

**SITE SPECIFIC RISK ASSESSMENT & METHOD STATEMENT**

**RAMS Number: HY-MS-SG-000-300**


**Customer: Gilbert-Ash Ltd      Duration of Works: 40 weeks**

**Site: Layden House, Turnmill Street, Farringdon.      Contract No: 300**

**Drawing Nr: 6682-1C/2C/3B/4A/5A**

**Erected to TG20:13 and in conjunction with SG4:15**

**Title: Protection Gantries / Independent Access Scaffold**

RV	Date	Author	Signed	Description of the Revisions
1	09/05.2018	Steve Garner		1

**Document received by the Foreman Scaffold:**

This document details the roles and responsibilities for this project. As foreman scaffolder, **YOU** are responsible for ensuring that you, and all the operatives under your control, erect quality work, act safely and work within a "scaffolders safe zone", as detailed in SG4:15. The latest Scaffold Guideline describes a "scaffolder's safe zone" as a position of work where suitable edge protection and a platform exists. **YOU** will also ensure you and your operatives wear full PPE – including harnesses if trained – and clip onto a suitable and sufficient anchorage point, and remain clipped on, in those situations detailed in SG4:15, where it is not practicable to use collective measures – i.e. "scaffolder's safe zone".

**Variations to this Risk Assessment / Method Statement (RAMS):** if work cannot proceed according to the RAMS, then all work activities must STOP and the client and your supervisor must be contacted.

Name..... Signed..... Date.....

**Document received by the client:**

Name..... Signed..... Date.....

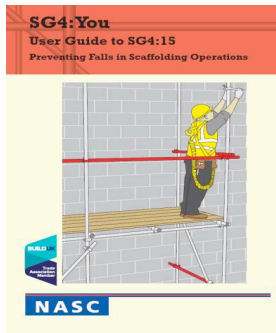
**HY-SCAFF Safety Rules for Scaffold Operatives**

Remember, you must:

- Be fit for work
- Understand the Risk Assessment/Method Statement (RAMS) briefing and:
- Plan your work
- Brief your team mates (or receive a briefing) before you start work
- Wear full PPE
- Keep other building workers away (fix barriers and warning signs)
- Protect the public (and others) from falling material (e.g. erect fans)
- Keep your work area tidy (no trip hazards)
- Stop work if anything changes, and contact your Contracts manager /Foreman Scaffolder
- Report all accidents, incidents, near misses, and dangerous conditions, to your Supervisor and Site Manager, immediately.
- Work to the RAMS (Risk Assessment/Method Statement) always, including working to:

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 2 of 35

**Safety Guidance:**  
**SG4:15 Preventing Falls in Scaffolding**



Provides guidance for scaffolders Working at Height

**Scaffolders' Step-Up**

This system utilises a proprietary step that is fixed to the standard and/or guardrail 1m above the working platform. This enables the scaffolder to erect the guardrail protection on the lift above in advance or remove them from below during dismantling (Figure 36).

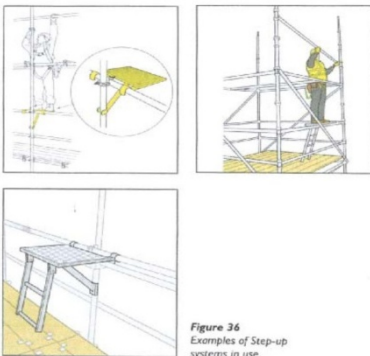


Figure 36  
 Examples of Step-up systems in use.

**Technical Guidance: TG20:13**



Provides guidance on how to erect Basic Tube and Fitting Scaffolds



**Note:** if you mislay the drawing or you're SG4:15, TG20: 13 booklets, please contact your supervisor for replacements.

Document No	Owner	Approved by	Dated	Version No	Page No
HY-MS-SG-000-300	Steve Garner	Steve Paget	09/05/2018	01	Page 3 of 35

**CONTENTS**

**Front Page**

**HY-SCAFF Scaffold Operatives' Safety Rules**

**Contents Page**

- 1. Scope of Works**
- 2. Key Hazards, Risks and Controls**
- 3. Access/Egress**
- 4. Project Organisation for Health and Safety**
- 5. Plant and Equipment**
- 6. Lighting**
- 7. Training Certification**
- 8. Waste Management**
- 9. Hazardous Materials and Substances**
- 10. Special Control Measures, Rescue Plan (Carried out by Scaffold Operatives) and References**

**Appendices**

- Appendix A – Risk Assessment
- Appendix B – Sign Off Sheet
- Appendix C – Briefing Sheet (to be read in conjunction with the RAMS)

<b>Document No</b>	<b>Owner</b>	<b>Approved by</b>	<b>Dated</b>	<b>Version No</b>	<b>Page No</b>
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 4 of 35

## Scope of Works

1. Agree exclusion/segregation, storage & movement of materials with the Principal Contractor before works commence.
2. Check area to establish any hazards to scaffolders (others working in the area).
3. Ensure ground is level, adequately prepared and fit for use.
4. Establish tie points and agree system of tying. All ties will be tagged. Pull tests will be carried out on 5% of the ties
5. Lay down adequate sole boards and soleplates.
6. Erect inside uprights and ledgers using temporary rakers and transoms.
7. Install "Do not Use" sign.
8. Suspend outside ledger from temporary transom.
9. Add in outside upright. Bay sizes to be 2.0 m max to give 2.0 kN/m<sup>2</sup> loading.
10. Add ledger braces.
11. Put in transoms to support boards.
12. Fix "Scaffold Incomplete" signage.
13. All tubes raised must be tethered prior to fixing and fittings to remain in Rhino bags until used.
14. No materials will extend past the site boundary.
15. Erect all lifts as required working to SG4:15
16. No materials to be stored on any elevations. All empty fitting bags to be removed from site daily.
17. Hy-Scaff inspects the scaffold and affixes Scaff tag showing **RED** when incomplete.
18. All physical barriers remain in place to deny access to the scaffold until inspection carried out. Once a satisfactory inspection has been undertaken the Scaff tag will show **Green** indicating scaffold is safe for use.

### 1.1 General Information

This Site-Specific Risk Assessment/Method Statement (RAMS) describes the Safe System of Work to be used for scaffold operations. Hy-Scaff operates a Quality Management System, which complies with the requirements of ISO 9001: 2008, and will ensure that Client receives a quality service.

Prior to works commencing, the Client will induct all Hy-Scaff operatives. Hy-Scaff contracts team/foreman scaffolder will brief all operatives on the RAMS.

### 1.2 Sequence of Works

All Scaffolds will erect/dismantle to TG20:13 Scaffolding Guidelines and the SG4:15. Materials are to be delivered to site via heavy-goods vehicle at the pre-booked times and off-loaded manually. Materials to be off loaded/loaded at the designated loading/unloading area to the rear yard of the building, which will be established by the principle contractor behind a solid heras fencing, with erection area to the front of the building also marked out with solid heras fencing building with materials manually raised/lowered by rope and wheel which will be fixed and pulled back across two uprights of main scaffold.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 5 of 35

### 1.2.1 Description of the works - External Independent Protection Gantry Scaffold

Independent Protection Gantry scaffold generally constructed using 2 no dolly towers which are connected using modular beams spanning across, from one tower to another. {all measurements for the two dolly towers and the distance between the inner tower and outer tower are built as per design}

All erect with load bearing fittings, the gantry will be double board, with a polythene inlay for protection to the public as per design. The gantry scaffold shall be set out in such a way it will form a double width independent access scaffold from the protection gantry up to 6 floors, this will be constructed with a five-board wide main deck a, second five board inside deck, with four inside boards tapering down to suit building profile

The gantry and independent access scaffold shall be tied to the building as per design contained in drawings **6682-1C/2C/3B/4A/5A**.

