

Independent Scaffolding Plan and

Method Statement

**The Assembly, Use and Dismantling Plan**

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| **Client Name:** | |
| **Site Address:** | |
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| **Date:** | **Prepared By:** |

**Type of scaffold being erected on this project and covered by this scaffold plan**

**Independent Scaffold**

**Supervision:**

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| **Supervisor:** |  | **Contact No:** |  |
| **Emergency Contact:** |  | **Emergency Contact No:** |  |

**Programme:**

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| **Start Date:** |  | **Duration:** |  |

All scaffolds will be erected in accordance with (TG 20) BS EN 12811-1 and the Work at Height Regulations 2005.

All planning and coordination of works will be done following a pre-start meeting with the principal contractor in compliance with The Construction (Design and Management) Regs 2015

**Resources and Competency:**

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| **Expected manpower to be utilised:** |  |

**Scaffolders will hold the CISRS cards and labourers will hold the CSCS labourers cards**

**All managers and scaffold inspectors will hold a Scaffolders Inspectors Certificate**

**Plant Operators such as forklift, hiab and cherry pickers operators (IPAF) will hold training certs.**

**All labourers are NOT permitted to wear scaffolding spanners and harnesses and are NOT permitted to access the scaffold unless it is a fully completed, double guard railed scaffold. Labourers will NOT be exposed to a risk of falls.**

**Sequence of Work for Independent Scaffold**

Length…m………………. Width………m……….. Height……m……………..

Standard Spacing………Metres Permissible Loadings……kN/m2

1. Ensure the client has checked the foundation is suitable to support the scaffold standard load and report to supervisor any foreseeable problems.
2. Place base plates on sole boards, the necessary distance from the workface.
3. Align ends of dummy transoms and mark distance required for the width of platform
4. Connect standards to the inside ledger with double couplers. Temporarily support using a raker to the transom / ledger, then plumb standards.
5. Position outside ledger and connect to standards with double couplers (dc). Create a rectangle and square up the corners to ensure a 900 return.
6. Position ledger bracing using swivel or double couplers within 150mm of the node point and plumb standards.
7. Display scaffold incomplete warning notice.
8. Fix intermediate standards on doubles to the above standard spacing.
9. Fix intermediate transoms at 1.2m centres to support boards.
10. Erect façade brace with swivel couplers to provide triangulation every 5th bay.
11. Follow SG4 principles to prevent falls, See page 5 of this scaffold plan
12. Position ties with load bearing couplers at intervals of

Vertical tie spacing………………………………………………..

Horizontal tie spacing…………………………………………….

Type of ties used………………………………………………….

1. Close board all working platforms and erect guard-rails and toe boards to ensure there is no gap greater than 470mm with the top guardrail at least 950mm.

See follow on pages of the scaffold plan for handover procedure, access, PPE etc.

**Scaffold components to be used:**

All tubular materials conform to B.S. 1139-2 Type 4 steel scaffold tube (4mm wall thickness and 48.3mm outside diameter).

All timber materials conform to B.S. 2482

All scaffold fittings to comply with BS1139 and be well maintained and lubricated.

System scaffold components to comply with manufacturers standards.

**Delivery of components and collection. Unloading and loading**

1. Materials will be delivered and collected from site in compliance with the site traffic plan and at agreed delivery times.

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| **Stipulate any restrictions**  **and any designated**  **Lay down areas if provided:** |

1. Materials will be transported using Multi-lift bodies, hiab HGVs or rigid vehicles and unloaded in line with the sites requirements to reduce working at height and reduce the risk of low level falls. All operatives are instructed to minimise work at height and secure the load from ground level. The site and compound forklifts to be used where possible to eliminate the need to access the vehicle. Indicate below the arrangements the client has made to prevent low level falls.

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| **Identify any additional**  **control measures provided**  **by the client to assist in the**  **Vehicle unloading operation:** |

**Welfare**

The Health and Safety at Work Act and more specifically the CDM regulations 2015, stipulate minimum standards of welfare facilities to be provided such as toilets, washing facilities, a place to take breaks etc.

