixed Length Lanyard		Retrieval Winch		RPE		Other	

PPE / Equipment Inspected & Fit for Use (supervisor signature)	
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Site plans / Photos / Drawings:
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Section 1- Specification of the Works to be Carried Out

Erection of Tube and fitting scaffolds – independent, towers, birdcages

Brick-guards will be fixed on the locations where there is a risk of materials falling.

All scaffolds will be erected in accordance with: -

- ♦ The Work at Height Regulations 2005.
- ♦ CDM Regulations 2015
- ♦ SG4: Current Edition
- ♦ TG4: Current Edition
- ♦ TG20: Current Edition
- ♦ Supplied design drawings.
- ♦ TG20: Current Edition Compliance Sheet
- ♦ System Erection Manual/Design for System Scaffolding.

Section 1a – Corona operating procedures

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- ♦ TG20: Current Edition Compliance Sheet
- ♦ System Erection Manual/Design for System Scaffolding.

Section 2 – Scaffold details

- ♦ Erection of tube and fitting scaffold for all new build or renovation projects
- ♦ A loading bay will be erected to provide a safe location to lift materials from the vehicles or site storage area on to the loading bay.
- ♦ Scaffold will be erected using the Scaffolders Safe Zone, which is erecting the scaffold with Safety Steps to erect the advanced handrail.
- ♦ All working lifts will be fully boarded.
- ♦ When lifting the loading bay gate from one lift to the next the scaffolders must install a handrail on that elevation to replace the missing loading bay gate.
- ♦ All complex scaffolding that is not covered by a 'TG20: Compliance Certificate' or Manufacturer's Guidance must be designed prior to erection.
- ♦ All design drawings must have prior approval by our Engineers with drawing issued to Client for their approval prior to erection. **All designs must be approved for construction before being issued to the scaffolders.**
- ♦ All 'TG20 Compliant Scaffolds' must be accompanied with a copy of the relevant 'TG20: Compliance Certificate'
- ♦ The TG20: Compliance Sheets must be sent to client along with TG20 compliance sheet.

Section 3 - Duration Of Work

As per the main Contractors program of work.

Section 4 - Manpower & Competency

- ♦ All operatives engaged in this work activity are classed as qualified, copies of their training to be kept on file in the site office.
- ♦ All operatives involved in this work activity will attend the site induction.
- ♦ Induction - All operatives will attend Client's site induction prior to any commencement of works and present competence cards for inspection
- ♦ Supervision - Supervisor to be SSSTS (minimum) or SMSTS qualified.
- ♦ Qualifications - Working gangs will contain a balance of qualified and competent operatives in accordance with the type of scaffolding required:
- ♦ All our Operatives will have the correct Skills/Knowledge/ Experience and Training to undertake scaffolding works on this site.
- ♦ There is no definition of when a scaffolders training is complete, within the scaffold industry standards change, legislation is updated and the configuration of buildings constantly evolve. There is also pressure put on scaffold companies by their Clients to comply with their ever-evolving standards that include Build Programme, Productivity Pressures.
- ♦ CISRS Scaffold Labourers (Green) must work under supervision of CISRS Scaffolders
- ♦ Scaffold Labourers cannot erect/dismantle or alter any scaffold. They must work on the ground or on a fully boarded platform that has double handrails with toe boards and safe access and egress.
- ♦ CISRS Trainee Scaffolders (Red) must work under supervision of CISRS Scaffolders (One trainee to one scaffolder)
- ♦ CISRS Scaffolders (Blue) may work on complex scaffolds under supervision of CISRS Advanced Scaffolders
- ♦ CISRS Advanced Scaffolders (Gold) may lead in all Basic and Complex scaffolding if they have the Skills /Knowledge/Experience.
- ♦ Scaffolders will have undertaken the relevant CISRS SSPTS training where required
- ♦ Plant Operatives to hold the relevant CPC/ IPAF card of training and competence
- ♦ Scaffold Inspectors will hold the relevant inspection card for scaffold types to be inspected
- ♦ Toolbox Talks - Delivered to operatives as and when required

CDM Regulations 2015 A contractor must not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

- ♦ No scaffold Labourer or System Base Card holder will be allowed to wear a harness and lanyard or Erect, Dismantle or Alter any scaffold.

Section 5 - Equipment to be Used and Conformity Requirements.

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

- ♦ All materials will be in accordance with a relevant British Standard or its equivalent i.e. scaffolds tube to S355JOH grade, scaffold boards BS2482 (MG), scaffold fittings BS EN 74, ladders BS1129, BS2037 or BS EN 131 etc.
- ♦ Materials will be free from visual damage that will foreseeably affect its performance whilst in use.
- ♦ Materials are visually inspected as there are being erected.
- ♦ Materials will be visually inspected prior to use by the operative, defective materials will be segregated to prevent use.
- ♦ Fittings will be contained within fitting bags SWL 40 KG
- ♦ Scaffolders Step
- ♦ Readylok transoms will be NASC TG20 compliant

Readylok Transom Certificate of Conformity

GENERATION

Certificate of Conformity ISO 9001:2015 Quality Management System

Generation UK Ltd certifies that the product detailed has been tested and conforms in accordance with the following standards:

Testing in compliance with NASC Guidance

TG20:13 Compliant

Structural requirements and test procedures for TG20:13
Compliant Prefabricated Structural Transom Units V4

Parts: 046515 / 046531 / 046536

Generation Readyloks 3, 4 and 5 Board

Details: Only genuine Generation Readyloks bearing the traceability
markings of the supplier are valid

This certification is valid from

August 2019

Certificate Number

COC163

Test Laboratory Certification Number

M9458R1

Signed on behalf of Generation UK Ltd.



Mark Clifford, Group Managing Director

Section 6 - Unloading and Loading Arrangements

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

The times for deliveries and collection will be coordinated with the site team.

- ♦ As per the requirements of the risk assessment section Vehicle/ Plant Movements
- ♦ No scaffolders will access the vehicle without permission of the onsite Supervisor.
- ♦ All materials will be stacked on the vehicle in the yard so it is possible to reach the materials from the ground.
- ♦ The second option will be to unload the vehicle using the site fork- lift.
- ♦ If a forklift is used to unload materials, the vehicle must be positioned in a safe location where no third parties can access the side or rear of the vehicle to prevent the risk of materials falling from the vehicle.

Section 7 – Raising and Lowering Materials

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

- ♦ Using a gin wheel and or rope with the correct knots and hitches used at all times. The rope will be 18mm the fitting bags will have a safe SWL of 40 KG. Rope and wheel certificates will be in scaffold safety file.
- ♦ When basing out the standby man must always be in a position to prevent any members of the public from being exposed to any risk.
- ♦ Do not leave any materials on the ground in an unsafe position.
- ♦ Do not leave any materials stood up against the scaffold or the building.
- ♦ Only take the materials from the vehicle or stillage that you will be using.
- ♦ Chaining from person to person, utilising good manual handling techniques up to the second lift or above the scaffolders in the handballing chain must work from a fully boarded platform with handrails and safe access. Communication between individuals passing materials must be maintained at all times – before passing materials up or down make sure the person you are passing to has communicated to you that you are ready.

Section 8 – Segregation of the Work Area

- ♦ The Supervisor/Charge hand/Lead Hand must check each morning that the work area is safe to commence work.
- ♦ Allocated work to be segregated by physical barriers to the perimeter, warning signs will be displayed at prominent locations at the entrance to the work area.
- ♦ Operatives will be allocated a designated work area prior to erection commencing.
- ♦ Do not block designated walkways.
- ♦ There will be stand by men in position at all times when work is being undertaken in high risk areas.