#### Dimensions:

**Gantry scaffold 57.00m long x 3.00m wide x 4.00m high**

Independent Access Scaffold 57.00m long x 3.00m wide x 18.00m high

#### Board Details:

7 No Lifts of boards, various heights

### 1.2.2 Working at Height (NASC Safety Guide: *SG4:15 Preventing Falls in Scaffolding*)

Scaffold operatives will work in compliance with SG4:15 always when erecting and dismantling the Independent Access Scaffolds. The working areas will be sectioned off before work commences to prevent unauthorised access to the required working areas. Scaffold operatives will work in compliance with SG4:15 always.

### 1.2.3 Protecting Other Contractors

Before work begins, the foreman scaffolder will ensure that the work area is cordoned off with barriers and warning notices forming an exclusion zone, so that others are segregated from the area while erection/dismantle works are carried out, with an access way past the works, which will be maintained.

On completion of all works, the barriers and signs will be removed leaving a clear thoroughfare.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 6 of 35

### 1.2.4 Protecting the Public (from falling material)

Scaffold operatives will work to the Safe System of Work detailed in the RAMS and when working adjacent to the roof edge or over the site Boundary a protection fan or other system implemented with all materials tethered to protect the public from any risk of falling material a

### 1.3 Scaffold Erection Safety Notes

- 1) Hy-Scaff contracts team and lead scaffolder will ensure that all tube and fittings scaffolding is erected in compliance with TG20: 13 Technical Guidance on the use of BS EN12811-1, that all system scaffolding complies with appropriate manufacturing standards, and that all scaffolding is erected as per the relevant scaffold drawing/sketch.
- 2) Ties will be erected progressively (and subsequently dismantled progressively with the subsequent dismantle operation)
- 3) All Hy-Scaff CISRS scaffold operatives work under the principals of NASC SG4:15 (Preventing Falls in Scaffolding) when erecting (and subsequently dismantling) the scaffold.
- 4) On completion of all scaffolding, Hy-Scaff will inspect the scaffold /guardrails according to statutory legislation and hand them over to the Client with appropriate documentation (Hy-Scaff handover certificate).
- 5) The scaffold / guardrails will be inspected thereafter as per regulations by the Hy-Scaff Scaffolding (the scaffold / guardrails will be inspected every 7 days thereafter, also following event, additions and alterations or after severe weather).

### 1.4 Inspection Procedure

#### 1.4.1 Handing Over Procedure

- 1) When the scaffolding is completed HY-Scaff will conduct a Statutory Inspection as required by regulations, and if satisfied that the scaffold is fit for its intended use and complies with design drawings will complete a report to comply with those regulations (Scaffold Register).
- 2) A Hy-Scaff Handover Certificate will then be issued to the Client.

#### 1.4.2 Weekly Inspections etc

- 1) All subsequent inspections will be carried out according to Statutory Legislation.
- 2) If the scaffold is found to be unfit for use on a subsequent inspection the client will be informed.
- 3) "Scaffold Incomplete" signs will be displayed, and any access point (s) will be removed.
- 4) A Safety Inspection Report/Handing over Certificate will be completed and issued.
- 5) Hy Scaff will report to the Client (for information and review) and will instigate remedial works, and when they are complete, will undertake another (recorded) Statutory Inspection. When Hy-Scaff is satisfied the scaffolding is fit for use, warning signs will be removed, and the Guardrail will be safe to use

**Note:** VARIATIONS TO METHOD STATEMENT: If work cannot proceed according to this method statement, all work activities must cease, and the client and your supervisor must be contacted to discuss other options and to complete separate RAMS if required.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 7 of 35

## 1.5 Dismantling Sequence

- 1) The dismantling sequence will be the reverse of the erection procedure (but the RAMS must be reviewed prior to dismantle operations to see if there have been any significant changes).

### 1.5.1 General Notes on Dismantling Sequence

- 1) Foreman Scaffolder must inspect the scaffold / guardrail prior to dismantle, to ensure that it is safe to dismantle, paying attention to ties and fixings
- 2) If there are any major faults he must contact his contracts supervisor before instructing scaffolders to carry out the works.
- 3) Once all the remedial work has been completed, and all necessary control measures are in place (including any necessary segregation), the Foreman Scaffolder will instruct scaffolders to dismantle the scaffold in the reverse of the erection procedure
- 4) All dismantled material must be cleared as soon as is practicable. On completion of the dismantle operation, all barriers and signs will be removed leaving a clear thoroughfare.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 8 of 35



## 2. Key Hazards, Risks and Controls (see Appendix A – Risk Assessment, for full details)

Working at Height  (Scaffolders)	<ul style="list-style-type: none"> <li>Hy-Scaff contracts team and foreman scaffolder will ensure that all Hy-Scaff CISRS scaffold operatives work to NASC SG4:15 (Preventing Falls in Scaffolding) when erecting (and subsequently dismantling) the scaffold.</li> </ul>
Falling material (while scaffold is being erected or dismantled)	<ul style="list-style-type: none"> <li>The risk of falling material <b>MUST</b> be managed daily to protect public, contractors and scaffold operatives from injury, by erection of suitable measures, where necessary (i.e. Exclusion zones the scaffold, fans, gantries etc).</li> <li>All work areas to be cordoned off with barriers and warning signs.             <ul style="list-style-type: none"> <li>Block off access to incomplete scaffolds at break times, and at the end of shift</li> </ul> </li> </ul>
Scaffold collapse	<ul style="list-style-type: none"> <li>Hy-Scaff contracts team and foreman scaffolder will ensure that all scaffolding is erected in compliance with TG20: 13 Technical Guidance on the use of BS EN12811-1, that all system scaffolding complies with appropriate standards, and that all scaffolding is erected as per the relevant scaffold drawing/sketch</li> </ul>
Working near railway (if applicable)	<ul style="list-style-type: none"> <li>All scaffolds alongside railway will have materials tethered until fixed. All tools to be tethered. No vertical tubes to be longer than 3m. all boards fixed in position</li> </ul>
Working Near Asbestos (if applicable)	<ul style="list-style-type: none"> <li>When working near asbestos soffits, special care to be taken. Should any damage be caused Cease work and report this to General site manager.</li> </ul>
<p>This is a summary of the major hazards and the control risks involved in the project; for full details of the hazards and risk control measures please refer to <b>Attachment A – Risk Assessment</b>.</p>	

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 9 of 35

### 3. Access/Egress

#### 3.1 Personnel

- 1) Prior to works commencing, the client will induct all Hy-Scaff operatives to the site.
- 2) Hy-Scaff contracts supervisor will brief all operatives to bring copies of their certificates to the site induction (and copies of all relevant certification can be emailed to the client during office hours).
- 3) Hy-Scaff will comply with the client's access/egress systems already in place on the site.
- 4) Hy-Scaff is part of the Considerate Contractors Scheme and is dedicated to maintaining and improving our relationship with the public and others; and to that end we ensure that all operatives are aware of their responsibilities, and we monitor our workforce to ensure compliance.
- 5) Because of women working and living nearby, operatives will be briefed on the need to refrain from wolf whistling and behaving in any way that could be construed as sexual harassment.