State below who is responsible for providing such welfare. If the facilities are not at the immediate work area then clearly state where the facilities are.

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| The minimum PPE will include Safety Boots, High Vis, Gloves and Hard Hat. Scaffolders will also wear a full body harness with shock absorbing lanyard and scaffolders hook. Cherry picker operators will wear a restraint lanyard as opposed to a shock absorbing lanyard  **Personal Protective Equipment:** |

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| **Identify any additional**  **PPE required by the client:** |

**Emergency Planning:**

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| The client to provide first aid personnel and first aid equipment.  All operatives and management will report all accidents and near misses to the client. |

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| Scaffolders and labourers will receive SG4 rescue procedure training at induction. For independent scaffolds, towers and birdcages the emergency plan will include   1. Gaining safe access to the injured person and decking out the lift. 2. Making the injured person comfortable on the decked out lift. 3. Contacting the emergency services via the site emergency plan |

**Note: The rescue procedure may also include use of cherry pickers, to lower the injured person and retrievable inertia reels when working on cantilevered or suspended scaffolds.**

**Environmental Impact:**

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| The scaffolding works does not expose the local environment to any environmental impacts or aspects. All materials will be safely stacked and any packaging (securing bands, sleepers etc.) will be removed from site by the company vehicles.  No COSHH or environmentally damaging substances will be used. |

**Monitoring:**

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| 1) A designated charge hand scaffolder will be on site at all times to supervise all work  2) A contracts manager / supervisor will be designated and will visit on a daily basis.  3) A scaffold inspector will visit the site on a weekly basis or following adverse weather (note inspections may be carried out by the client)  4) A safety audit will be carried out on a monthly basis by the safety team and a report will be given the contracts manager highlighting any deficiencies and actions required. |

**Weather Conditions**

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| 1) The greatest hazard to the scaffold erection and dismantling process is strong winds.  As a general guide boarding out of the scaffold will cease when wind speeds are between 17mph and 20mph.  All works which expose a scaffolder to a fall will cease at 25mph and materials secured.  Following the high winds the scaffold will be re-inspected and the works will restart.  2) The charge hands and contracts managers will assess all other weather conditions such as rain and frost. If the weather poses any additional risks then work will be cease. |

**Protecting Site Personnel**

During the works it may be necessary to protect site personnel. The Principal Contractor is

Responsible to coordinate the works to prevent access underneath the scaffolding due to the risk of accidentally dropping of a scaffold component. If required by the client we will erect a temporary barrier to exclude site personnel from the immediate area of the scaffolding and sufficient surrounding area.

Scaffold Incomplete Notices (scaff-tag) will be displayed at the earliest opportunity to prevent access. Public Protection must be managed by the client / principal contractor.

**Scaffolders Fall Protection**

The type of scaffolder fall protection used by the scaffolder is: Tick or colour box

(note; more than one system of fall protection can be used)

Full Body Harness and single guardrail installation…………………………



Scaffolders Step Up……………………………………………………………..



Advanced Guardrail System…………………………………………………….



Inertia Reel……………………………………………………………………….



**Low level falls (general guidance)**

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| To reduce the risk of low level falls, all scaffolders are instructed to position the scaffold boards from ground floor level onto the first lift. A ladder is secured to the lift to allow safe access. The scaffolder will secure the harness to the back ledger and a single guardrail will be installed immediately. The scaffolder will secure the harness to the single guardrail if the scaffolder is still exposed to a fall. This system will also be repeated on the second lift.  It is normally accepted that below 4 metres the harness is not fully effective; therefore all scaffolders have been issued with an adjustable shock absorbing lanyard. This allows the scaffolder reduces the length of the lanyard and to secure the harness at low levels, arresting low level falls. |

**Safe System Work for Scaffolders Working at Height (general guidance from SG4)**

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| At all times, when working at height and at any un-protected edge, all scaffolders must attach their safety harnesses to an anchor point on the scaffold. The general procedure is as follows:   * The scaffolder will place an adequate number of boards onto the platform to fully deck out the area other than one board missing to reveal the ledger below (i.e. a 5 board wide scaffold will have 4 boards placed during erection or dismantle). * Scaffolders will position ladders at the earliest opportunity to reduce climbing. * Scaffolders will secure the harness to the highest attachment point when exposed to a fall. * A full body harness with lanyard and 55mm scaffolders hook will be worn at all times. |