Section 9 - Personal Protective Equipment

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

- ♦ Safety Helmet
- ♦ Safety Boots
- ♦ Safety Harness and lanyard
- ♦ Hi-visibility Vest
- ♦ Gloves
- ♦ Additional Equipment: Twin tail Lanyards, eye protection, hearing protection depending on task.
- ♦ Ear defenders will be used for all operatives using or working with people using Impact Wrenches.

All operatives shall observe Client's site rules with regards to mandatory PPE. All Operatives will wear as standard:

- ♦ Helmet – White (Labourers); Red (apprentices / Scaffolders); Black (Supervisors/ Managers) (BS EN 397)
- ♦ Hi Viz – Yellow (standard), Orange (Slinger/Signaller) Logo (front) & Company Logo (rear) (BS EN 471 Class 3)
- ♦ Eye Protection –When required by site rules and/ or risk assessment (BS EN 166F & BS EN 170)
- ♦ Gloves – Mandatory when on site (BS EN 420 & BS EN 388)

- ♦ Boots – Steel toe capped boots with steel protective mid-sole (EN20345 S3/S5)
- ♦ Full Body Harness & Fall Arrest Lanyard – Worn at all times (SG4) (BS EN 361 & BS EN 355); Inspected before use; inspected every three months and recorded by the company; thoroughly examined and recorded 3-monthly by competent person.
- ♦ Tool Lanyards – Mandatory when working at height
- ♦ Helmet Chin Strap/ Helmet Mandatory when working at height
- ♦ Blades – Self-retractable blades only will be used on site
- ♦ RPE – Disposable P3 face masks to be used as required by risk assessment when installing drilled anchor ties
- ♦ Additional PPE, RPE, FPE will be determined by risk assessment where required.

Section 10 - Emergency Procedures

- ♦ Site emergency procedures as detailed in the site induction.
- ♦ All scaffolders and operatives must sign in and sign out every day at the site office (if applicable), this is part of the site emergency procedures.
- ♦ In the event of fall involving a safety harness, refer to the fall recovery plan accompanying this document.
- ♦ Main Contractor will provide first aid personnel and facilities on site.
- ♦ Operatives will initially report any incident/accident to their supervisor and the site Management Team.
- ♦ All scaffolders must be briefed on the site rescue plan this part of the of the Main contractor legal requirements under the CDM Regulations 2015.

Section 11 – Welfare

There is a legal duty under The Workplace (Health, Safety and Welfare) Regulations 1992, as amended by The Construction (Design and Management) Regulations (CDM Regulations) to ensure that appropriate and adequate welfare facilities are provided at most workplaces. The provision of welfare facilities should be considered at the planning stages of a project to ensure they are appropriately located.

The CDM regulations require that contractors, as far as is reasonably practicable, provide welfare facilities which meet the minimum requirements set out in Schedule 2 of the regulations for their own employees working on site or anyone else working under their control.

On projects where there is more than one contractor, the client and the principal contractor have a similar duty to ensure suitable and sufficient welfare facilities are provided for before any construction work starts and for the duration of the construction work. The principal contractor should liaise with other contractors involved in the project to ensure appropriate welfare facilities are provided. This should continue throughout the construction phase to take account of any changes which might change the requirement for the provision of welfare facilities.

Schedule 2 of the regulations suggests that the minimum welfare facilities required includes:

- ♦ Sanitary conveniences
- ♦ Washing facilities
- ♦ Drinking water
- ♦ Changing rooms and lockers
- ♦ Facilities for rest.

Where Craven Scaffolding is working under a principal contractor the company will be provided welfare facilities to meet the requirements of the stated regulations. Where Craven is sole contractor on a site welfare vans and / or client facilities will be utilised.

Section 12 – Tools and Plant

All plant, tools and equipment will be:

- ♦ Fit for purpose and free from visual damage that will foreseeably affect its performance whilst in use.
- ♦ Visually inspected prior to issue from depot and prior to use by the operative on site.
- ♦ Inspected weekly and findings recorded with a copy held on file.
- ♦ Defective items will be segregated to prevent use and Supervisor notified at earliest opportunity.
- ♦ Electrical equipment will be either battery powered or 110V with a current PAT Certificate on file.
- ♦ Electrical tools will include:
 - a. Reciprocating Saw
 - b. Hammer Drill
 - c. Impact Wrenches
- ♦ Calibration certificates to be current and copy held on file as appropriate for tool.
- ♦ All lifting equipment and accessories will have a current Thorough Examination certificate on file.

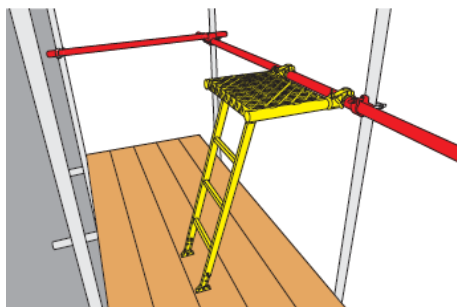
Section 13– Erection / Dismantle Procedure

Please note that dismantling will be the sequential reverse of the erection process using the site Dismantle Plans.

Working to SG4: Current Edition:

Scope: The Scaffolders Step should be used to ensure that the operative operates from a place of safety in line with the

requirements of SG4: Current Edition whilst erecting, adapting or dismantling scaffolding structures.



Step 1 – Erect the base lift of scaffold ensuring that a single guardrail is fitted 950mm above ground level.

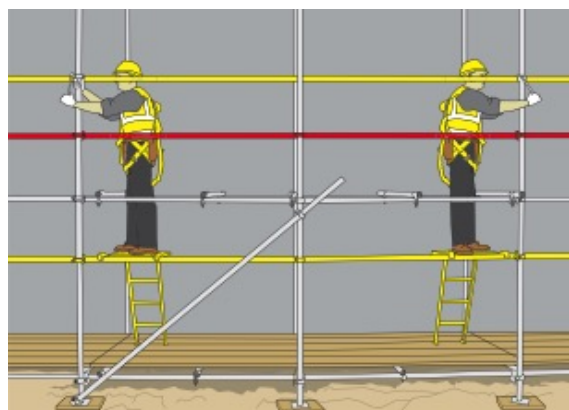
Step 2 – Unfold the Scaffolders Step, taking care to avoid placing fingers in a trap area.

Step 3 – Connect Scaffolders Step to guardrail ensuring that the claws are fully engaged as shown.

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

Step 4 – Connect lanyard to the ledger above and behind the step position, or to the side if using on a stop-end guardrail.

Grip either the transoms or ledgers overhead or the Scaffolders Step and ascend.



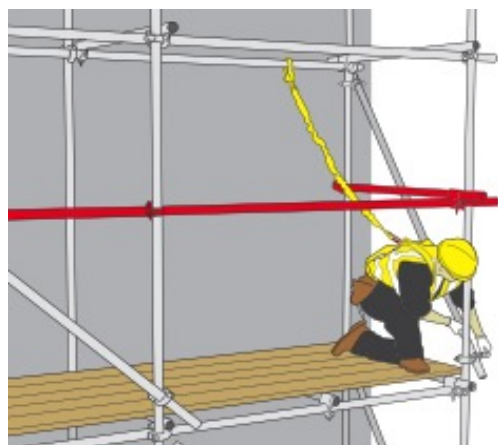
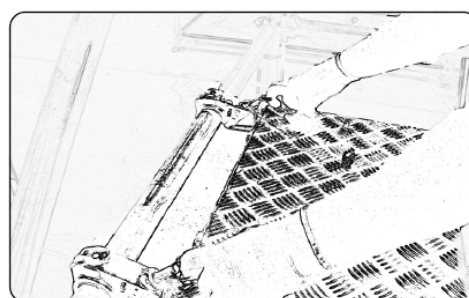
Step 5 – Install intermediate transoms either side of the working position to prevent sideways falls.

Install upper and lower guardrails to the next level whilst standing on the Scaffolders Step, relocating as necessary to make any horizontal joints that may occur in the middle of a bay.