**Note:**

**Neither Hy-Scaff nor the client will tolerate such behaviour. Those caught doing so will be removed from site and may face disciplinary action.**

#### 3.2 Deliveries:

- 1) The foreman scaffolder will inspect and co-ordinate the delivery of materials with the client's logistics co-ordinator and all Lorries will be booked in advance.
- 2) Hy-Scaff will comply with the client's access/egress systems already in place on the site for deliveries and clears (please note that Hy-Scaff will usually deliver (or clear) material in one of their well-maintained fleet of articulated Lorries, HIAB Lorries, 7.5 tonners or 3 tonners); drivers will be briefed to bring copies of certification with them to site).
- 3) Hy-Scaff will comply with the client's access/egress systems already in place on at the site entrance for deliveries and clears, drivers will be briefed to bring copies of certification with them to site. All loads will be pre-slung in Hy-Scaff material yard. The driver to insure the strops of the pre-slung loads are accessible without having to accessing the trailer bed however should the driver need to access the lorry bed a temporary handrail will be erected to either side of lorry bed to stop driver from falling. All web slings long enough to be placed to side of bed so the driver does not require to access the bed are to be secure in place whilst in transit
- 4) Drivers will wear appropriate PPE if they leave their lorry (please see **6. Plant and Equipment** for full details).
- 5) They will be briefed to be courteous to all members of the public, and other road users, on accessing/egressing the site, and to pass on any queries to the client's site management team.
- 6) Materials will be offloaded mechanically wherever possible (for instance, with HIAB), or if this is not practicable material will be manually handled off the lorry with due regard to public safety.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 10 of 35

**Note:** All materials delivered will be inspected for worthiness before leaving the yard by the yard manager and before use by the foreman scaffolder on site (for instance, all tubular materials must be straight and corrosion free, with no sharp edges or damage; fittings should be corrosion free, with no sharp edges or burrs) boards must be split free, with no visible signs of rot or damage. Should any defective items be found, they will be segregated for removal, and returned to the yard for servicing (or scrapping).

### 3.3 Ferrying Material to Workface (including Hoisting Material)

- 1) Operatives will access the lorry bed by secured ladder, and work behind double handrails to unload/load the lorry once lorry is loaded/unloaded the secured ladder will be removed from lorry.
- 2) Material will then be ferried to the workplace.
- 3) Where material must be hoisted by hand, or rope and wheel, scaffold operatives will work to the Safe System of Work detailed in the method statement, in compliance with the training they have received on their scaffold courses, and toolbox talks etc.
- 4) Contracts Staff will brief scaffold operatives on various toolbox talks, including: SG6:10 Manual Handling in the Scaffolding Industry and SG9:08 Use, Inspection & Maintenance of Lifting Equipment and Accessories in the Scaffolding Industry.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 11 of 35

### 3.4 Storing and Lifting scaffold materials on and off the scaffold

<b>Description of Load</b>	<p><b>Lifting scaffold materials on and off the scaffold</b></p> <p>The Scaffold erected has been designed to have a load lift @ 2 Kn m<sup>2</sup></p> <p>During the dismantling stage, no scaffold materials are permitted be stored within the main scaffold bays and must be tethered on railway elevations</p> <p>The areas where the scaffold material is to be stored, are to be toe boarded and be retained within the scaffold by a minimum of two supports ether side (to prevent items from retained within the scaffold)</p>
<b>a. Weight</b>	The scaffold material to be stored on the scaffold are to be evenly distributed and not to exceed 2 Kn m <sup>2</sup> (7.2 Kn per 2.00 m X 1.0m Bay)
<b>b. Characteristics</b>	All scaffold material stored on the scaffold, the area is to be toe boarded and the material be retained within the scaffold by a minimum of two supports ether side (to prevent items from retained within the scaffold)
<b>c. Method of lifting</b>	Manually
<b>d. Centre of gravity</b>	All scaffold material stored on the scaffold with the node point of the scaffold being the centre point of gravity to the imposed load
<b>e. Lifting points / method of slinging</b>	N/A

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 12 of 35

## 4. Project Organisation for Health and Safety

### 4.1 Contact Numbers

Office Contact Number:	08081 681 198
Emergency Contact Number:	08081 681 198
Steve Paget, Managing Director:	07841 431 347
Paul Walker H&S Department	
Mark Davenport H&S Department	07854 415 889
Operations Manager	07525 859 422
Contracts Manager Steve Garner	07852 215 190
Robbie George Scaffold Supervisor	07815 087 374

**Note:** This list of Hy-Scaff personnel is current today, but in the event of any changes the client will be notified immediately.

### 4.2 Monitoring

- 1) The foreman scaffolder will ensure all his operatives work safely always, including ensuring that:
  - a. they work within a “scaffolders safe zone” which is a fully boarded platform with a single handrail they must clip onto a suitable and sufficient anchorage point, and remain clipped on, in those situations detailed in SG4:15, where it is not practicable to use collective measures – i.e. “scaffolder’s safe zone”
  - b. they only undertake tasks that they are competent to do
  - c. They work to the RAMS always.
- 2) The Foreman Scaffolder will be responsible for ensuring scaffold operatives erect quality work, and for inspecting and handing over to the client.
- 3) Hy-Scaff contracts staff will regularly visit the site while work is in progress to ensure compliance.
- 4) Contracts staff will also be in daily contact with the foreman scaffolder and will be on call if the client has a problem or wishes to discuss any work items.
- 5) Contracts staff and foreman scaffolder will listen to any concerns that the client has and act on any reasonable request to improve safety and quality control.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 13 of 35

## 5. Plant and Equipment

### 5.1 Plant

- 1) HIAB lorry (please note that drivers will be briefed to bring copies of certification with them to site; alternatively, copies of drivers' certification can be emailed to the client during office hours).

### 5.2 Equipment

- 1) Cordless reciprocating saw; cordless hammer drill and hand tools

**Note:** all power tools are tested every three months (PAT). Hy-Scaff contracts supervisor also briefs all operatives on the safe use of power tools, including reciprocating saws and hammer drills, and instructs them to do a pre-use check. There is a minimum risk of hand arm vibration syndrome: most operations, operatives will only need to drill for less than 15 minutes a day (trigger time). For full details, please see **Appendix A – Risk Assessment (Power Tools)**. If the client wishes to see copies of HAV risk assessments (or PAT registers), these can be emailed separately (to avoid making this RAM too big).

- 2) Galvanised scaffold tube and couplers, steel ladders, scaffold boards
- 3) Ginny Wheel and 18mm fall ropes (if required)
- 4) Task lighting (if required); Debris Netting, Monoflex Sheeting
- 5) Red and white UPVC reflective barriers, and warning signage

### 5.3 Personal Protective Equipment (PPE)

- 1) Safety Helmet BS EN 397; Yellow High Visibility Jacket/Waistcoat
- 2) Long sleeve/short sleeve shirt/T-shirt polo jersey; Long trousers/overalls
- 3) Full body harness BS EN 361:2002; Double shock absorber lanyard with 55mm snap hook BS EN 355:2002
- 4) Foot protection (steel toe cap and mid sole) BS EN 345:1;
- 5) Gloves BS EN 388:2003 suitable for the task;
- 6) Suitable eye and ear protection to be worn always.
- 7) Other PPE as per Site Rules.

