

Standard Risk Control Arrangements

Scaffold

Training and Capability

- A. A suitably trained competent person, with a minimum 2-day Scaffold Inspection course, will be appointed to inspect scaffolds and to sign the Inspection Register (SS-FM-17). The Scaffold Inspection Checklist should be utilised where possible.
- B. Scaffolders must hold documentary proof of CISRS (Construction Industry Scaffolders Record Scheme), relevant to the type of scaffold being erected / dismantled. Copies to be retained on site.
- C. Where companies are not members of NASC (National Access and Scaffolding Confederation), then a full supply chain audit of the company must be carried out in advance of their appointment.
- D. All tube and fitting scaffold must be designed by a competent person, unless it is a basic scaffold as described in NASC document TG 20:08 (as confirmed in writing by the Scaffolding company)
- E. All scaffolding companies responsible for erecting design scaffolding must hold PI insurance or have employed an engineer who holds PI insurance to do the design for them. In both cases the insurance details must be checked before the contract is awarded.

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- F. Erection of a designed scaffold must be done under the direct supervision of an advanced Scaffolder. The Mansell Scaffold Guidance Poster contains further detail and includes (this list is NOT exhaustive):
 - Access scaffolds with more than the 2 x working lifts allowed with TG20:08 'Basic Scaffolds'
 - Sign board supports, Advertising hoardings or banner support
 - Cantilevered scaffolds
 - Buttressed free standing scaffolds
 - Free standing scaffolds outside base / height limitations
 - Mobile and Static Towers outside base / height limitations
 - Tube and fitting mobile towers, Tube and fitting towers with guys ropes or ground anchors
 - Support scaffolds
 - Scaffolds using 5-board 'Easyfix / Herringbone' transoms - (if ledger bracing omitted)
 - Pedestrian footbridges or walkways
 - Protection fans, Nets and Pavement frames
 - System scaffolds erected outside manufacturers guidelines
 - Any scaffold subject to: Vibration, High loading, Long term duration (Mansell define long term duration as >12 months),
 - High risk areas as defined through risk assessment.
- G. Design scaffold must be accompanied by calculations, erection and dismantling drawings
- H. A hand over certificate (stating scaffold type, loading(s), intended use and pull out test results - as applicable) is required for all scaffold taken into possession, including adaptations. It must refer to any relevant drawings and shall be referenced as part of the Scaffold Inspection. Handover certificates for design scaffold should only be issued by an advanced scaffolder / supervisor.
- I. All working at height must be assessed for risk and planned in accordance with the Working at Height Work Instruction (SM-WI-49) and comply with the relevant SRCA's prior to task commencing
- J. Staircases shall be used in preference to Ladder access to all scaffolds over 4 weeks duration and 1 lift high. Risk Assessments must be undertaken where Ladders are used for access with fall prevention measures provided at all lifts – (e.g.: Ladder gates or Trapdoors).
- K. Scaffolders will provide detailed Risk Assessments and Method Statements to adequately control falls of workers and materials during erection and dismantling, including provision and wearing of harnesses (NASC guidance SG4:10 should be consulted).

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- L. During erection / dismantling, the scaffold platform should be fully boarded.
- M. A "Scaffold Incomplete" signage system shall be implemented to prevent unauthorised access. In addition, access to the incomplete areas should be prevented by suitable physical means.
- N. Where system scaffolds are used, the Project Team shall be provided with specific assembly guidance details by the Scaffold Company.
- O. The aspect of "tunnelling" or "traversing" is NOT permitted and therefore an alternative method of works will be required, (e.g. MEWPs, Advanced Guardrail System or Step-up Device etc). NB: Scaffolders will wear harnesses at all times regardless.
- P. Timber scaffold boards and battens must be legibly marked showing that they are graded to BS2482, generally located on the end bands. The letter **M** or **V** denoting 'Machine' or 'Visual' Grading.
- Q. Scaffold boards / battens must be supported by transoms at no greater than the maximum span marked on the board (e.g. "support 1.2 m"). Where system scaffolds are utilised, steel battens or steel staging can be used as an alternative.
- R. Scaffolding is to be founded on dry firm foundations
- S. Sole boards are to be made of scaffold boards or strong material and should be solidly founded
- T. Base plates are to be correctly positioned under standards
- U. All scaffolding must be erected in accordance with the current BS/EN12811-1 or to a specific engineered design
- V. No scaffold, bracing or ties are to be altered, adjusted or removed by anyone other than a Scaffolder
- W. Scaffold platforms must be close boarded to prevent people, material or tools falling, and must be kept clear at all times to allow free access of 600 mm
- X. Exposed boards and at least the top lift must be secured, in accordance with the project risk assessments, to prevent movement (wind or lapboards)
- Y. Toe boards must be in place on all scaffolds over 1.5 m high
- Z. Top Guard rails must be secured at hip height (at least 950 mm high)
- AA. Sufficient edge protection shall be provided, such that gaps of over 470 mm do not exist, on all scaffolds (internal, external and loading bays)
- BB. Means to protect the public shall be available (e.g. nets, fans or monoflex etc.
- CC. Monoflex and or flexible materials used to clad scaffold must conform to LPS 1215 and, following risk assessment, specify whether debris or weather protection required (determines the type of lap)
- DD. Scaffold must not be over loaded, or loaded above toeboard height without strong brick guards. Materials must be loaded out over the standard points.
- EE. Where brick guards are used, they shall be properly secured to prevent them moving. Brick guards will be as an addition to the double guard rails, not instead of a second rail
- FF. Scaffolds must be inspected before being taken into use and at least weekly with records kept in the Inspection Register (SS-FM-17). Design drawings must be available when inspections are undertaken.
- GG. If a scaffold company is contracted to undertake scaffold inspections he / she must be 'impartial' of those who erected / dismantled the scaffold and hold an 'Advanced' CISRS Card relevant to the scaffold type.
- HH. Loading bays shall be of sufficient strength and offer full edge protection. Hoist Gates **MUST** not be used and where 'practicable' Up and Over Loading bay edge protection shall be used. SWL signs, including maximum number of pallet loads, to be displayed. Standards no longer than 16 feet should be hemped adjacent to public areas as noted in the PMP and WAS.

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- II. Basic scaffold must be built to TG20:08 or be erected in accordance with a design.
- JJ. Anchors must be tested by a competent person, to achieve a minimum pull out strength. To achieve 1.5 x the required tensile load. A minimum of 3 anchors shall be tested and at least 5% (1 in 20).
- KK. All scaffolds must be tied at least 16m² as if sheeted.
- LL. Where there is a requirement to tie the scaffold into a timber frame structure, the CDM Coordinator must consult with the timber frame and scaffold designers to determine the tie points with regard to the structural suitability of the tie point, the tie and the scaffold. Details must be relayed to the Mansell Project Team prior to scaffold erection.
- MM. A 'tie count' shall be made and referred to at handover of the scaffold. When a scaffold is removed its ties should be removed under careful supervision, in order to retain stability of the scaffold at all stages.
- NN. Hoists with a capacity of over 500kg must be tied to the building
- OO. Where scaffolding interferes with existing lighting, temporary lighting may be required.
- PP. Loading and/or off-loading of lorries will be undertaken in accordance with the Balfour Beatty guidance document BB-WI-05.

Other Local Control Arrangements