Step 6 - Reposition the Scaffolders Step by releasing both claws at the same time by pulling the rings together.

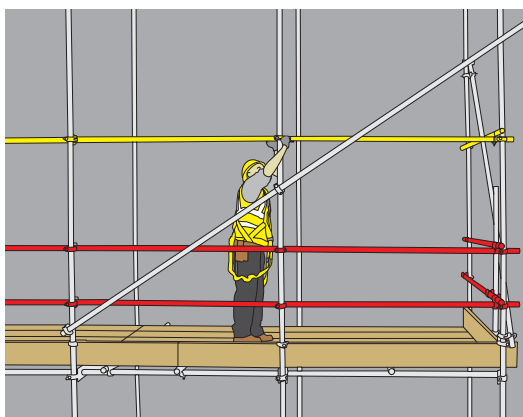
Continue progressively installing guardrails to the lift above for the full length of the scaffold.

Board out platform from below to complete the lift.



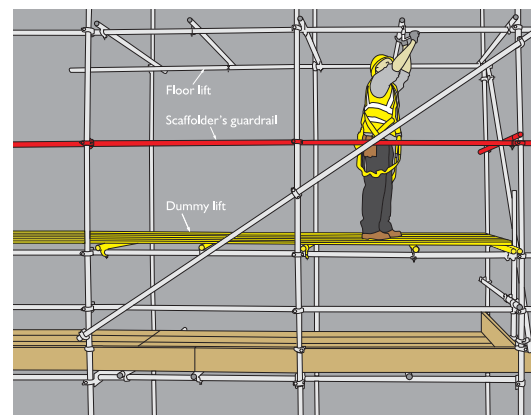
Step 7- Clip onto the top back ledger (**Without a joint/sleeve in the bay**) when bending below the top single handrail.

Step 9- Clip onto the top back ledger (**Without a joint/sleeve in the bay**) when hand-balling or install a double handrail.

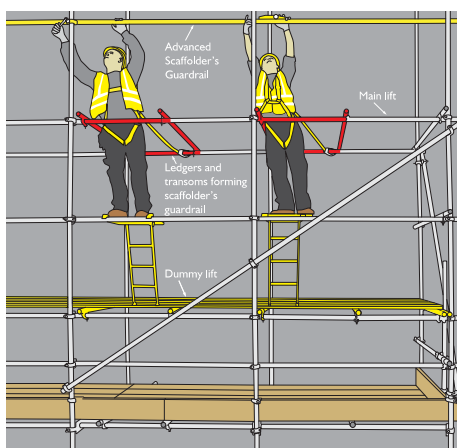


Step 10 - Tall lifts (Floor height lifts, pavement lifts and gantries.

10-A- Working from a fully boarded lift with double handrails install the third handrail.

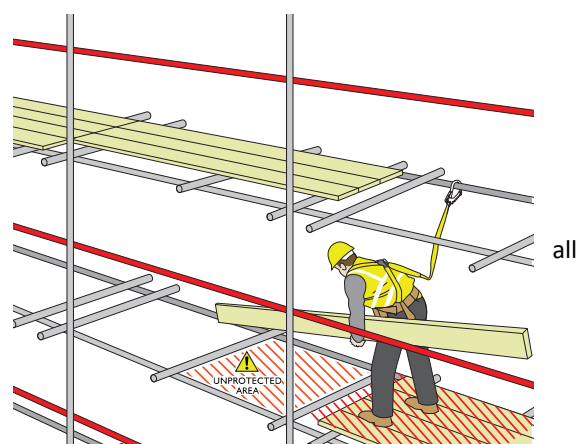


10- B- Fix an inside ledger at the same height as the top handrail, install transoms at 1200mm centres with butting tubes (No lapped boards). Fully board out the dummy lift with safe access onto the platform. Install the next lift.



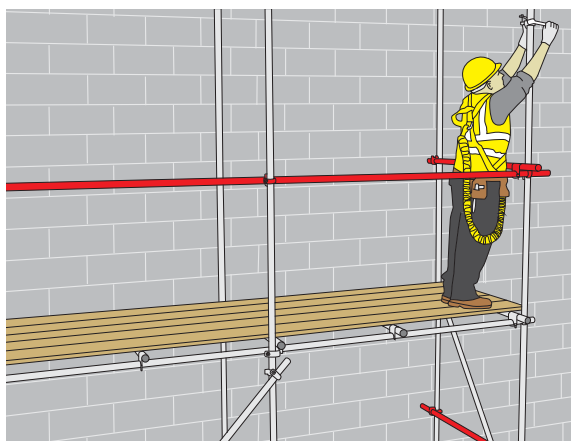
10-C- Fix your step into position, ensure there is a transom each side of the step. Attach your lanyard to the back ledger (**Without a joint/sleeve in the bay**) climb the step commence erecting the handrails on the next lift.

Step 11- When moving boards up or down you must be clipped on at



times.

- ♦ Clip on points:
- ♦ Ledger (**Without a joint/sleeve in the bay**).
- ♦ Transom above head height.
- ♦ Plan brace fixed with weight bearing fittings.
- ♦ Tie tube fixed across two standards with weight bearing fittings



Step 12- Erecting 2m lifts must work from the Scaffold Safe Zone fully boarded lift with a single handrail to all elevations of the scaffold where there is a risk of a fall **Inside face of the building/Front elevation of the scaffold/ Stop ends.**

- ♦ Operatives will sign onto this Method Statement & Risk Assessment before work commences.
- ♦ The Supervisor / line manager will issue Drawing, Compliance Sheet for loading Bay and the Main Scaffold.
- ♦ The drawing issued on the day will state **ALL** measurements for length, width and height, the scaffolders are to apply these measurements when basing out.
- ♦ There must be no deviation from the Design/ Compliance Sheet.
- ♦ Scaffolds erected & dismantled will be within accordance to: Design/ Compliance Sheet
- ♦ The Main Contractor will provide a safe foundation for the weight of the scaffold to be erected onto.
- ♦ Sole pads (Size 450mm x 225mm) will be positioned running parallel with the ledger. Larger pads to be used for soft / uneven ground
- ♦ Bracing will be erected: Face bracing every six bays/Ledger bracing every other set of standards (where determined by compliance sheet or design).
- ♦ Standards to be staggered.
- ♦ Joints in handrails and ledgers to be staggered.

- ♦ All transoms to be installed at 1200mm centers for GP 2Kn loading scaffold 900mm centers for HD 3Kn loading.
- ♦ All working lifts will be fully boarded with a double handrail and toe-boards fixed on working platforms.
- ♦ Lapped boards are to be kept at a minimum – where used they must be secured.
- ♦ Brick-guards to be fitted to all lifts where there is a risk of falling objects (All brick-guards to be attached to the scaffold with a minimum of five ties).
- ♦ A ladder is to be erected to the first lift for access & egress purposes, ladder is to be footed at the base by a gang member before being tied.
- ♦ The scaffolders will commence erecting the loading tower as per the requirements of the scaffold design once the first lift is complete.
- ♦ There must be a loading bay gate on all loading bay lifts.
- ♦ On completing the base lift the scaffolders will proceed to erect the first lift, again this will be achieved by using the measurements provided on the Design/ Compliance Sheet.
- ♦ Erecting and levelling ledgers first and then erecting transoms to ledger to carry the boards.
- ♦ Before all transoms are put in place the scaffolders will brace the scaffold, this will allow the standards (verticals) to be plumbed and will give the scaffold stability.
- ♦ Again, this will be in accordance with the scaffold Design/ Compliance Sheet issued for the scaffold being erected. Note; transoms are not to be left loose on the ledgers without doubles securing them **(There must be a transom next to each set of standards on all lifts)**.
- ♦ Ties will be installed every other lift every other bay – or where determined by compliance sheet / design.
- ♦ All ties must be fixed with load bearing couplers
- ♦ A minimum of 3 or 5% of the ties will be pull tested/tagged with the loading and date and number. Tie test register must be completed on the Craven App.
- ♦ Refer to NASC TG4 guidance, available on the Craven App, for further guidance in relation to tie types, installation and testing.
- ♦ No ties will be moved or removed without consultation with the scaffolders
- ♦ Scaffolders are to use the scaffold step to install the double guardrail. Topping of any standards to be achieved behind the guard-railed area at platform level where possible.
- ♦ All materials for the main independent will be lifted using a rope and gin wheel.
- ♦ Fitting bags will be used to lift the fittings, the SWL 40Kg for the fitting bags.
- ♦ The certificates for the rope and wheel are in the scaffold site file
- ♦ **Respect:** There will be no smoking on site at any time, this also means when you are erecting/dismantling or altering the scaffolding.