### 5.4 Welfare

- 1) Agreed shared facilities with the client in their designated site facilities, in accordance with schedule two of the CDM regulations and will satisfy HSE requirements

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 14 of 35

## 6. Lighting

- 1) Hy-Scaff will not require any additional lighting beyond the general access lighting (and emergency lighting) that the client already has on site for the items detailed in these RAMS.

## 7. Training Certification

### 7.1 General Training Information

- 1) All operatives will be CITB certificated and will have the relevant CISRS Card for the work (or CSCS Labourer or Site Operative Card for labourers).
- 2) Scaffold operatives to be briefed on Fall Retrieval Techniques by supervisor and/or foreman scaffolder (please see **10.4 Rescue Plan**).
- 3) Competent HIAB operator to be provided by Hy-Scaff (Loading/unloading Hy-Scaff vehicles).
- 4) Foreman Scaffolder/Contracts Supervisor will brief all operatives on these RAMS, check that they have understood the contents, and require them to sign the sign off sheet (which will be retained)

### 7.2 Job Description for Scaffold Operative Cards

<b>Advanced Scaffolder</b> :	<p>CISRS Advanced Scaffolder is trained to erect all types of scaffolding structure, defined by their CISRS card.</p> <p>Duties include:</p> <ul style="list-style-type: none"> <li>Ensuring all operatives are briefed on RAMS and all required paperwork</li> <li>Ensuring that all operatives under their control execute their work to the client's satisfaction and to regularly check progress on site to ensure that all scaffold operatives are working safely and are erecting quality work.</li> <li>Ensuring good liaison with other contractors and site management team.</li> <li>As detailed in <b>2.2 Monitoring</b>; and other duties that may be required to ensure project's efficient running.</li> </ul>
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<b>Scaffolder</b> :	<p>CISRS Scaffolder is trained to erect all types of scaffolding structure, defined by their Scaffolder CISRS card, and to work alongside his advanced scaffolder on more complex structures.</p> <p>On less complex structures, the Scaffolder will be the Foreman Scaffolder and his duties include: (as detailed above).</p>
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<b>Part 2 Trainee:</b>	<p>CISRS Part 2 trainees must work under the supervision of a CISRS Scaffolder, who will monitor them. Trainees can work alongside his Foreman Scaffolder erecting all types of scaffolding structure, defined by their Trainee Part 2 CISRS card (which is almost all the training required to become a scaffolder, except for completion of a portfolio of works and a Final 1-day Assessment).</p>
<b>Part 1 Trainee:</b>	<p>CISRS Part 1 trainees must work under the supervision of a CISRS Scaffolder, who will monitor them. Trainees can work alongside his Foreman Scaffolder erecting all types of scaffolding structure, defined by their Trainee Part 1 CISRS card (which is almost half of the training required to become a scaffolder).</p>

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 15 of 35

<b>Trainee:</b>	CISRS Trainees with no formal training can work alongside Foreman Scaffolder fixing transoms etc on independents/towers but must be closely supervised by him always.
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<b>Labourer:</b>	CISRS Labourer (or CSCS Labourer/Site Operative) is authorised by the company to work alongside scaffolders to carry material to and from the workplace. The labourer MUST not erect, alter, or dismantle scaffolding. The labourer is NOT allowed to ferry gear on any scaffold unless it is fully boarded with double handrail.
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<b>Note:</b>	On occasion there may be an issue with competency cards where the operative is more highly trained than stated on his competency card. For instance, where an experienced scaffold operative has completed all his training – including his NVQ portfolio and Final Assessment – and has not yet received his CISRS Scaffold Card. Contracts Staff will then carry out an assessment of the operative and complete a <i>Hy-Scaff-FOR-00 Trainee Assessment Form</i> , which will be countersigned by the relevant director. All paperwork – including relevant training certificates – will be issued to the client prior to the operative commencing work on that site.
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Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 16 of 35



## 8. Waste Management

- 1) Hy-Scaff scaffolding will create the minimum of waste on the site. Any off cuts of tubes or boards, that must be cut to size, will be sent back to the yard to be checked, serviced if appropriate, and if safe will be reused on other sites or skipped if unusable or if considered unsafe.
- 2) In the event scaffolders do create waste on site, Hy-Scaff contracts supervisor will brief all operatives to place rubbish in the appropriate bin or skip.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 17 of 35

## 9. Hazardous Materials and Substances

- 1) A COSHH assessment has been done on the oil, which is used to service scaffold fittings in the scaffold yard (with all surplus oil wiped off fittings in the yard).
- 2) Precautions to prevent skin irritation or dermatitis on site are as follows.
- 3) Gloves must be worn
- 4) Operatives must wash hands before eating (or smoking in designated smoking facilities)
- 5) There is little risk to operatives: in the event of contact with oil (from rubbing eyes with dirty glove) wash eyes with copious amounts of water, and seek medical attention if irritation persists.
- 6) Asbestos soffits to building not to be damaged. TBT to be carried out prior to works near the soffits. (If Applicable)

**Note:** the COSHH assessment has not been included in the RAMS to keep the RAMS to a manageable size, but the assessment can be emailed separately to the client during office hours if required

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 18 of 35

## 10. Special Control Measures, Rescue Plan (by Scaffold Operatives) and References

### 10.1 Control Methods to Protect the Public, Non-Site Staff and Other Operatives

Hy-Scaff understands there is an inherent danger in working near the public, other site operatives and/or non-site staff and these dangers are reflected in **Appendix A – Risk Assessment**.

### 10.2 Security

- 1) All operatives will follow the security systems, which the client puts in place.
- 2) Although the client will be ultimately responsible for installing protection systems to prevent unauthorised access to scaffolds, the foreman scaffolder will ensure that all loose ladders are secured.
- 3) Foreman scaffolder to brief all operatives to report unauthorised visitors to the site agent immediately.

### 10.3 Working at Height

#### 10.3.1 Working at Height (Training)

- 1) All scaffold operatives (trainee, basic or advanced) will have attended the relevant scaffold courses (Part 1, 2 or Advanced), where their instructors would have trained them on the correct use of harnesses, and correct and incorrect anchorage points.
- 2) Labourers – who wish to be trainees – will be sent on a 1-day harness awareness course (COTS) prior to going on a Part 1 course (or apprenticeship) and if successful will be issued with a harness.
- 3) Although the harness-trained labourer/trainee has been issued with a harness, he must not put himself at any risk of a fall (and will continue to work behind double handrails).
- 4) Foreman scaffolder and contracts staff will monitor the labourer/trainee to ensure that he works safely and in accordance with the requirements of SG4, until he successfully completes the Part 1 course.
- 5) After the labourer/trainee has attained Part 1, his foreman scaffolder and contracts staff will continue to monitor him, and all scaffold operatives, to ensure compliance.