**Bracing and Ties**

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| Bracing is provided to stiffen the scaffold structure and will be divided into a complete series of triangles. The braces will be fixed as close as possible to the node points.   1. Ledger bracing will be fitted at alternate pairs of standards 2. Façade bracing is fitted to the scaffold in the direction parallel to the building façade. The façade brace shall be fitted to at least every 6 bays of scaffold and will continue until the top working platform.   Tie positions will be evenly distributed over the scaffold, both horizontally and vertically. The ties will be positioned at 4m vertically and every other bay horizontally. (TG 20)  System scaffolds will be tied at more regular intervals in compliance with the assembly guides normally every 4m vertically and every standard, All ties will be positioned using right angle couplers. |

**Note The client must not remove any bracing or ties from the scaffold. A request for tie and bracing removal must be undertaken through the contracts manager or safety officer.**

**Access onto scaffold**

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| Access onto the scaffold will be via staircases or ladders.  Ladder access points will be fitted with a safety gate which will close after access is gained to the scaffold.  Trap doors (safety hatches) or physical barriers will be placed on internal ladder access points to prevent falls through the ladder opening. |

**Completion and Inspection**

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| Upon completion an inspection will be carried out to ensure the scaffold complies with the specification and the Work at Height Regs. Upon approval a hand over certificate will be issued and a safe to use scaff-tag (green) will be put in place by each ladder access.  Once the hand over certificate has been issued, the client will be responsible to arrange for a 7 day inspection of the scaffold in line with the Regulation 12 of the Work at Height Regs 2005.  The inspections can be undertaken by a Scaffolding Inspector upon request. |

**Dismantling**

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| 1. Scaffolders will sign on to the method statement and a safety briefing will be given by the contracts manager prior to dismantle. 2. Client to ensure that the scaffold is cleared of all waste materials and is swept down of rubble and any other form of residue. 3. The charge hand will inspect the scaffold to ensure there have been no unauthorised modifications such as tie or brace removal. 4. Prior to commencing dismantle, the scaffolder will remove the green scaff-tag and the red “scaffold incomplete” sign will be displayed. 5. The scaffold will be dismantled progressively leaving in place the single SG4 rail until the last opportunity to protect the scaffolder from falling. 6. Harnesses will be secured when the scaffolder is exposed to a fall. 7. Ties and bracing will NOT be removed until the latest opportunity; following dismantle of the above lift. 8. The charge hand and scaffolders will ensure the scaffold does not become overloaded with dismantled materials. 9. No Materials will be bombed and fittings will be bagged or passed by hand to ground level. 10. The scaffolders will ensure that the scaffold is temporarily supported at the base lift to ensure the scaffold remains stable when dismantling the basic scaffold frame. This may be via inserting extra rakers or transoms secured on doubles. 11. All materials will be stacked safely and removed via the Scaffolding vehicles. |

**Any Additional Risks and Control Measures add below (i.e. overhead power lines, confined space etc)**

**Dismantling**

**THE SAFETY PLAN IS TO BE READ IN CONJUNCTION WITH THE WORKS RISK ASSESSMENT AND METHOD STATEMENT.**

**ANY VARIATIONS TO THE METHOD STATEMENT MUST BE AUTHORISED BY THE CONTRACTS MANAGER OR THE SAFETY MANAGER.**

**Implementation**

This method statement is to be signed by all members of the team attending safety briefing.

**WE THE UNDERSIGNED AGREE TO WORK WITHIN THE SAFE SYSTEM OF WORK SET OUT IN THIS METHOD STATEMENT AND RISK ASSESSMENT.**.

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| Contracts Managers Name: |  |  |
| Date: |  |  |
| Signature: |  |  |

**Operatives Acknowledgement**

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| **Name:** | **Signature:** | **Date:** | **Name:** | **Signature:** | **Date:** |
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