

Wakefield Scaffolding

Method Statement

Incorporating the Assembly, Use and Dismantle Plan

Customer:

Date:

Contact:

Page: 1 of 9

Site:

Quote No:

Specification of the Works to be Carried Out.

Design No/Compliance:

Job No:

PS 00101

Work instruction No:

All scaffolds designed in accordance with BS 6399 Part 1 Imposed Loads, Part 2 Code of Practice for Work Loads, Part 3 Snow / Roof Loads, TG20:13 Volume 1&2, BS EN 12811 Temporary Works and DD 7995:2003 Specification for Temporary Access Platforms. CDM Regs 2015, Consideration has been given to ensure work is not carried out at height where it is reasonably practicable to carry out work safely, otherwise than at height.

Type of Structure:

Scaffold Load:

Supervision.

Emergency Contact:

Peter Sedgwick

Emergency Contact No:

07774 165566

Programme.

Start Date:

Duration:

Working Days:

Monday – Friday

Working Hours:

0800 - 1630

Scope of Works.

- i. Erect, alter and dismantle 2 lift + table lifts independent progressive bricklayers' scaffold for the construction of.....
- ii. Erect & dismantle 2 number internal birdcage scaffolds for internal fall protection and access platform.
- iii. Client responsible to ensure all ground upon which the scaffold will be erected on will support the loads specified.
- iv. Client to provide a minimum width of 2m level compact ground around all four elevations.
- v. Client to provide a minimum of 48 hours notice for all scaffold operations
- vi. Only two working lifts to be used at any one time, one at full imposed load and one at 50% of imposed load.

Manpower Resources and Competency.

- vii. Scaffolders will hold CISRS Registration at the appropriate level.
- viii. Scaffold Inspector will be CISRS Advanced scaffold inspector.
- ix. Plant operators will be competent and hold relevant certification.
- x. Operatives will have received Company guidance booklets on safety, scaffolding and work at height.

Equipment to be Used and Conformity Requirements.

The scaffold will be constructed of scaffold tube, fittings, timber and scaffold boards.

- i. Scaffold tube will be straight, free from any grease and any visual damage
- ii. Scaffold fittings will be free from visual damage with free running nuts.
- iii. Scaffold boards will be free from visual damage, splits in excess of 225 mm, warping and will be complete with nail plates or end bands.
- iv. Ladder beams will be free from visual damage.
- v. Ladders will be free from visual damage.
- vi. Materials will be visually inspected prior to use by the operative, defective materials will be segregated to prevent use.

Delivery and Collection Arrangements.

- i. Materials will be delivered and collected at times agreed with the Customer.
- ii. Materials will be delivered and collected utilising 7.5-ton wagon, and will be unloaded / loaded in an agreed area on site.
- iii. Men at work signs to place in front of wagon.
- iv. No materials to be left on site overnight, materials to be cleared on a daily basis

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Customer:

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Contact:

Page: 2 of 9

Site:

Quote No:

Unloading and Loading Arrangements.

Materials will be unloaded/loaded utilising the following methods: - Tick which is applicable

- i. Manual handling.
- ii. Vehicle mounted crane.
- iii. Site crane.
- iv. Other (State)

Method to Be Used to Move Materials

- i. Passing from person to person.
- ii. Using a gin wheel and or rope.
- iii. Using site crane/lifting equipment.
- iv. Other (State)

Method to be Used to Segregate the Work Area.

- i. Work area to be segregated by barrier tape.
- ii. Work area to be segregated by physical barriers.
- iii. Other (State)

Personal Protective Equipment.

- i. The following minimum PPE will be issued Hi-Viz vest, Safety Helmet, Safety Boots, Safety Harness and Gloves.
- ii. Other PPE will be issued, as appropriate, orange high vis vest to be worn by lead scaffolder.
- iii. All PPE will meet or exceed the relevant BSEN Standard.

Emergency Procedures.

- i. The company will comply with the Customer's site emergency procedures.
- ii. The Customer will provide first aid personnel and welfare facilities on site, as appropriate.
- iii. Operatives report any incident/accident to their immediate Supervisor
- iv. Rescue procedures for arrested falls shall be agreed locally, as appropriate

Monitoring and Compliance.

- i. Supervision will implement, monitor and enforce this method statement during periodic visits to site.

Assessment of Significant Risks.

- i. This Method statement to be read in conjunction with the relevant risk assessment.