#### 10.3.2 Working at Height (Harness Inspection)

- 1) Contracts supervisors brief all operatives to check their harness before the start of each shift, and to safely store it at the end of the shift (reinforcing the information their induction briefing).
- 2) Hy-Scaff harness inspectors will carry out a recorded quarterly inspection of all harnesses and inertia reels etc and destroy any worn or damaged harnesses.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 19 of 35

### 10.3.3 Working at Height (Safe Working Practices)

- 1) Hy-Scaff contracts team and foreman scaffolder will ensure that all Hy-Scaff CISRS scaffold operatives work to NASC SG4:15 (Preventing Falls in Scaffolding) when erecting/dismantling scaffolding.
- 2) Hy-Scaff contracts supervisor will brief all operatives to use inertia reels when working over voids, such as, for instance, parapets/ cantilevered fans. Scaffolders will secure their inertia reel to an appropriate anchorage point at shoulder height or higher and to the dorsal ring of their harness. Thus, in the unlikely event of a fall, the inertia will “snatch” preventing the operative falling below the height of the lift and allowing normal manual handling rescue.

### 10.3.4 Working at Height (Unloading/Loading Lorries)

- 1) Where practicable, scaffold operatives will unload the lorry standing on the ground.

### 10.4 Rescue Plan (Carried out by Scaffold Operatives)

- 1) This rescue plan follows the advice of, among other H&S documentation, the *NASC SG19:10 A Guide to Formulating a Rescue Plan*, which recommends a manual handling rescue for operatives working on an independent scaffold, with the rescue carried out by scaffold operatives.
- 2) Hy-Scaff contracts supervisor will brief scaffolders about the following emergency procedures:
- 3) In the event of a scaffolder falling in a harness, for instance, scaffold operatives should take a note of the time, ring the emergency services immediately (giving them the time of the accident and the location) and contact the principal client and their supervisor, and request any available help.

**Note:** the emergency services must be called immediately, to be able to give prompt medical attention to the fallen operative for suspension trauma – and not to affect a rescue.

- 4) The manual handling rescue is the most rapid, reliable, and safest system of rescue, the speed of which is very important in helping to prevent suspension trauma.

**Note:** the following text gives details of how scaffolders – not the emergency services – will carry out the rescue operation.

#### 10.4.1 Manual Handling Rescue

- 1) At no time, should other scaffolders endanger themselves to try to affect a rescue.
- 2) Operatives will be briefed that they may affect a rescue only if the fallen operative can safely be lifted onto the boards by other operatives situated behind a handrail on a fully boarded lift.

**Note:** the NASC state that of the reported falls in harnesses in the last five years, all scaffold operatives have self-rescued; however, this manual handling rescue details how the fallen operative’s team mates will affect a rescue in the event the fallen operative is rendered unconscious in a fall.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 20 of 35

- 3) Rescue may be affected by the following: 2no. Operatives must grasp the fallen operative and drag him onto the boarded platform (ensuring that they do not put themselves at risk of a fall).
- 4) They will cut the lanyard safely, ensuring the blade cuts away from the fallen operative.
- 5) He must be moved to a place of safety until he has been medically checked for suspension trauma.
- 6) He may not return to work until he has given his supervisor a medical note that he is well enough to work, and any relevant investigation is concluded.
- 7) Hy-Scaff supervisor will collect the lanyard and give it to the safety department to examine (after the investigation has been concluded it will be cut into pieces and disposed of in an appropriate bin).

**Note:** the HSE recommend (on the HSE website <http://www.hse.gov.uk/falls/harness.htm>) that the injured party be placed in the recovery position, because the 'sometimes quoted suggestion of recovery in a semi-recumbent or sitting position was without any sound evidence base and may prove dangerous through prolonging the lack of blood return to the brain'.

### 10.5 First Aid

- 1) First Aid facilities are located at the main site offices provided by the main contractor.

### 10.6 Pollution Control Arrangements

- 1) Hy-Scaff will use the minimum of well-serviced plant; Hy-Scaff supervisor will brief scaffolders to report any incidents to the site management team and their contracts supervisor immediately.
- 2) Hy-Scaff contracts supervisor will brief scaffolders to keep noise to a minimum always.

### 10.7 Fire Procedure

- 1) Operative must immediately raise the alarm. Supervisor will brief operatives to use the client's fire extinguishers if they notice a small fire (but only if they have been trained).
- 2) If the fire appears too large to safely handle they will be briefed to raise the alarm and to call for assistance – they are not to put themselves in any danger.
- 3) After raising the alarm, they will then go to the nearest muster point.
- 4) The foreman scaffolder (and/or his designated deputy) will keep a register of operatives on site. In the event of a fire alarm, they will take a roll call of all men at the muster point, and pass this information on to the client's site management team.

### 10.8 Constraints on Operations

In accordance with the client, the approved working hours on this site are (excluding Bank Holidays):

- 1) Monday to Friday 8am to 4pm; weekend work by agreement

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 21 of 35

## 10.9 References

### 10.9.1 Legislation:

- 1) The Health & Safety at Work Act 1974;
- 2) The Construction (Design & Management) Regulations 2007;
- 3) The Management of Health & Safety at Work Regulations 1999;
- 4) Working at Height Regulations 2005;
- 5) The Provision & Use of Work Equipment Regulations 1998;
- 6) The Lifting Operations & Lifting Equipment Regulations 1998; 7) The Personal Protective Equipment at Work Regulations 1992; 8) COSHH Regulations 2002.

### 10.9.2 References:

- 1) CITB Construction Site Safety Tool Box Talks (GT 700);
- 2) TG20: 13 Technical Guidance on the use of BS EN12811-1;
- 3) Cantideck Guidelines Manual;
- 4) SG1:08 Control of Substances Hazardous to Health in Scaffolding (COSHH);
- 5) SG4:15 Preventing Falls in Scaffolding;
- 6) SG6:10 Manual Handling in the Scaffolding Industry;
- 7) SG9:08 Use, Inspection & Maintenance of Lifting Equipment in the Scaffolding Industry;
- 8) SG15:09 Drugs and Alcohol at Work;
- 9) SG19:10 A Guide to Formulating a Rescue Plan.

Document No	Owner	Approved by	Dated	Version No	Page No
<b>HY-MS-SG-000-300</b>	Steve Garner	Steve Paget	09/05/2018	01	Page 22 of 35