Section 13 – Inspection Procedure

- ♦ The scaffold will be inspected by our Charge Hand/ Lead Scaffolder throughout all stages of the erection process.

Section 14 – Dismantling Procedure

1. Charge Hand/ Lead Scaffolder must complete a dismantling plan for all scaffolds

Section 15 – Handing Over of the scaffold & Inspection

- Scaffold Request - Requirements must be requested by Client on the Scaffold Request and issued to the Supervisor.
- When the scaffolders erect the first scaffold frame the must attach a DO NOT USE tag.
- When the scaffold is completed the Charge Hand/ Lead Scaffolder must undertake a full inspection of the scaffold.
- The Client/User will then undertake a joint inspection of the scaffold with our Charge Hand/ Lead Scaffolder.
- Defects will be rectified prior to hand over to Client.
- If it is agreed that the scaffold is compliant with specification and fit for purpose the Charge Hand/ Lead Scaffolder will Issue a completed hand-over certificate.
- The scaffold will be entered into the site Scaffold Register.
- The Charge Hand/ Lead Scaffolder will complete a scafftag with its unique number that will be fixed in the holder next to the access point for the main scaffold.
- Loading towers will have a separate scafftag from the main scaffold.
- Control of the scaffold has now been transferred to Client/ main Contractor.
- Scaffold User Access - Access to scaffold can now be permitted for other users.
- Scaffold Inspections - All scaffolding must be inspected by a competent person in accordance with the requirements of the Work at Height Regulations 2005 and a record of the findings will be made.
- Inspection frequency – before 1st use; at intervals not exceeding 7days; after modification or significant alteration; After an event, likely to have affected the scaffold, e.g. high wind, snow, undermining, impact, etc.
- Records – maintain on site for the duration of the construction work for at least 3 months following.
- Scaffold inspections are to be carried out by the client unless Craven Scaffolding has been contracted to do so.

Section 16 – Control & Changes to Work Method

- ♦ Risk assessments and surveys have been carried out and recorded for all tasks on site prior to the commencement of works.
 - ♦ All operatives must be briefed on their contents and confirm their understanding by signature before starting the work activity.
 - ♦ Unauthorised deviation from this risk assessment and method statement is not permitted.
 - ♦ All changes to the risk assessment and method statement (RAMS) will be only considered by the Supervisor/ Contracts Manager only.
 - ♦ Any changes must be authorised before proceeding.
 - ♦ Agreed changes will be confirmed by:
 - ♦ Major Changes - A revised risk assessment and method statement.
 - ♦ Minor/ Dynamic Changes – An addendum or a Point of Works Risk Assessment (POWRA).
- Operatives will be briefed of the changes and will confirm their understanding before continuing work.**

Section 17- Use and Operation of Gin Wheel & Rope

Scope: Scaffold operatives should ensure that they operate from a place of safety when erecting, operating and dismantling gin wheels and ropes.

Notes: Must have copy of current Thorough Examination Certificate for the Rope and Gin Wheel before starting. Maximum mass hoisted on a gin wheel is 50kg, which includes the weight of the rope.

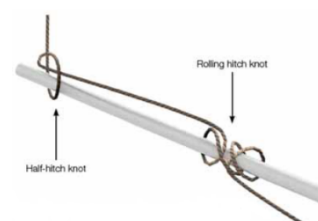
Installation

- Before work activity can commence, erect adequate physical barriers erected and mandatory warning signage erected to prevent unauthorized access to work area.
- Fix horizontal supporting tube with double couplers to 2No standards.
- Sleeve coupler used for joints on the inside standard.
- Suspend gin wheel from its supporting tube Max. 750mm (2' 6") from scaffold.
- Fix a check fitting to each side of the gin wheel suspension point.
- Remove any obstructions, e.g. transoms from route of travel of rope.
- Never lift over access points.
- Do not carry out this activity during windy conditions.
- On completion of the task all excess materials must be cleared away.
- Competent person to inspect gin wheel, rope, scaffold and ensure fit for use.



Attaching Rope for Loading

- Assess the weight and shape of the components before deciding on the quantity to be attached at any one time.
- Ensure load is properly secured (i.e. Rolling hitch knot for tubes; Timber hitch knot for boards).
- Use an additional half hitch knot to improve grip when raising/lowering more than one tube or board.
- Maximum amount of material to be lifted or lowered (NB. All loads must be of the same length):
 - 2 x 38mm (1½") thick boards up to 4m (13' long, 45kg).
 - 1 x tube up to 6.4m (21' long, 28kg).
 - 2 x tubes up to 3.0m (10' long, 27kg).
 - 3 x tubes up to 2.4m (8' long, 40kg).
- Use a figure of '8'-knot to prevent the rope going completely through wheel.
- Visually check along the length of the rope for damage prior to use.
- Only purpose made lifting bags or baskets are to be used for raising fittings.



Operation:

- Top operative will always work behind a fully completed scaffold platform if a labourer, if a trained scaffold operative they must be clipped to the rear ledger.
- Ground operative must never stand directly under the load they must create a safe lifting are, keep others clear and always concentrate.
- Communication – Operatives involved must have clear sight of each other and use an agreed system of verbal/ non-verbal signals before starting.
- Lowering materials – Top operative must ensure that the ground operative has the rope held securely and is ready to receive the load. Lower load slowly before storing materials neatly in a designated area.
- Top operative must concentrate on task and stand back from wheel when waiting on rope to avoid the possibility of being struck by end of rope as the stopper knot hits the wheel.

Dismantling (Complete a Dismantling Plan)

- Before work activity can commence, Supervisor to erect adequate physical barriers erected and mandatory warning signage erected to prevent unauthorised access to work area.
- Tie loading rope off to adjacent guard reel before removing the wheel to ensure it cannot fall from height.
- Remove wheel. Top operative must be clipped on to a suitable anchor point before leaning out to do so.
- Remove rope from wheel and store safely. Remove supporting tube. Remove fittings.
- Store all materials and equipment neatly in designated storage area distributed evenly.
- Clear away all excess materials and equipment.
- Dismantle exclusion zone and warning signage.
- Update Scaffold Register to indicate date the scaffold structure was dismantled.

