

Newsletter April 2018



The Association has a web site: - www.hgsafety.co.uk

HSE Web Link <http://www.hse.gov.uk/>

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Topics

- Scaffolding in Construction – Planning and Preparation
- Prosecution – When we get it wrong Untrained Scaffolders
- Picture Gallery

Please note that the Association's email address is office@hgsafety.co.uk

The Web site is now back on line www.hgsafety.co.uk

Scaffolding In Construction

We still find during our site inspections an underlying lack of basic knowledge of health & safety in construction. This is more often than not where to find information? Who to contact to gain this knowledge? Mostly we find this by talking to small sub-contract services which form a very high percentage of construction workforce in this industry.

Every quarter H & G CSA Ltd will produce a Newsletter on specific topics i.e. Working at Height, Asbestos, Manual Handling etc. This newsletter is focusing on scaffolding, detailing who should do what, when it should be done, and who it should be given to.

We hope you will find the following helpful, and if you have any issue contact your local advisor.

Scaffolding in Construction – Planning and Preparation

It is both a legal requirement and good practice to plan for a contract before commencing work.

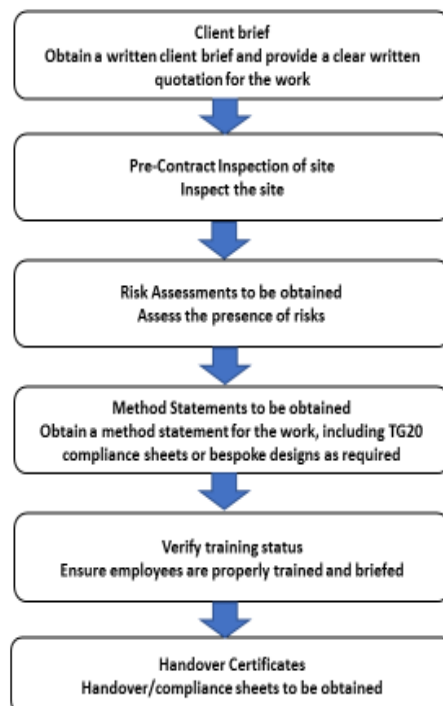
Scaffolding contractors must ensure that the client's requirements are understood, that all parties understand the work to be undertaken, and that all personnel understand how the works are to be completed safely, efficiently and effectively.

This requires preparatory activities that include:

- Obtaining a written client brief.
- Identifying any special rules imposed by client for permits for work or training whilst on site.
- Carrying out risk assessments and selecting appropriate control measures.
- Preparing as necessary clear method statements, layouts of works, instructions, sketches, drawing and details of the scaffolding required.
- Ensure proper arrangements are made for the statutory inspection of the scaffolding at handover.
- Ensure scaffolders, and persons inspecting scaffolds, are properly trained and have up-to-date certificates or other means of showing competence in the work they do.
- Planning to protect the scaffolders, the users of the scaffold, the members of the public and others who may be affected by the works, and the scaffold itself, from harm.
- Ensuring scaffolding on or near a public highway will comply with the requirements of the Local Authority.

Preparing for a contract

The principal activities required before the commencement of scaffolding works are as follows:



Client Brief

The client brief should include at least:

- ✓ The site location;
- ✓ The anticipated usage of the scaffold, the maximum number of people using the scaffold at any time, the working loads to be carried;
- ✓ The scaffold height, length and any other critical dimensions;
- ✓ Any specific requirements or provisions, for example openings through the scaffold for vehicular access or pedestrian walkways;
- ✓ The period of time it is required to be in place;
- ✓ The nature of the ground and any supporting structures as far as the client is aware;
- ✓ Whether stair access should be provided instead of ladders;
- ✓ Any hidden hazards (such as asbestos) known to the client that might create risks to the scaffolding contractor, the workforce or others;
- ✓ Whether there is a need for a loading bay or specially strengthened portion of the scaffold to receive loads to be placed by mechanical handling equipment, of which consist of packaged materials;
- ✓ Whether there is a need for temporary cladding, such as brick guards, debris netting or sheeting, and whether grit blasting or similar operations will be carried out;
- ✓ Whether the decking is required to be clear of any lapping boards, sheeted with plywood or similar materials, or covered with anti-slip strips;
- ✓ Whether there are specific client requirements related to designs or drawings, including the use of specific design codes or the need to conform to particular checking requirements;
- ✓ Whether the client requires the scaffolding contractor to conform to any specific policies, procedures or specifications.

Pre-contract site inspections

A site inspection should be made before work commences, even when the site is well known from previous contacts. In the case where the site is well known, checks should be made to see whether any changes have been made or if other contactors or users will be present who might increase the site hazards.

The pre-contract site inspection is also the first part of the risk assessment process. The inspection should assess whether the site presents particular hazards to the safe and successful completion of the works.

Risk Assessments

Regulation 3 of the Management of Health and Safety at Work Regulations states that:

“Every employer shall make a suitable and sufficient assessment of:

- a. The risks to health and safety of his employees to which they are exposed whilst they are at work;*
- b. The risks of health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.”*

It shall be the responsibility of the Principal Contractor to ensure that documented proof of risk assessment has been carried out in accordance with above, prior to work commencing.