## Appendix A – Risk Assessment

TASK RISK ASSESSMENTS								
Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R
Failure of segregation	Injury to other contractors or the public	3	4	12	<ul style="list-style-type: none"> <li>As per Scope of Works for Princess Gate</li> <li>All work areas to be cordoned off with barriers and warning signs.</li> <li>Scaffolders must block off access to incomplete Guardrails at break times, and at the end of each shift.</li> <li>HY-SCAFF's supervisor will brief all scaffolders on dealing with members of the public and other contractors.</li> <li>They will be briefed to be courteous to all, always while working on the premises.</li> <li>The risk of falling material <b>MUST</b> be managed daily to protect public, contractors and scaffold operatives from injury, by erection of suitable measures, where necessary (i.e. exclusion zones under the Loading Platform, look outs).</li> <li>If a member of the public, or a contractor, enters the cordoned off area without authorisation, scaffolders must stop work and ask them to leave. If the member of the public, or a contractor, fails to leave the area, the foreman scaffolder will inform the client who will contact security to have him/her removed. Only after the person has left the area can work resume.</li> </ul>	1	4	4
Delivery of scaffolding	Persons being struck by moving vehicles  Damage to other vehicles/ plant/ materials	3	4	12	<ul style="list-style-type: none"> <li>All deliveries will be co-ordinated with the Client (with HY-SCAFF giving sufficient notice)</li> <li>Driver to comply with Site Traffic Rules and follow the directions of traffic marshals always where required. HY-SCAFF will install barriers and display warning signs as required. Lorries will park in designated parking area for unloading/loading. All operatives to wear PPE, including drivers when they work outside their lorry.</li> <li>Lorry drivers will be courteous to all road users when accessing/egressing the site.</li> </ul>	1	4	4
Unloading of scaffolding	Operatives being struck by materials, including crushing injuries	3	3	9	<ul style="list-style-type: none"> <li>Competent, experienced and trained HY-SCAFF Slinger/signaller and HIAB operator for mechanical lifting (drivers will carry certificates always).</li> <li>All personnel, including drivers outside their lorry, to wear appropriate PPE.</li> <li>Operatives will follow the directions of the HIAB operator always during lifting operations. All material will be unloaded where practical by mechanical means. Trolleys or wheelbarrows will be used where necessary</li> </ul>	1	3	3
Unloading of scaffolding	Falls from lorry bed.	3	3	9	<ul style="list-style-type: none"> <li>Scaffold operatives will unload the lorry standing on the ground where practicable.</li> <li>Where this is not practicable, operatives must unload/load lorries by accessing the lorry by secured ladder, and working behind double handrails.</li> </ul>	1	3	3
Unloading of scaffolding	Cuts and abrasions, and back strain.	3	3	9	<ul style="list-style-type: none"> <li>Suitable gloves must be worn</li> <li>Operatives must follow manual handling guidelines (see Manual Handling)</li> </ul>	1	3	3

Manual Handling	Slips trips, strains, pulled muscles, abrasions, cuts, foot injuries, back strain	4	3	12	<ul style="list-style-type: none"> <li>• HY-SCAFF operatives will use designated walk ways. All personnel to wear appropriate PPE.</li> <li>• Access routes and walk ways to be kept unobstructed. Materials to be stacked/stored neatly Materials to be handled mechanically whenever possible to minimise manual handling.</li> <li>• All operatives will fill in a HY-SCAFF health questionnaire upon induction, and will be briefed to report any physical problems to HY-SCAFF's H&amp;S department.</li> <li>• H&amp;S Department will also brief scaffold operatives on Company Policy, on the requirement to be fit for work always (including complying with the Company's Drugs &amp; Alcohol Policy and Procedures), which will be reinforced with regular toolbox talks on this subject.</li> <li>• Contracts supervisor will give regular toolbox talks, including on Manual Handling operations (which will include the <i>NASC SG6:10 Manual Handling in the Scaffolding Industry</i> and <i>SG15:09 Drugs and Alcohol at Work</i>, with signed copies retained.</li> </ul>	2	4	8
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### TASK RISK ASSESSMENTS

TASK RISK ASSESSMENTS									
Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk			
		L	S	R		L	S	R	
Defective Loading Scaffolding Material	Injury to persons by failure of components etc	2	4	8	<ul style="list-style-type: none"> <li>Materials are inspected before leaving yard by the Yard Manager</li> <li>Materials will be inspected before use by the foreman scaffolder, and quarantined if found to be defective and returned to the yard for servicing. Tool Box Talks. All items that require certification will be distributed with a copy of the relevant certificate</li> </ul>	1	4	4	
Lifting operations (Including HIAB, crane, hoist, other mechanical aids)	Injury or death	3	5	15	<ul style="list-style-type: none"> <li>Only authorised, competent and certificated slingers/banksmen must sling loads, or operate machinery</li> <li>Area around and below lifting operations must be barriered off with warning signs fixed prominently. No standing under hoisted load.</li> <li>All lifting operations must conform to regulations, and all lifting equipment will be inspected as per regulations.</li> </ul>	1	5	5	
Delivery of Loading scaffolding	Damage to building delivering scaffold materials, taking materials near or into (and out of) the building	3	3	9	<ul style="list-style-type: none"> <li>If work cannot proceed according to the Method Statement, work must cease, and the Client will be informed</li> <li>The HY-SCAFF supervisor/foreman scaffolder will inspect, supervise and coordinate all deliveries with the client.</li> <li>Lorries/Forklifts/trolleys ferrying materials will use designated routes.</li> <li>All operatives will be briefed by HY-SCAFF on preventing damage to the building fabric.</li> <li>The client to fit protection to the building fabric where necessary</li> </ul>	1	3	3	
COSHH  (Lube used to service scaffold fittings and moving components of Loading Platforms in scaffold yard)	Handling fittings, which may cause skin irritation and dermatitis	2	3	6	<ul style="list-style-type: none"> <li>COSHH assessment has been done on the oil used to service fittings (the details of which can be emailed to the client during office hours if required).</li> <li>Gloves must be worn, and wash hands before eating (or smoking in designated smoking facilities)</li> <li>Operatives to comply with all site hygiene rules</li> <li>Operatives to wash eyes in water if irritation occurs, and to seek medical attention if irritation persists.</li> </ul>	1	3	3	
Environment	Pollution, and environmental incidents	2	3	6	<ul style="list-style-type: none"> <li>Although HY-SCAFF will have the minimum of well-maintained plant on site, HY-SCAFF supervisor will brief scaffolders to report environmental accidents immediately to the client.</li> </ul>	1	3	3	
Environment	Noise	2	3	6	<ul style="list-style-type: none"> <li>Contracts supervisor will brief scaffolders to keep noise to a minimum (no shouting for instance).</li> <li>Only well-maintained tools to be used. HY-SCAFF will obey any noise restrictions placed upon us by the client.</li> </ul>	1	3	3	

**TASK RISK ASSESSMENTS**

		Initial risk				Residual risk		
Hazard	Hazardous event	L	S	R	Risk Control Measures	L	S	R
Environment (Housekeeping)	Slips, trips and falls	3	3	9	Supervisor will brief scaffolders to stack all material safely and neatly. All material must be barriered off with warning signs. All access ways and fire exits must be kept clear. No part of the Loading Platform or other materials must be left standing unless secured. All material must be cleared and stowed appropriately on completion of operations.	1	3	3
Environment (Inclement Weather)	Electrocution from lightening	2	5	10	Contracts staff will brief scaffolders that they must not work in heavy rain etc, and must contact their supervisor immediately when bad weather approaches and seek advice. Contracts staff will brief all scaffolders that they must egress the scaffold when they feel there is likelihood that stormy weather could bring lightening. Foreman scaffolder to ensure scaffold is left safe and all accesses to the scaffold are blocked off with barriers and warning signs.	1	5	5
Working near Railways (If applicable)		3	5	15	No storage of materials near railway either on the ground or on the scaffolding. All vertical tubes to be no longer than 3m after setting out. All materials raised will be tethered until fixed in position. All tools to be tethered.5% of all mechanical ties to be pull tested with results issued to General.	1	5	5
Working at height (Scaffolders)	Falls from height	3	5	15	All scaffold operatives (not labourers) will have recorded training in the use of Fall Arrest Equipment (all operatives will be briefed to bring scaffold cards and certification with them to their first day induction at the site offices). All scaffold operatives will be issued with Fall Arrest Equipment (except labourers who only work on fully boarded platforms with suitable and sufficient edge protection). Foreman scaffolder and Contracts Staff will brief all operatives to check their harnesses daily and will monitor PPE use and ensure that it is worn correctly. HY-SCAFF Health and Safety representative to carry out a (recorded) three monthly visual inspection of all harnesses and maintain a log and remove and destroy all unsuitable harnesses. HY-SCAFF's contracts team and foreman scaffolder will ensure that all HY-SCAFF CISRS scaffold operatives work to NASC SG4:15 (Preventing Falls in Scaffolding) when erecting (and subsequently dismantling) the scaffold. The foreman scaffolder is responsible for ensuring that all the operatives under his control act safely and work within a "scaffolder's safe zone", as detailed in SG4:15. The latest Scaffold Guideline describes a "scaffolder's safe zone" as a position of work where suitable edge protection and a platform exists. The foreman scaffolder will also ensure that all harness trained operatives clip onto a suitable and sufficient anchorage point, and remain clipped on, in those situations detailed in SG4:15, where it is not practicable to use collective measures – i.e. "scaffolder's safe zone". These specific RAMS details the Safe System of Work (the contracts supervisor/foreman scaffolder will have the responsibility of communicating the contents of the RAMS to all operatives. Signed copies will be kept for inspection).	1	5	5