Scaffold Erection & Dismantle Procedure

Erection

- i. All operatives to attend local site induction and sign to confirm understanding of site rules.
- ii. At the location where the scaffold is to be erected, the method statement and risk assessment will be shown to the operatives by supervision and the relevant hazards and preventive/control measures will be explained. Where possible, a copy of the method statement and risk assessment will be available within the site office.
- iii. The operatives will sign the method statement to confirm the adequate transfer and understanding of this information.
- iv. The lead scaffolder will complete a work brief on a daily basis.
- v. Materials will be transported to site and stored in the agreed location as close to the working area as possible.
- vi. Materials will be carried from the scaffold vehicle to the working area by hand.
- vii. Scaffold will be erected in accordance with the attached NASC compliance sheet ref number.....
- viii. Standards to be founded on sole boards and base plates. Minimum size of sole boards will not be less than 450mm x 225 x 38mm.
- ix. A Scaffold tag holder showing the **NO ENTRY SIGN** and the words **DO NOT USE SCAFFOLD** will be fitted to the scaffold at the earliest opportunity.
- x. Standard spacing not to exceed 1.8m.

Wakefield Scaffolding

Method Statement

Incorporating the Assembly, Use and Dismantle Plan

Customer:

Date:

Contact:

Page: 3 of 9

Site:

Quote No:

- xi. Transom spacing not to exceed 900mm, including none working lifts.
- xii. Ledger bracing will be fitted to alternate standards.
- xiii. A service gap of 100mm will be provided between the inside board and the block work to allow render works to take place at a later date. The inside board will be fixed in place to prevent accidental displacement.
- xiv. Lift heights will not exceed 2m.
- xv. Brick guards will be fitted to all external elevations of the working lift.
- xvi. Facade bracing will be fitted to the full height of the scaffold at intervals not exceeding 6 bays.
- xvii. System staircase will be fitted to the scaffold giving access to the working lift (where appropriate).
- xviii. System staircase will be erected in accordance with the attached manufacturer's instructions (where appropriate).
- xix. For the erection, use, dismantling and maintenance of temporary suspended chutes constructed of detachable sections, attached to scaffolding and intended for the conveyance of waste construction materials, **refer to NASC document TG3:11**
- xx. Through ties will be fitted at a maximum height of 4m and every other bay horizontally.
- xxi. Design loading bay to be erected in accordance with the attached drawing.
- xxii. Work at height will be undertaken in accordance with **NASC document SG4:15**.
To avoid work at height or reduce the risk to as low as is reasonably practicable, methods such as the use of MEWPS, Advanced Guardrail Systems and Collective Fall Systems will be considered. The use of safety harnesses may be necessary.
On non-boarded lifts whilst erecting a further lift, operatives will firstly affix a single guardrail for their own protection and work from a full boarded properly supported working platform and will attach their safety harness where applicable. These boards shall be moved to progressively onto subsequent lifts. Single guardrails and transoms will remain in place on all none working lifts.
The advanced guard rail will be constructed using the scaffold step.
- xxiii. Rescue procedure for arrested falls will be in accordance with **NASC document SG4:15** rescue plan
- xxiv. Scaffold to be secured to the building utilising the four returns and butting the transom tubes up to the building. In addition to this the system staircase and designed loading bay will provide additional stability to the structure.
- xxv. Scaff-tag insert to be inserted in the scaff-tag holder on satisfactory completion of scaffold.
- xxvi. On completion of the scaffold all spare materials will be cleared from the work area and removed from site.

Dismantle

- i. At the location where the scaffold is to be dismantled, the method statement and risk assessment will be shown to the operatives by supervision and the relevant hazards and preventive/control measures will be explained. Where possible, a copy of the method statement and risk assessment will be available within the site office, or similar.
- ii. The operatives will sign the method statement to confirm the adequate transfer and understanding of this information
- iii. Prior to dismantle, the charge hand will initially inspect the scaffold to ensure that ties and braces are still intact and that platforms are clear of debris.
- iv. Once satisfied that the scaffold is safe to dismantle the work area by will be segregated by the specified means and Scaff-tag insert removed displaying the **NO ENTRY SIGN** and the words **DO NOT USE SCAFFOLD** adjacent to the ladder access.
- v. Ties and braces will not be removed from below the lift being dismantled.
- vi. The scaffold will then be dismantled methodically.
- vii. Scaffolders and Supervision will ensure that the structure remains stable and that it does not become overloaded with materials at any time.
- viii. No materials will be bombed and all fittings will be bagged or passed by hand to ground level.
- ix. In general scaffolds will be dismantled in reverse order to the erection procedure.
- x. On completion all materials will be cleared from the work area and removed from site.
- xi. The Charge hand prior to leaving site will make a final visual check.
- xii. Work at height will be undertaken in accordance with **NASC document SG4:15**.

Hand Over Procedure

- i. Following the completion of the scaffold a competent person will carry out a visual inspection to ensure that the scaffold complies with the specification.
- ii. On satisfactory completion a hand over certificate will be issued to the Customer.