Scaffold Dismantling Plan:

Charge Hand	
Date	
Time	

The above scaffold has passed / failed the inspection before dismantling or adaptations for the following reasons					
Put a tick ✓ for YES Put ✗ for NO Or N/A					
Scaffold ties in place		Ladders in place		Staircase in safe condition	
Scaffold structure damaged		Ladder tied correctly		Toe boards on landings	
Foundations undermined		Ladders damaged		Staircase tied correctly	
Scaffold boards removed		Toe boards in place		Scaffold clean and not overloaded	
Working platform handrails in place		All braces in place		Platform not cleared of debris	
SG4 handrails in place		Brick guards in place		Exclusion zone in place	
Scaffold fittings removed		Staircase in place		Other please state below	

Details of the issues observed – which do not make it possible to dismantle the scaffold safely

Action taken		Yes	No	If 'No' then please give reason below
Works stopped				
Area made safe				
Photos taken				
Site management informed				
Manager / supervisor informed				
Name				
Signature				

Site Managers Acknowledgement of reasons why the scaffold cannot be dismantled safely

Name	
Signature	
Date	
Time	

Standard Scaffold Risk Assessment: Applicable to standard scaffold operations

Hazard			
Delivery of materials to and from site and movement of vehicles on site			
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Contact with delivery or collection vehicles	High	Use of qualified and competent drivers, daily completion of defect reports with immediate action on findings. All vehicles comply fully with VOSA requirements. Employees to wear Hi-visibility clothing. Materials to be delivered / collected from site using agreed traffic route, obey speed limits, site specific instructions re mobile plant. Avoid vehicle reversing where possible, if necessary, use trained Banksmen. Erect barriers and signs where necessary, arrange diversion of traffic if appropriate. Park works vehicles safely and appropriately, vehicles to be locked when unaccompanied, keys never to be left in ignition.	Low
Hazard			
Loading / unloading of scaffold materials Via Manual handling			
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Manual handling injuries Falls from low height	Medium	Operatives trained in manual handling techniques. Use of mechanical aids for lifting to be utilised wherever practicable. Appropriate PPE to be worn at all times. Materials never to be dropped or thrown. Adequate signage and barriers to be in place making other people aware of the works. Drop zone of materials to be considered when passing materials. Weight of loads will be assessed and made lighter if possible. Repetitive activities will be assessed, and work activities adjusted to prevent ULD's and MSD's. Employees never to work off back of wagons unless appropriate fall prevention systems in place.	Low
Hazard			
Storage of materials on site and during work activity			
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Slips trips and falls	Medium	Materials never to be left stood up. Use pre-erected racks where possible. Barrier off work area – ensure good housekeeping. Clear working platforms on completion of lift.	Low
Hazard			
Manual handling of scaffold materials			
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Individual Related Hazards – injuries sustained due to insufficient training, instruction, PPE	Medium	Planning to consider nature of task required and ensure physical characteristics of scaffold team meet those requirements. All operatives to have received training in manual handling techniques. Appropriate PPE to be worn– minimum safety boots, gloves. Does the job need someone of unusual height/strength, do any individuals have medical issues? Are specific training (SG6)/inductions/qualifications required. Consider employees age/strength, experience, skill level.	Low

Hazard	Manual handling of scaffold materials		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Load related Hazards – Slips, trips and falls, poor visibility, falling materials, puncture wounds	Medium	Materials never to be dropped or thrown. Gloves and safety footwear to be worn. Ensure ground surface level and even, use designated paths and walkways. Size / assess load – do not lift if beyond capability. Get additional help with lift. Employ good lifting techniques as per training / instruction. Do not stack materials above toe boards. Consider the drop zone of materials when passing them up the scaffold.	Low
Hazard	Manual handling of scaffold materials		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Environment Related hazards Slips, trips and falls	Medium	Do not work if wind, rain, ice, snow etc. too severe to continue working safely. Install additional temporary lighting if necessary. Plan work to eliminate / reduce hazards – on shutdown / at night. Provide staircase rather the ladders. Ensure correct training – e.g. confined space if necessary.	Low
Hazard	Erecting, dismantling, altering scaffolding		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Failure to manage movement of scaffold materials leading to injury	High	Barrier area to prevent access – segregate work area. Materials to be stored by suitable means to prevent inadvertent movement – i.e. fittings in bags. Personnel to wear safety helmets and boots. Scaffold components to be raised/ lowered by hand or gin wheel and rope – to safe system of work. Do not stack material above toe board height. Communicate with other contractors working in area. Consider size of exclusion zones. Use tool restraint lanyards at height.	Low
Hazard	Erecting, dismantling, altering scaffolding		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Use of damaged or broken equipment	Medium	Check materials are fit for use prior to using. Do not use bent / damaged tube, split / notched or faulty boards Segregate any faulty materials found and ensure yard manager notified as they are returned to the yard for quarantine	Low
Hazard	Erecting, dismantling, altering scaffolding		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Falls from height leading to serious injury or fatality	High	Avoid work at height if other options reasonably practicable. Scaffold team to be trained in use of and wear appropriate fall arrest equipment. Scaffold team to work in accordance with NASC guidance notes SG4:15. All harnesses to be inspected on at least 3 monthly intervals by competent person – each harness to be tagged to indicate date of last and next inspection. Never climb up or down scaffolding. Use ladders / staircases for access / egress. Rescue plan to be devised and discussed as part of toolbox talk for all projects–standard procedure to pull man suspended on harness onto lower lift.	Low
Hazard	Erecting, dismantling, altering scaffolding		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L

Incorrect assembly / dismantle may lead to collapse of scaffold	High	Scaffold to be erected in compliance with the Work at Height Regulations 2005 and in accordance with NASC guidance TG20:13 and/or the design drawing or Compliance sheet. Only trained, competent & authorised persons to carry out scaffolding activity. Ties will be erected / dismantled progressively with the scaffold as required by the guidelines / drawing. Material storage on scaffold to be kept to minimum.	Low
Hazard	Access to scaffold during erection / dismantle		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Falls from incomplete structure	Medium	On commencement of erection and dismantle an "incomplete" scaffold sign to be displayed adjacent to the access route. Physical barriers to be erected to prevent access where appropriate. Ladders to be used to ascend scaffolds at all time, ladders must be secured at all times	Low
Hazard	Unauthorised alterations / inappropriate use of scaffold		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
May render scaffold unsafe leading to falls from height	High	Customer to use the scaffold only in accordance with the loading specified on the hand-over certificate / tag. No modifications to be made to the scaffold, especially removal of ties or structural members. Modifications only to be carried out by trained scaffolders. Modifications only to be carried out by trained scaffolders. Only scaffolders are allowed to move scaffolding at any time, the PC has the responsibility for ensuring no third parties move or alter any scaffolding.	Low
Hazard	Scaffold Inspection		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Failure to inspect on completion may leave it unsafe, lack of regular inspection may lead to it being unsafe during use	High	In accordance with Regulation 12 of the Work at Heights legislation scaffolds must be inspected by a trained and competent person – before use, as a minimum thereafter every 7 days or sooner if subject to alteration or adverse conditions. Any person using the scaffold should visually inspect it before getting on it even if the tag is in date – any concerns should be raised and an inspection done by a competent person if necessary. Craven scaffolding will only conduct these inspections if specified in the contract.	Low
Hazard	Working on external elevations		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Extremes of heat / cold High winds, rain, ice	Medium	Team supervisor to be aware of conditions and adapt working practices as appropriate. Work to be halted if conditions unsafe.	Low
Hazard	Scaffolding operations		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L

Adverse impact on the environment - land, air water contamination	Medium	Scaffold materials will be removed from site on completion of our works. Packaging materials / sheeting will be segregated into the appropriate onsite disposal bins/ skips or removed from site. Spillages to be prevented by use of bunded tanks, regular maintenance of all plant & equipment.	Low
Hazard	Use of electrical equipment		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Electric shock, burns, fire	Medium	All work to be undertaken under the Customers permit to work system. Only 110-volt or battery equipment to be used on site. All electrical appliances to be PAT tested.	Low
Hazard	Use / contact with substances hazardous to health		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Adverse effects caused by contact, ingestion, inhalation, or injection of or with substances	Medium	Ensure all relevant COSHH data sheets have been supplied by the Company or the client and issued and understood by scaffold team.	Low
Hazard	High risk activities requiring additional controls e.g. permit to work / isolation procedures		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Working in environments with additional risk – confined space, excessive temperatures, roof spaces	High	Supervision to unequivocally establish if work is subject to customer permit to work system. If so strict compliance is mandatory, if in doubt STOP and contact your Manager.	Low
Hazard	Use of mobile phones		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Risk of falls, slips trips or collision due to lack of / reduced concentration	High	Use of mobile phones or other mobile devices whilst driving any company vehicle is strictly prohibited. Use of such devices affects concentration – they should only be used when safe to do so.	Low
Hazard	Working in poor lighting		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Slips trips & falls, fall from height	Medium	Do not work if natural light is inadequate. Client to provide general and access lighting. Should artificial light fail do not leave area if there is a high risk of accident (i.e. open hatchways).	Low

Hazard	Working in areas of excessive heat, humidity or cold		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Heat exhaustion, fainting, dehydration, frost bite, loss of dexterity	High	Supervisor to assess conditions – using thermometer if necessary. Based on assessment work to progress either to work/rest regime set or work to be re-scheduled when conditions more appropriate.	Low
Hazard	Working in excessively noisy areas		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Hearing damage, failure to hear commands / warnings	Medium	In accordance with the Noise at Work Regulations 2005 appropriate hearing protection will be provided based on the Exposure levels above 80dB and will be mandatory above 85dB. If exposure limit exceeds 87dB (A) cease work until limit reduced.	Low
Hazard	Working in dusty areas.		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Inhalation of dust, dust in eyes, eye/ skin irritation, poor visibility	Medium	If possible suppress dust i.e. damp down with water / clear up. Identify dust, obtain COSHH data if appropriate and issue appropriate RPE. Wear suitable eye protection – glasses or goggles. If visibility very poor remove scaffold team until it improves.	Low
Hazard	Working on or near moving machinery / electrical equipment		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Entrapment, nips, noise, injury from ejected materials	High	Obtain all necessary permits to work. Isolate machinery and test isolation is working before commencing work. Only the person carrying out the works to sign permit off.	Low
Hazard	Erecting scaffold on public highway / footpath		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Contact with scaffold	High	Where scaffolds are erected on access / pedestrian routes, the 1 st lift to be erected at a height that allows free access under the scaffold. If this is not reasonably practicable then scaffold to be hand-railed off to prevent access. Pavement licence to be obtained if necessary from relevant authority. Lighting and protective foam padding and / or high visibility tape to standards as appropriate. Tool restraint lanyards working at height where exclusion zones cannot be established.	Low
Hazard	Working on a roof		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Falls through roof of men or materials	High	All roof surfaces and structures to be inspected prior to scaffold erection. Formal confirmation required from client that roof is sound to work on or engineer's inspection required to assess. Supervisor to establish safe working method which may include use of – Youngerman boards, span decks, roof ladders, barriers boarding and fall arrest equipment.	Low

		Barriers to be placed inside the building beneath areas to be worked on creating a safe zone below. Install protection to prevent falls through skylights.	
Hazard	Raising / lowering materials using a rope & wheel		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Fall of materials causing damage / injury to people / property	High	Always work to Company Method of Work Roping/Rope & wheel for materials. Ensure appropriate exclusion zone and install necessary signage. Only competent people to be used for activity. Inspections inline with LOLER to be carried out.	Low
Hazard	Lifting / lowering materials using a crane		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Fall of materials causing damage / injury to people / property	High	Area to be fenced off, close walkway to work area. High Vis clothing to be worn to be worn. Use only trained and competent slingers / Banksmen. Specific lifting plan written by competent person.	Low
Hazard	Working over / near water		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Drowning, slips & trips, contamination, Weils disease, fatigue	Medium	Selection of personnel – only employees able to swim to be selected. First aider to be available. Instruct personnel on what they should do if they fall into the water – i.e. remove spanners / boots etc. Buoyancy aids provided. No lone working. Wash hands and arms before eating.	Low
Hazard	Working in area which has asbestos contaminating materials (ACM's).		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Inhalation of asbestos fibres leading to long term health problems	High	Employees to stop work immediately if they suspect the presence of asbestos and notify the relevant manager.	Low
Hazard	Working in winter		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Slips & trips, frozen materials, hazardous roads	Medium	Supervisor to brief team on hazards of icy boards and tube. Extra care to be taken when conditions cold and wet. Work to be stopped if conditions too severe.	Low
Hazard	Scaffolding near to overhead cables		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Electrocution, arcing	High	All work must be planned (method statement and / or permit to work). Consult local service supplier before starting work. Assume all cables are live, Do not make contact with cables even if sheathed. Restrict size of tube.	Low

Working with impact wrenches			
Hazard			
The use of impact wrench	High	- If an operative of this company wishes to use an impact wrench they must inform their Supervisor. - The operative will only be allowed to use the Makita impact wrench 18v DWT285 - The user must complete a medical assessment form. - The user must inform a member of senior management if they suffer with any pains in their hands or fingers as result of using the impact wrench. - The user must stop using the impact wrench if they feel any discomfort from using the impact wrench.	Low
The use of the impact wrench	High	The user must not use the impact wrench on any press steel fittings.	High
Nuts from the fittings being stuck in the socket	High	- Do not put your fingers in the socket to retrieve any nuts stuck in the socket. - Turn off the impact wrench. - Remove the battery. - Remove the socket to release the nuts	Low
Incorrect use of the impact wrench	High	- Operator to be instructed in how to use the item via TBT and user manual. - Tool to be subject to a pre-use check by the Operator and monthly inspection - Always inspect the whole unit before use. - Never use a worn or damaged socket. - Always wear safety glasses and gloves and ear defenders - Always disconnect from the power source before changing sockets. - Remove rings, watches, etc. that could tangle in the moving parts. - User must hold the tool by the handle provided. - Do not attempt to change speed while the tool is running. - Only use accessories recommended by the manufacturer. - Never modify the tool in any way. - The impact wrench must not be used if damaged.	Low
Contact with the moving parts of the Wrench	High	- User must only use gloves issued by the company - Operative must keep hands away from the moving parts of the tool. - Never wear loose clothing that could become entangled in the moving parts of the wrench. - Power source to be removed before replacing the socket.	Low
Wrench socket slipping or becoming detached	High	- Ensure correct socket is used. - Ensure that a pin retains the socket. - Ensure socket is in full contact with nut/bolt before the tool trigger is depressed - Do not use worn or damaged sockets.	Low
Fall of Impact Wrench	High	- Impact wrench to be tethered at all times - Tool to be secured within a suitable pouch when not in use. _	Low
Electric shock	High	- The impact wrench is battery powered. - The charger must be 240 volts and needs to be used within an office environment. - Charger must have current PAT certification. - Do not allow the impact wrench to get wet.	Low
Environmental impact of battery disposal	High	- Do not dispose of used battery packs in the depot or site waste. - Battery packs to be returned to Makita distributors or other for recycling	Low