**TASK RISK ASSESSMENTS**

		Initial risk				Residual risk		
Hazard	Hazardous event	L	S	R	Risk Control Measures	L	S	R
Collapse of scaffold/ overloading of scaffolding	Injury to persons, damage to plant/materials	3	5	15	<ul style="list-style-type: none"> <li>• HY-SCAFF's contracts team and foreman scaffolder will ensure that Loading Platform is erected in compliance with the manufacturer's guidance and within TG20: 13: Technical Guidance on the use of BS EN12811-1, that all system scaffolding complies with appropriate standards, and that all Loading Platform are erected as per the relevant drawing/sketch. Ties to be erected (and dismantled) progressively.</li> <li>• Loading Platform to be taken out of use if struck by moving plant/cranes/vehicles, or undermined, until remedial works are affected</li> <li>• Client to control uses, and conduct regular work place inspections.</li> <li>• Loading Platform to be inspected to comply with Statutory Legislation, and inspections etc to be recorded in Scaffold Register</li> <li>• Aside from the weekly scaffold inspections, operatives will be briefed to report any possible abuses directly to supervisor.</li> <li>• When scaffolding is dismantled, HY-SCAFF foreman scaffolder/ contracts supervisor will ensure that no more than one lift of dismantled material will be stacked on scaffold prior to being removed as soon as is practicable.</li> </ul>	1	5	5
Falling materials  (While Loading Platform is erected or adapted or dismantled).	Injury to persons, scaffolders, public, and other personnel.  Damage to plant/materials	3	5	15	<ul style="list-style-type: none"> <li>• Barriers to be installed to segregate all areas where scaffold operations will take place, with warning signs displayed. No materials to be left standing, unless tied. Scaffolders will progressively tie down all boards, or similar, as required.</li> <li>• Scaffolders will adhere to Safe System of Work as detailed in this Risk Assessment/Method Statement. For tube and fitting scaffolds.</li> </ul>	1	5	5
Power Tools (and hand tools)	Injury to operatives	3	4	12	<ul style="list-style-type: none"> <li>• Only good quality tools to be used. All power tools to be tested as regulations (PAT)</li> <li>• Supervisor will brief all operatives on the safe use of power tools, including reciprocating saws and hammer drills.</li> <li>• Operatives must do a pre-check before use, checking that the tool is in good order with no loose wires etc.</li> <li>• Operatives must unplug before changing blades or drill bits. Appropriate PPE must be worn always, including appropriate gloves</li> </ul>	1	4	4

Power Tools	Injury to operatives or to other contractors or the public from falling tools or cut material	3	5	15	<ul style="list-style-type: none"> <li>Operatives must hold power tools firmly with both hands while in operation.</li> <li>If there is any danger of cut material falling, then the following actions must be taken: <ul style="list-style-type: none"> <li>The area below must be barriered off with warning signs. Operatives must only partially cut through the tube, safely stow the reciprocating saw, and remove the tube by bending it back and forth (a plastic brick cap must be placed over cut edges).</li> <li>Or alternatively, the operative must ask for assistance to hold the tube or board while the cut is completed (while ensuring that there is no risk to the other worker). Operatives must place a brick cap over the cut tube immediately after cutting.</li> </ul> </li> </ul>	1	5	5
Power Tools	HAVS	3	3	9	<ul style="list-style-type: none"> <li>HY-SCAFF to minimise the use of power tools (by having tube cut in the yard etc).</li> <li>Only good quality and well-maintained tools will be used (with 3 monthly PAT).</li> <li>For most scaffold operations, operatives will only need to drill for approximately 30 minutes a day (cutting operations will generally be for 5minutes – cutting an access through a scaffold, for instance).</li> <li>Operatives must rotate drilling (or cutting operations) by swapping over tasks, so that each member of the team drills for less than 15 minutes. Where this is not possible, supervisor must contact the safety department for further advice and instruction.</li> </ul>	1	3	3

**TASK RISK ASSESSMENTS**

Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R
Insufficient training, knowledge or expertise of scaffolding (scaffold operatives); unsafe working arrangements	Injury or death	2	5	10	<ul style="list-style-type: none"> <li>HY-SCAFF specific Safety Induction to include competency check HY-SCAFF contracts supervisor will supervise workforce and ensure that only trained and competent operatives are used for the tasks detailed in these RAMS.</li> <li>HY-SCAFF operative MUST inform his supervisor if he feels that he is not competent to do the work, or if he feels he has not had sufficient instruction, information and training to enable him to safely erect/adapt/dismantle the scaffolds detailed in the RAMS.</li> <li>Additionally, any scaffold operative can refuse to work on Health &amp; Safety grounds if he feels that the RAMS does not state a Safe System of Work, and MUST contact his contracts supervisor IMMEDIATELY, who will then travel to site to address the issue, following the HY-SCAFF Refusal to Work on H&amp;S Grounds Procedure. No action will be taken against the person reporting the issue (in line with Company Policy), and employees are encouraged to do in house reporting (to his/her supervisor and/or manager).<sup>1</sup></li> <li>While the supervisor travels to site, the scaffold operative must still carry out what work operations are considered safe (for instance, unloading the lorry/carrying gear to the workface).</li> </ul>	1	5	5
Security	Unauthorised access to building or site	3	3	9	<ul style="list-style-type: none"> <li>Physical barriers (with warning signage) will deny access to any unauthorised person.</li> <li>Operatives to report unauthorised visitors to site agent or to security. Scaffolders will secure all ladders at the end of each shift.</li> </ul>	1	3	3
Security	Needles (danger of sharps etc)	2	5	10	<ul style="list-style-type: none"> <li>Hy-Scaff contracts supervisor and/or foreman scaffolder will inspect the erection/dismantle area prior to starting work, and look for discarded needles and for needles that have been left as "traps" – for instance, needles taped to handrails etc.</li> <li>Every morning, the foreman scaffolder will inspect the erection/dismantle area for sharps etc. Any needles found will be left, and reported to the client who will arrange for them to be disposed of in appropriate bins.</li> </ul>	1	5	5
Fire, explosions	Injury or death	2	5	10	<ul style="list-style-type: none"> <li>Client to carry out Site Specific Safety Induction to include Fire/Emergency Procedure: Provision of Fire Extinguishers, Information and site maps, Fire Drill, with Fire Egress Routes to be clearly defined by the client.</li> <li>Foreman scaffolder will ensure that all operatives are briefed to stay at the muster point until the names have been taken and they have been given permission to go.</li> </ul>	1	5	5

**Note:** we as a company encourage in house reporting of issues (to the immediate supervisor/manager), the operative can also contact HY-SCAFF's H&S Department in confidence on HY-SCAFF's Near Miss text line 07970626918, or write out a Near Miss card (or, for railway works, they can also contact CIRAS (Confidential Incident Reporting & Analysis System for the rail industry) if he/she has safety concerns regarding work on the railway (the web address is: <http://www.ciras.org.uk/> and telephone number is 0800 4 101 101 for railway related safety issues).