Method Statements

The method statement (also known as a scaffold plan) is a means of describing the sequence and manner in which the tasks required to complete the works will be undertaken. It is closely associated with the risks assessment because the control methods defined from the risk assessment will govern how the works are to be undertaken safely and predictably. Details and accurate method statements, properly implemented, help eliminate the improvised methods of work that are often the cause of accidents, substandard quality and poor productivity.

The method statement provides a written framework for the transmission of information to those carrying out the work. It should be written for their benefit, for the immediate supervisors and for others who may be affected by the scaffolding activities, in a manner they can understand. As such the method statement should have the consent of all levels of management and supervision, including those of any sub-contracting specialist.

Depending on the complexity of the scaffolding selected, an assembly, use and dismantling plan shall be drawn up by a competent person. This may be in a form of a standard plan, supplemented by items relating to specific details of the scaffolding in question.

A copy of the plan, including any instructions it may contain, shall be kept available for the use of persons concerned in assembly, use dismantling or alteration of scaffold until it has been dismantled.

(The Work at Height Regulations 2005, Schedule 3 Part 2, additional requirements for scaffolding)

Much of the work carried out within the scaffolding industry is of a standard nature and can be addressed by a generic method statement that describes a safe system of work derived from a risk assessment. This generic method statement can be tailored for a particular project, resulting in a project-specific plan, by augmenting it with information about the client, site-specific risk controls, project-specific drawings, TG20 compliance sheets, and other design information sufficient to allow the scaffold design to be clearly envisaged and the work to proceed with effective control over the risks.

When planning for a project that is subject to additional risks not covered by the generic method statement, the specific statement should define the additional control measures. This plan will incorporate all necessary information to allow the scaffold to be safely erected, maintained, used and dismantled in the prevailing site conditions.

Contents and implementation

Section	Typical contents
What is to be done	The scope of the work to be carried out including the duty of the scaffold, any cladding requirements and the methods to be used for tying the structure.
Where it is to be done	The location of the work being carried out
Who is to do it	The number and type of personnel, including their names and any specific skills, training or qualification required.
How it will be done	Including the method and sequence of operations; the means of ensuring a safe system of work; means of safe access and egress; requirements for plant, equipment and materials; emergency procedures; constraints such as the presence of power lines, out of sequence working or adverse weather; details of PPE required; protective measures such as barriers, signs and rescue equipment; and further measures required to protect members of the public and other third parties.
Handover arrangements	The arrangements for handing the scaffold to the client and the need for performing statutory inspections.

Contents of a Method Statement

The method statement should also cross-reference any supporting documentation, including permits to work.

Once the method statement has been completed it should be signed and dated by the originator, then communicated to all personnel to whom it relates. All such personnel, and any new personnel subsequently introduced to the work, should be briefed on the method statement and sign to confirm that they understand the content.

Processes for communicating the method statement amending it, validating it with the client and supervising the work in accordance with it are also required, either as part of the statement or as part of the company procedure.

Another essential feature of the method statement is the stipulation that, in the event of the need for a deviation from the plan, agreement should be reached and records in writing between the client and the contractor on the amended method of work to be followed in the new circumstances.

These changes should then be communicated to all affected personnel and this communication recorded. Work should stop until this is done, unless the changes are foreseen and the method of work amended before the work is carried out.

Training

Scaffold companies should only employ operatives with the necessary experience and competence. Training forms an essential part of this process. Scaffolders and others concerned with the erection, modification and dismantling of scaffolding must undertake formal training in their specific jobs, which should include familiarisation with statutory requirements and code of practice. Training for scaffolders should also include a general awareness about working at height and the hazards involved in doing this, over and above those associated with scaffolding.

General duties of employers to their employees:[...]

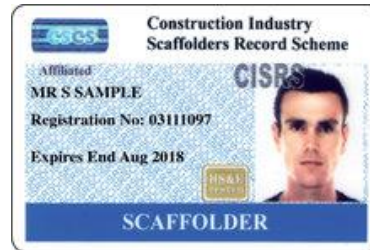
- c. *The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;*
(Health and Safety at Work Act 1974, Section 2)

Accredited Training

The Construction Industry Scaffolders Record Scheme (CISRS) accredits training centres which run the industry approved courses in all aspects of scaffolding training.

It controls the issue of scaffolder competency cards, which are issued in the following categories:

- Scaffolding Labourers
- Trainee Scaffolder
- Scaffolder
- Advanced Scaffolder
- Scaffolding Supervisor
- Basic Scaffolding Inspector
- Advanced Scaffolding Inspector



Persons erecting and dismantling proprietary scaffolding should received the appropriate CISRS product awareness training.

Before operatives can be classed as a Scaffolder or Advanced Scaffolder, they must complete the appropriate courses, have gained the specific minimum experience and have completed the relevant NVQ or SVQ. Scaffold operatives should carry proof of their competence in scaffolding and related activities that they undertake in the course of their scaffolding work.