Damage to battery packs	High	- Do not use battery packs from other systems. - Do not store the battery pack together with metal objects (short circuit risk). - Never break open battery packs and chargers and store only in dry rooms. - No metal parts must be allowed to enter the battery section of the charger (short circuit risk). - Battery acid may leak from damaged batteries under extreme load or extreme temperatures. - Use only Makita 18V chargers for charging Makita 18V battery packs.	Low
Vibration	High	- Based on a conservative 5 seconds per nut trigger time, the limit value would equate to 1092 nuts, or 546 double couplers, which is far in excess of expected daily production rates. - Work periods should be rotated so continuous use of the powered tool is avoided and exposure does not exceed the limit value. - User must maintain hand warmth and keep hands dry; it is essential to maintain good blood circulation. - User should not grip the tool excessively tightly. - User must take suitable rest breaks. - User must report any signs of tingling or "pins and needles" in their fingers to supervision immediately. - User should carry out pre use checks and periodic inspection, defective or worn items must not be used and should be repaired or replaced. - Defects must be reported immediately to supervision. _ - The user's exposure limit value must not be exceeded. _	Low
Noise	High	- Hearing protection is mandatory when using the impact wrench. You will not be allowed to use the impact wrench if you don't use Hearing Protection. - Other members of the gang working in close proximity must also use Hearing Protection	Low
Over tightening of bolts	Moderate	- The impact wrench has a rated maximum fasten torque of 280 Nm. - Use the setting that the Manufacturers recommend for scaffolding actual torque recorded was in the range 60 - 50 Nm - Operator must be assessed to ensure that they can consistently apply the correct torque to a scaffold fitting _ during fastening. _ - This tool must not be used on pressed steel fittings including all sleeve couplers	Insignificant
Possible stripping of the nuts from the fitting threads	Moderate	- The tool is fitted with a 'Reverse rotation auto stop mode' which stops the impact and rotation within 0.2 - seconds of the nut becoming loose thus preventing the stripping of the nuts from the fitting thread	Insignificant
PPE to be used		- Hand protection - Eye protection - Hearing protection	
Hazard	Corona Virus		
Preliminary Risk	Risk H/M/L	Control Measures	Res. Risk H/M/L
Contraction of Corona virus	H	Control Measures stipulated in gov. Site Operating Procedures – Protecting Your Workforce – see below procedure. If at any point scaffold team feels that the operating procedures are not being met by the client, or they cannot complete the task without following them then work must cease immediately and line manager will be contacted.	M

Site Operating Procedures – Protecting Your Workforce

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Introduction

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a site is not consistently implementing the measures set out below, it may be required to shut down.

Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- ☑ Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- ☑ Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- ☑ Is living with someone in self-isolation or a vulnerable person.

Procedure if Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- ☑ Return home immediately
- ☑ Avoid touching anything
- ☑ Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Site

☑ Wherever possible workers should travel to site alone using their own transport and sites need to consider:

- o Parking arrangements for additional cars and bicycles
- o Other means of transport to avoid public transport e.g. cycling
- o Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- o How someone taken ill would get home.

Site Access Points

- ☑ Stop all non-essential visitors
- ☑ Introduce staggered start and finish times to reduce congestion and contact at all times

- ☑ Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- ☑ Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- ☑ Require all workers to wash or clean their hands before entering or leaving the site
- ☑ Allow plenty of space (two metres) between people waiting to enter site
- ☑ Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- ☑ Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- ☑ Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Hand Washing

- ☑ Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- ☑ Ensure soap and fresh water is readily available and kept topped up at all times
- ☑ Provide hand sanitiser where hand washing facilities are unavailable
- ☑ Regularly clean the hand washing facilities and check soap and sanitiser levels
- ☑ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Toilet Facilities

- ☑ Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant
- ☑ Wash hands before and after using the facilities
- ☑ Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- ☑ Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- ☑ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Eating Arrangements

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

The workforce should also be required to stay on site once they have entered it and not use local shops.

- ☑ Dedicated eating areas should be identified on site to reduce food waste and contamination
- ☑ Break times should be staggered to reduce congestion and contact at all times
- ☑ Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- ☑ The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- ☑ Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- ☑ Where catering is provided on site, it should provide pre-prepared and wrapped food only
 - o Payments should be taken by contactless card wherever possible
 - o Crockery, eating utensils, cups etc. should not be used
- ☑ Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- ☑ Tables should be cleaned between each use
- ☑ All rubbish should be put straight in the bin and not left for someone else to clear up
- ☑ All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

Changing Facilities, Showers and Drying Rooms

- ☑ Introduce staggered start and finish times to reduce congestion and contact at all times
- ☑ Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- ☑ Consider increasing the number or size of facilities available on site if possible
- ☑ Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- ☑ Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

General Principles

- ☑ Non-essential physical work that requires close contact between workers should not be carried out

- ☑ Work requiring skin to skin contact should not be carried out
- ☑ Plan all other work to minimise contact between workers
- ☑ Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- ☑ Single use PPE should be disposed of so that it cannot be reused
- ☑ Stairs should be used in preference to lifts or hoists
- ☑ Where lifts or hoists must be used:
 - o Lower their capacity to reduce congestion and contact at all times

- o Regularly clean touchpoints, doors, buttons etc.
- ☑ Increase ventilation in enclosed spaces
- ☑ Regularly clean the inside of vehicle cabs and between use by different operators.

Site Meetings

- ☑ Only absolutely necessary meeting participants should attend
- ☑ Attendees should be two metres apart from each other
- ☑ Rooms should be well ventilated / windows opened to allow fresh air circulation
- ☑ Consider holding meetings in open areas where possible.

Cleaning

- ☑ Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
 - o Taps and washing facilities
 - o Toilet flush and seats
 - o Door handles and push plates
 - o Hand rails on staircases and corridors
 - o Lift and hoist controls
 - o Machinery and equipment controls
 - o Food preparation and eating surfaces
 - o Telephone equipment
 - o Key boards, photocopiers and other office equipment
- ☑ Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

7.0 Rescue Plan:

Rescue Plan - Without Specialist Rescue Equipment using full body harness with single lanyard or twin tail lanyards

This plan is for the rescue of a scaffolder wearing a full body harness with a single or twin tail lanyard, working on an independent, tower, or birdcage scaffold or any other structure where there is access adjacent to the suspended person.

Scaffolders Working over water/Working on beams/Working on overhead power lines/Working in confined space/Working on suspended scaffolds/Working on roofs with safety nets below/Working in MEWPS must have a site-specific Rescue Plan in place before work commences.

The information required below must be completed before this Plan can be submitted to the Client

Location of local A & E Department to Site:	Bury New Road, Prestwich, M25 3BL
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Location of local Ambulance Station to Site:	Bury New Road, Prestwich, M25 3BL
Location of local Fire and Rescue Station to Site:	Bury New Road, Salford, M7 4LE
Contact details of Clients Site Rescue Team:	TBC
First Aid Provisions	All wagons have first aid kits. At least two members of the scaffold team will be first aid trained.
All Scaffolders are trained and competent for the works to be undertaken: Yes / No	yes
All scaffolders have been trained to use and inspect the harness and lanyard: Yes / No	yes
All harnesses and lanyards have been inspected within the last three months: Yes / No	yes
All harness and lanyards have been issued by the company: Yes / No	yes

SCOPE:

This rescue plan is for the recovery of personnel following an arrested fall whilst wearing a full body harness with single or twin lanyard attached to a suitable anchorage point.

Each scaffolding operation shall be risk assessed prior to work commencing and the chosen rescue option will be outlined on the risk assessment / method statement.

All operatives on site shall be briefed on the method of rescue to be adopted on this site.

OBJECTIVE:

The objective of this procedure is to outline to all supervisors, operatives and Clients Management the proposed means of performing a rescue of a person in a fall arrest situation as quickly and safely as possible.

Where using collective means of fall prevention as per SG4: Current Edition shall prevent possible falls: (e.g. safety steps, advanced guardrails).

- Rescue is only to be attempted if it does not endanger the person carrying out the rescue or endanger the faller any further during the rescue attempt. **The Person undertaking the rescue must be working from a fully boarded platform, using full body harness and lanyards attached at all times throughout the rescue.**
- If the suspended person was a member of a two-man or three-man gang it would be impossible for the other scaffolders to lift and pull the suspended person back onto the platform if they are positioned below the lift. A cantilever platform must be erected to allow the Suspended Person to be placed on the platform.

Scope of Works: Erection of Independent Scaffolds

Rescue Plan No.1 relates to scaffolding activities where, in the unwanted event of a fall from height, a scaffolder is suspended in his safety harness.

The scope of this rescue plan is limited to working from basic scaffold structures and as such the casualty would be suspended adjacent to the scaffold structure. This would require a rescue technique known as 'Pulling onto Boards or Building a Cantilever under the Suspended Person' using tube and fitting or for system scaffolding hop up brackets.

Equipment:

Tube and fitting and System Scaffolding

TRAINING.

Scaffold operatives will be competent in the erection of both conventional tube and fitting and system scaffold structures. They will hold a CISRS card and will have received SG4: Current Edition and TG20:Current Edition training.

In addition, Risk Assessment and Manual Handling training will have been completed during company HS&E induction training. Site induction training will be completed successfully before commencing work on site.

EMERGENCY PROCEDURES

In the event of a suspended casualty the alarm will be raised immediately via the nearest call point or emergency telephone by calling 999 and your Manager/Supervisor stating the exact location and nature of the incident. Before work commences a gang member must check to ensure that the local phone is operating properly and they have a signal for their mobile phones. The emergency services may not respond immediately. We must commence the rescue.

- The company must be aware of the location of the local emergency services and the local hospital.
- The distance the emergency services would have to travel to site to respond to an emergency.

PRE-RESCUE ACTIONS:

As soon as a fall takes place the scaffold team must act immediately and follow the process below:

- Inform site management
- Contact the Emergency Services by dialling 999
- Request Fire Brigade (request Work at Height Team) and Ambulance Services.

Ensure that the emergency services are aware that this is a work at height incident and the casualty is suspended in a harness

Give the operator the following information:

- Address and Postcode.
- Location of site.
- Contact phone number.
- Nature of the incident.
- Casualty name/age/sex/medical history
- Signs and symptoms of the Suspended Person.
- How the accident occurred.
- What are you doing for the Suspended Person?
- Length of time the operative has been suspended.
- What condition the operative is in (i.e. conscious/ unconscious) type of injuries.
- Height above ground or nearest landing platform the operative is suspended from.
- Type of access onto the scaffold Ladder or Staircase

If the person is un-injured and fully conscious, they should be encouraged to mobilise all four limbs, i.e. by flexing the arm / leg muscles to help maintain circulation.

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

RESCUE ACTIONS

The faller is suspended within or adjacent to the scaffold structure

- There must be no risk to the safety of the rescuer(s) or the casualty
- The suspended person should be recovered and helped to stand on the scaffold.
- Under no circumstances must their lanyard be released or cut until the suspended scaffolder is safely back on the scaffold.
- A designated member of the rescue team should continuously monitor the suspended scaffolder reassuring them and talk them through the rescue process as it happens.

The faller is suspended in free space, below or away from the scaffold

- The rescuer must ensure that they always work from within a 'Safe Zone' as SG4: training. This is defined as 'a fully boarded and correctly supported platform with a single guardrail (at least 950mm high) clipped on at all times through the rescue, where there is a risk of a fall'.

- For system scaffolding or tube and fitting scaffolding, board out the bay adjacent to where the scaffolder is suspended and the bay above where the lanyard is attached.
- Attach your lanyards to a secure anchor point as far back from the edge of the platform where the scaffolder is suspended.
- Fix two hop up brackets or two tubes onto the standards each side of the fallen scaffolder, just below their backside or as close as possible.
- Place the first board on the hop up brackets or tube by pushing the fallen scaffolder away from the scaffold, repeat by placing the second board on the hop up brackets, for system boards fix them down using the board fixing.
- For tube and fitting scaffold the cantilever must be three boards wide doubled up correctly supported, fix the boards in place to prevent any movement of the boards, fix a tube on each standard across the boards.
- If the Suspended Person is using twin tail lanyards, attached their second lanyard back onto the scaffold if possible before commencing the rescue.
- Drag and lift the Suspended Person onto the cantilevered boards, he/she will be sitting on the boards then lift their legs onto the boards.
- The scaffolder will now be sitting or laying on the boards.
- Once the Suspended Person is safely on the platform and secure, access the top lift where their there lanyard is attached. Clip on to a secure anchor point, then carefully release their lanyard lowering them onto the boards.
- Tray and place the Suspended Person in the recovery position if possible on the platform.
- All you can do is wait for assistance to arrive.
- A designated member of the rescue team should continuously monitor the Suspended Person reassuring them and if necessary, talk them through the rescue process.
- Only if it is safe to do so remove the handrail and bring the suspended scaffolder onto the main platform, once they are safely on the platform replace the handrail.
- Ensure there safe access for the emergency services to access the platform, if they arrive on site

POST RESCUE ACTION:

Anyone suspended in his/her harness must be examined by a medical professional (even if they say they feel OK). First aid treatment alone may not suffice.

All casualties are to be initially assessed by competent First Aider, following the standard First Aid treatment (ABC Management), as below.

- **A** - Assess casualty's airway
- **B** - Assess casualty's breathing condition
- **C** - Check casualty's pulse/ signs of bleeding

Assess the level of consciousness using **AVPU** scale

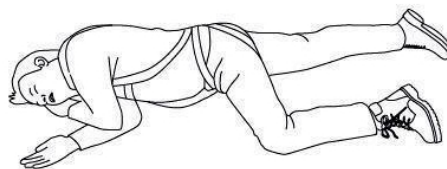
- **A** – Are they **Alert**? Are their eyes open? Do they respond to questions?
- **V** – Do they respond to **Voice**? Do they answer questions/ obey commands?
- **P** – Do they respond to **Pain**? Do they open their eyes or move if pinched?
- **U** – Are they **Unresponsive** to any stimulus (i.e. unconscious)?

Conscious Casualties:

- Casualty should be encouraged to remain in an upright position and walk around if possible.
- First Aider to remain with the casualty and accompany them to hospital for medical assessment.

Unconscious Casualties:

- First Aider to place patient in the traditional recovery position (as pictured) until the emergency services are in attendance.
- Advise the ambulance service that the patient needs to be treated for orthostatic shock or intolerance, which should be treated similarly to crush injuries.



POST RESCUE ACTION EQUIPMENT:

Following a fall, any fall protection equipment should be quarantined and retained for inspection as part of the incident investigation process.

At the location where the fall happened the scaffold and ties must be inspected before the scaffold can be used again and a new Hand Over Certificate issued to the Client.

It has been proven by test's undertaken by Newcastle University that if a person is attached to a scaffold structure when they fall the impact of the fall can damage the scaffold and pull the ties out of the wall.

Specific Rescue Plan	
Reason for specific Plan:	Covid - 19
No specialist scaffolds requiring special rescue will be completed until the government informs us that the crisis has been averted and work can return to normal. Due to scaffold regulations being strictly followed at Craven Scaffolding in regards to SG4 safe zones the risk of a fall is extremely unlikely, where a person has fallen and is able to self-rescue then this should be carried out. Scaffolders will be able to erect a platform underneath the injured party where possible to release pressure from their harness without breaking the 2m rule. In the event of an imminent threat to life rescuing an injured party will take precedent over the 2m rule issued by the government. In the event this does happen then the rescuers, once the rescue has been completed, must disregard all clothing and PPE and proceed to the site welfare facilities for full decontamination by thoroughly washing hands and skin with the wash facilities provided. PPE including harness will be destroyed and new issued, clothes can be taken home in a bag to be washed in washing machine at high temperature and all tools must be thoroughly cleaned down. White coveralls are provided in the stores for employees to take to site with them in the highly unlikely event that this happens to enable employees to travel home in.	

Task Briefing by:		Signed:	
MS Communication	Q.		
	A.		
	Name of Operative Questioned:		

I hereby confirm that I have been briefed on the contents and requirements of this scaffolding rescue plan, associated risk assessment, method statement.

I agree to fully comply with the requirements therein and will take all reasonable precautions at all times to safeguard the health, safety and welfare of myself and others who may be affected by my actions.

I acknowledge receipt of the above RAMS including the rescue plan, and fully understand its contents – if in doubt ASK

Name	Signature	Date

8.0 – Amendments to Plan of Works:

Only persons authorised by the management of Craven Scaffolding Ltd are to make amends to this plan of works. All amendments must be recorded in the space below and then communicated to all interested parties.

Date	Details of Amendments	Amended By (Authorised person)