TASK RISK ASSESSMENTS								
		Initial risk				Residual risk		
		L	S	R		L	S	R

Hazard	Hazardous event	L	S	R	Risk Control Measures	L	S	R
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LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1) SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)

DEGREE OF RISK (DR) = LIKELIHOOD x SEVERITY

Prepared by: Richard Dyke      Date: 01-02- 2016













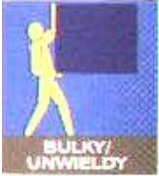




















Independently Reviewed / Authorised by..... Date.....  
(See table above)

	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2

# Manual Handling Operations Checklist

Mark boxes as appropriate. Every activity must be marked

Company	HY-SCAFF	Project / premises	Princess Gate, Knightsbridge	Activity	Scaffolding
Materials to be handled	Scaffolding	Hazardous contents	None	Location	Required working areas
Can manual handling be eliminated	No				

Task														
	STOOPING	LIFTING HIGH	LIFTING LOW	HANDLING WHILE SEATED	REPETITION	REACHING HIGH	REACHING LOW	CARRYING	TWISTING	BENDING SIDeways	PUSHING	PULLING		
	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	YES		
	Load													
		BULKY/ UNWIELDY	DIFFICULT TO GRIP	HOT	COLD	HEAVY	LIGHT	SHARP/ ABRASIVE	UNSTABLE	ECCENTRIC SHAPE				
		YES	NO	NO	YES	YES	NO	NO	NO	YES				
		Environment												
			HOT	COLD	HUMID	WINDY	DUSTY	NOISY	VIBRATING	OBSTRUCTIONS	STEPS	CONFINED SPACES	SLOPES	UNEVEN SURFACES
			NO	YES	NO	YES	NO	NO	NO	YES	YES	NO	YES	YES

Assessor Name: Mark Davenport

Signature: *MarkDavenport*







## Appendix C – Safety Briefing (TO BE USED IN CONJUNCTION WITH RAMS)

OPERATION:		Scaffolding Operations				
	Work Items	Potential for harm			Site Control Measures	Training/ Certification Required (list)
		L	M	H		
1	Segregation  (Protecting others)			X	<ul style="list-style-type: none"> <li>As per Scope of Works</li> <li>All work areas <b>MUST</b> be cordoned off with barriers (such as harries fencing) and warning signs displayed.</li> <li>Scaffolders <b>MUST</b> block off access to incomplete Loading Platform at break times, and at the end of each shift.</li> <li>The risk of falling material <b>MUST</b> be managed daily to protect public, contractors and scaffold operatives from injury, by erection of suitable measures, where necessary (i.e. exclusion zones under the scaffold, fans, gantries, look outs).</li> </ul>	
2	Unloading or loading lorries		X		<ul style="list-style-type: none"> <li>Scaffold operatives will unload/load the lorry standing on the ground.</li> <li>Where this is not practicable, operatives will access the lorry by secured ladder and unload the lorry working behind double handrails.</li> <li>Competent HY-SCAFF Slinger/signaller and HIAB operator for mechanical lifting.</li> </ul>	Drivers will carry HIAB certificates always
3	Manual Handling		X		<ul style="list-style-type: none"> <li>All operatives will fill in a HY-SCAFF health questionnaire upon induction, and will be briefed to report any physical problems to HY-SCAFF's H&amp;S department.</li> <li>HY-SCAFF supervisor will give specific briefing on manual handling, which will include requiring all operatives to assess each load prior to handling material, and to call on upon assistance if the load appears to heavy or awkward to lift safely.</li> </ul>	
4	Housekeeping (Avoids slips, trips and falls)		X		<ul style="list-style-type: none"> <li>All material <b>MUST</b> be stacked neatly and safely (with no material stood up unless tied securely). Do <b>NOT</b> block fire exits or walkways.</li> <li>All operatives will use designated walkways.</li> </ul>	
5	Working at Height			X	<ul style="list-style-type: none"> <li>HY-SCAFF's contracts team and foreman scaffolder will ensure that all HY-SCAFF CISRS scaffold operatives work to NASC SG4:15 when erecting (and subsequently dismantling) the scaffold.</li> </ul>	All operatives will be trained and certificated
6	Erection of Loading Platform			X	<ul style="list-style-type: none"> <li>HY-SCAFF's contracts team and foreman scaffolder will ensure that the Loading Platform all scaffolding is erected in compliance with the Manufacturer's Guidance and TG20: 13 Technical Guidance on the use of BS EN12811-1, that all system scaffolding complies with appropriate standards, and that all scaffolding is erected as per the relevant scaffold drawing/sketch.</li> <li>Ties <b>MUST</b> be erected progressively.</li> <li>Loading Platform must be inspected by competent person before use, and as per regulations etc</li> </ul>	All operatives will be trained and certificated
7	Dismantling of Loading Platform			X	<ul style="list-style-type: none"> <li>Reverse of erection sequence and hand railing reinstall where required.</li> <li>Ties <b>MUST</b> be dismantled progressively with dismantle operations.</li> <li>All dismantled material <b>MUST</b> be removed from scaffold as soon as possible.</li> </ul>	As above
8	Lifting operations			X	<ul style="list-style-type: none"> <li>All work areas <b>MUST</b> be cordoned off with barriers and warning signs displayed</li> <li>Lifting operations must comply with regulations and guidelines, including <i>SG9:08 Use, Inspection &amp; Maintenance of Lifting Equipment [...]</i>, with fittings hoisted in the correct bags, and knots as per guidelines.</li> <li>The Ginny wheel and rope must be inspected by user at the beginning of every shift, and inspected as per regulations (LOLER).</li> <li>It must not be erected directly above protruding tube or similar.</li> <li>No standing under hoisted load. Escape route to be in place in the unlikely event material was to fall.</li> </ul>	LOLER inspected and certificated
9	Environment	X			<ul style="list-style-type: none"> <li>Off cuts of tube and boards must be returned to the yard for servicing.</li> <li>All other waste <b>MUST</b> be put in appropriate waste bins/skips.</li> <li>Operatives to comply with site rules. Noise to be kept to a minimum.</li> </ul>	
<b>Permits required</b>		<b>Personal Protective Equipment (PPE)</b>			<b>Contact details</b>	
None (cutting will be done with reciprocating saw)		Helmet, harness (if trained in its use), safety boots, high visibility top, and gloves. When drilling or cutting safety glasses and ear defenders to be worn, where required. Other PPE as per site rules.			HY-SCAFF: 08081 681 198  Emergency Contact Number: 08081 681 198 HY-SCAFF's Near Miss text line: 07739 656960	

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