Inspection Procedure

- i. The Customer should then decide for the scaffold to be inspected in accordance within the requirements of The Work at Height Regulations 2005 (WAHR) and a record maintained.

Wakefield Scaffolding Method Statement

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Customer:

Date:

Contact:

Page: 4 of 9

Site:

Quote No:

Method Statement Prepared By:			
Name:	P Sedgwick	Signature:	

Distribution.
<ul style="list-style-type: none">i. Copy to be submitted to our Customer for approval.ii. Operatives to sign onto the method statement.iii. Charge hand to be issued with a copy to be retained on site.iv. Copy to be held in branch Contract File

Wakefield Scaffold

Risk Assessment

Customer:		Contact:		Scaffold Load:	
Site:				Job No:	Date:
Type of Structure:				Work Inst No:	Page: 5 of 9
Note:	All operatives to sign acknowledgement of understanding of the contents of this Risk Assessment.			Quotation No: Q	Design: NASC compliance sheet ref:

<u>Hazard</u>	<u>At Risk</u>	<u>Risk Assessment</u>	<u>Preventive/Control Measures Persons</u>	<u>Affected Residual Risk Assessment</u>
Contact with delivery/collection vehicles.	Scaffolders, supervision, site personnel	Medium	Materials to be delivered/collected from site by 7.5-ton wagon utilising an agreed traffic route. Site assistance to be used for reversing, and in areas where driver's vision is restricted.	Low
Manual handling during unloading/loading and during movement of materials on site.	Scaffolders	Medium	Materials to be unloaded / loaded into a designated storage area by hand. Materials to be transported to the work area by hand. Materials to be raised or lowered by passing hand to hand. When handling materials good kinetic manual handling technique to be utilised. Operatives to ensure the area used to transfer materials is free from objects likely to cause slips and trips. Fittings to be placed in proprietary fitting bags and transferred to work area using a hand line. Any load carried by an individual must be within the individual's physical capability when the load exceeds his physical capability the load must be reduced by other means i.e. using mechanical means to raise/lower the load, reduce the load to a manageable load.	Low
Abrasion, splinters from handling scaffold boards, lubricant from handling scaffold fittings	Scaffolders	Medium	All site personnel to wear suitable gloves whilst handling scaffold materials.	Low
Ground conditions	Scaffolders, supervision, site personnel	Medium	Client responsible to ensure the ground upon which the scaffold is to be erected is firm, level and compacted to a distance of 2m from the external brickwork and will support the loads of the scaffold, otherwise delays in the provision of scaffolding may be experienced.	
Trips and slips over general building materials and scaffold materials	Scaffolders, supervision, site personnel	Medium	Client to ensure access to and from work is clear of debris. Scaffold operatives to ensure storage of scaffold materials within the work area will be subject to good housekeeping. Where it is not possible to maintain cordoned off areas storage of materials to be subject to good housekeeping. Client to ensure general access and egress on site remains suitable.	Low

Wakefield Scaffold

Risk Assessment

Customer:		Contact:		Scaffold Load:	
Site:				Job No:	Date:
Type of Structure:				Work Inst No:	Page: 6 of 9
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Fall of materials during movement on site and during erection and dismantle.	Scaffolders, supervision, site personnel and the general public	Medium	The work area is to be cordoned off using suitable means to prevent access. Materials to be stored by suitable means to prevent inadvertent movement i.e. scaffold fittings to be bagged. The use of fork lift to lift materials on to the loading bay can be used provided the materials are secured in stillages/fitting bags. Personnel to wear safety helmets and safety boots. When erecting progressive lifts, client to ensure the platform is clear of general building materials.	Low
Fall of persons during erection and dismantle.	Scaffolders and supervision	High	Scaffolders to wear a suitable full body safety harness and twin tailed lanyard, work from a minimum 3 board wide properly supported working platform. The harness to be used in accordance with current NASC Guidance Note SG4 "The Use of Fall Arrest Equipment Whilst Erecting, Altering & Dismantling Scaffolding" Working at height to be avoided where practicable. Collective Fall Prevention Systems to be used. The erection of a single guard rail and transom spacing not exceeding 1.2m will remain in place on all none working lifts and be considered priority. Client to ensure that internal fall protection will be in place before erection of the 2 nd lift preventing any internal falls. Rescue of operatives suspended in a harness will follow the NASC guidance set out in SG19, rescue plan 1. Refer to attached document	Low
Collapse of scaffold during erection and dismantle	Scaffolders, supervision, site personnel	Medium	Scaffold to be erected in accordance with BSEN 12811 and NASC compliance sheet ref number..... The scaffold will be erected and dismantled progressively. Scaffold to be stabilised using tied returns, loading bay and system staircase.	Low
Access to scaffold during erection, prior to formal inspection, handover and during dismantle.	Site personnel	High/ Medium	On commencement of erection and dismantle an "incomplete" scaffold sign to be displayed adjacent to the access routes. No site personnel other than scaffold operatives working on the structure are allowed on the scaffold. Site operatives must also be prevented from accessing the building during scaffold operations.	Low
Excavations	Site personnel	High	No excavations to take place around the scaffold without the consent of Company Name	Low