Handover Certificates

Once the scaffolding contractor has completed the erection of a scaffold and it has been inspected by their competent person, the scaffold contractor should issue a handover certificate to the client.

This will advise the client that, at the time of handover, the scaffold has been erected to the agreed specification, has been left in a condition suitable for which it is intended, and complies with the requirements of statutory regulations and any Local Authority requirements.

The countersigned certificate demonstrates that the client has acknowledged their responsibility to maintain the scaffold and to follow any loading limitations and other restrictions for its use. In accepting the certificate, the client also acknowledges their responsibility to person the statutory scaffolding safety inspections.

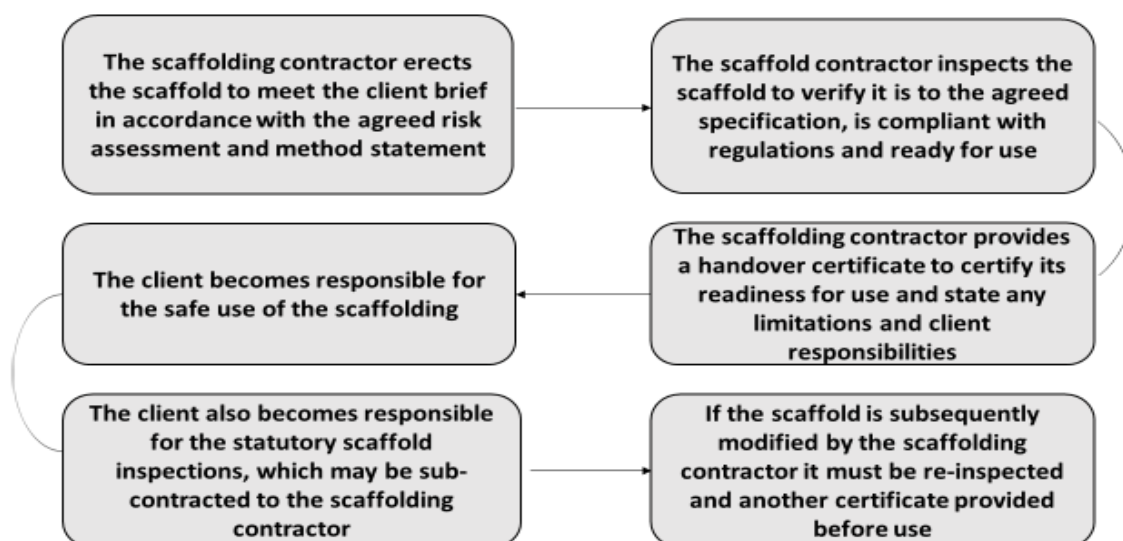
Although there is no statutory requirement for a scaffold contractor to issue a handover certificate, it is generally in the best interest of both parties to do so. The handover certificate may also be used as documentary evidence of the first statutory scaffold inspection if it meets the requirements of Schedule 7 of the Work at Height Regulations 2005.

There are no specific requirements for the content or layout of handover certificates, handover certificates should refer to any relevant drawings and TG20 compliance sheets, the permitting loading on the scaffold and any specific restrictions to its use.

The Handover certificate should also state whether any parts of the scaffolding do not comply with regulatory requirements at the request of the client, for example if inner guard rails or toe boards are omitted where a significant gap exists that could lead to injury. In these cases the client is responsible for devising and implementing a compensatory safe working method. Client requests that are not considered good practice, such as a non-preferred method of access may be similarly recorded.

Further advice is provided in SG:35 Guidance on the Handover of scaffold structures.

A scaffolding handover certificate provides a record that the scaffold has been erected to the agreed specification and records any non-compliance with relevant legislation or good practice requested by the client.



When we get it Wrong!!

Untrained and unsupervised workman lacked safety equipment

A scaffolding contractor has been fined after a workman suffered life changing injuries when he fell from scaffolding in June 2016.

Bristol Magistrates' Court heard how the employee of R J Scaffolding (Bristol) Limited was placed in an induced coma for two weeks after falling more than 6m from scaffolding.

He suffered several serious injuries including losing the sight in his right eye and five fractures to the skull.

HSE investigators found:

- **Training** – the employee was untrained;
- **Supervision** – the supervisor was unfamiliar with the current expected safety techniques; and
- **Equipment** – the appropriate equipment had not been provided to enable the workman to conduct the work safely.

R J Scaffolding (Bristol) Limited of Central Business Park, Bristol pleaded guilty to breaching Regulation 2 (1) of the Health and Safety at Work Act 1974.

The company was fined £26,000.00 and ordered to pay costs of £1657.76.

Industry standards not followed

Speaking after the hearing HSE inspector Ian Whittles said:

“We want all workers to go home healthy and safe. Those in control of work have a responsibility to ensure safe methods of working are used and to inform, instruct and train their workers in their use.

“If [industry recognised safe systems of erecting scaffold](#) had been in place prior to the incident, the life changing injuries sustained by the employee could have been prevented.”



Picture Gallery



Good scaffold access



Very good scaffold access



No Scaffold Access



Total miss match