Wakefield Scaffold

Risk Assessment

Customer:		Contact:		Scaffold Load:	
Site:				Job No:	Date:
Type of Structure:				Work Inst No:	Page: 7 of 9
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Overloading of platform and loading bay.	Site personnel	Medium	Customer to use the scaffold in accordance with the loading specified on the hand-over certificate/scaffold tag and the NASC compliance sheet ref number..... No modifications to made to the scaffold, especially removal of ties or structural members. Client to ensure all users of the scaffold are aware of the loadings of the platform and loading bay before use. SWL notice to be attached to the loading bay gate in full view of the telehandler operator. User must ensure the bricks/blocks are loaded directly over the vertical standards and not in the centre of bays. The client is responsible to ensure the scaffold is inspected weekly in accordance with the Work at Height Regs 2005, section 12 & 13.	Low
Contact with scaffolding when erected.	Scaffolders, supervision, site personnel and the general public	High	Where scaffolds are erected on access routes the 1st lift is to be erected at a height that allows free access under the scaffold. In circumstances where this is not reasonably practicable the scaffold is to be handrail off utilising suitable means to prevent access.	Insignificant
Electricity.	Scaffolders and supervision	Medium	Prior to any works commencing, Client to Identify electrical hazard and be responsible for any isolation work that may be required. Client to be responsible for obtaining all work permits and authorisations from suppliers. No works to commence until such documents have been presented. This document to be attached to method statement.	Insignificant
Vibration	Scaffolder	Medium	All staff to be adequately trained to use Impact Wrench. Job rotation to take place where appropriate to minimise exposure to vibration. Reduced vibration equipment to be used if possible. All equipment to be maintained as detailed in the manufacturer's recommendations. All equipment to be checked before use. Hands to be kept warm and dry where possible. Tools are not to be gripped too tightly Users to be made aware of early symptoms of HAV's i.e. tingling in fingers/ hands. Information relating to vibration to be provided. Estimates of vibration exposure to be carried out and additional control measures implemented if required. Occupational health checks to take place every 2 years. Impact Wrenches to be replaced every 2 years or before if showing signs of wear or if damaged	Low
Noise	Scaffolder	Medium	All staff to be adequately trained to operate equipment. Job rotation to take place where appropriate to minimise exposure to noise. Reduced noise equipment to be used where possible. All equipment shall be maintained as detailed in the manufacturer's recommendations. All equipment shall be checked before use. Hearing protection to be worn whilst operating or in the locality of powered equipment when it is being used. Occupational health checks to take place every 2 years	Low

Wakefield Scaffold

Risk Assessment

Customer:		Contact:		Scaffold Load:	
Site:				Job No:	Date:
Type of Structure:				Work Inst No:	Page: 8 of 9
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Substances hazardous to health	Scaffolders, supervision, site personnel and the general public	Medium	Refer to the relevant COSHH assessment for the substance and follow the control measures and PPE requirements.	Low
Competence, Supervision & Information	Employees, Supervisors and Managers	High	Scaffolders will hold CISRS Registration at the appropriate level. Scaffold supervisor will be SSSTS registered. Scaffold Inspector will be CISRS Advanced Inspector. Plant operators will be competent and hold relevant certification.	Low
Undertaken by:			Signature:	

- 1) When completing the risk assessment, please be aware what the definitions of Hazard and Risk are - "Hazard "Something with a potential to cause harm" Risk "The likelihood that harm from the hazard will take place"
- 2) For the Risk Assessment and Residual Risk Assessment, please use the terms High, Moderate, Low and Insignificant to reflect the level of risk.
- 3) Where the Residual Risk Assessment is High or Moderate, the control measures identified are inadequate and you will need to consider alternatives to reduce the risk assessment to Low or Insignificant.

EMPLOYEE DECLARATION

Customer:

Contact:

Site:

Date:

Page: 9 of 9

Quote No:

We, the undersigned confirm we have read and understood the Method Statement and Risk Assessment for the above site and we are fully aware of the methods of work to be carried out and the potential risks involved.

<i>Operatives Acknowledgement.</i>		
Name:	Signature:	Date: