EAST DUNBARTONSHIRE COUNCIL

HEALTH & SAFETY PROCEDURE

TRADE SPECIFICATION FOR SCAFFOLDING

SP03

Date of First Issue:	September 2023
Author:	Robert Kennedy
Revision:	**01**
Approved by:	**Laura Gold H&S Manager**

CONTENTS

DOCUMENT CONTROL AMENDMENT RECORD

Date	Issue No	Amendment	Person Responsible for Amendment
Sep 2023	**01**	Initial Issue	Bob Kennedy H&S Advisor

1. INTRODUCTION

East Dunbartonshire Council (EDC) has a legal duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare at work of its employees. Additionally, The Management of Health and Safety at Work Regulations 1999 (MHSWR) require that every employer undertake risk assessments to identify potential hazards to employee health and safety and anyone who may be affected by their work activity.

Besides carrying out a risk assessment, EDC have a duty to also

- appoint competent people to help implement the arrangements
- set up emergency procedures
- provide clear information and training to employees
- work together with other employers sharing the same workplace

This document has been created to provide a comprehensive procedure for the procurement, specification, and safe management of scaffolding on East Dunbartonshire Council properties.

Furthermore, this procedure acknowledges the strict duties imposed upon those employers undertaking work at height, specifically the provision and use of working platforms, safe use of ladders, as justified by risk assessment and the distance and consequences of falls from height, all as noted for specific regulatory compliance within the (WAH) Work at Height Regulations 2005.

2. SCOPE

This procedure applies to all EDC appointed contractors, employees - trade operatives and team / squad leaders. Compliance with this procedure is required by all persons planning WAH and those subsequently undertaking WAH using scaffolds.

Individual job roles are allocated specific duties required by them under the WAH Regulations and everyone must comply fully to assure safe working practice is achieved and maintained.

This procedure will assist both EDC employees and the appointed scaffolding contractor in their role of fulfilling the requirements of the EDC Health, Safety and Environmental management policy/procedures and industry best practice standards.

This trade specification must be read in conjunction with the HSP05 Management of Contractors

3. ROLES AND RESPONSIBILITIES

3.1. CHIEF EXECUTIVE

East Dunbartonshire Council (EDC) have legal duties under the WAH 2005 Regulations, the CDM 2015 Regulations and the Health and Safety at Work Act 1974 to ensure the health, safety and welfare at work of its employees. Additionally, The Management of Health and Safety at Work Regulations 1999 (MHSWR) require that every employer undertake risk

assessments to identify potential hazards to employee health and safety and anyone who may be affected by their work activity.

Besides carrying out a risk assessment, EDC have a duty to also -

- appoint competent people to help implement the arrangements
- set up emergency procedures
- provide clear information and training to employees
- work together with other employers sharing the same workplace

This document has been created to provide a suitable procedure for the management of trade specification scaffolding for all council activities and aims to improve the quality of scaffold structures erected for East Dunbartonshire Council by our supply chain, in accordance with current legislation, guidance and industry best practice.

The aim of this procedure is to minimise the risk of accidents or injury to operatives working on or near the scaffold, and to protect the public who may be adversely affected by EDC scaffold use.

This procedure identifies the minimum requirements and standards for all scaffolding and edge protection designed, erected, altered, inspected, used and / or dismantled.

It is important to acknowledge that the Chief Executive's responsibilities are shared, in that the Deputy Chief Executive, Executive Officers and Managers will be responsible, and accountable within their areas of responsibility for this management procedure being implemented, in respect of premises under the control of, or otherwise, occupied by EDC personnel.

3.2 EXECUTIVE OFFICERS & MANAGERS

The Executive Officers and Managers must ensure the following -

- Adequate resources and competent person(s) are allocated to support the implementation of this Management Procedure and relevant associated Health and Safety legislation.
- Nominated person(s) are supported in implementing the measures of this Management Procedure to comply with relevant Health and Safety legislation.
- Ensure all employees identified with key responsibilities have been provided with adequate information, instruction, supervision and training.
- Carry out regular onsite inspections and keep records for audit purposes.
- Check contractors are compliant with this procedure, engage with all key stakeholders including EDC Health & Safety Team.

3.3 HEALTH AND SAFETY TEAM

The EDC Health and Safety Team will advise the management in fulfilling their duties regarding the implementation of this Management Procedure and associated regulations and guidance.

In particular, the Health and Safety Team shall -

- Advise the Executive Officers, Managers, Team, and Squad Leaders in fulfilling their duties.
- Work with teams to provide feedback about actions and control measures that may need to be taken to prevent harm and protect employees.
- Provide and reinforce training and education on health risks associated with certain tasks
- Monitor the compliance with this management procedure and the associated regulations and guidance by carrying out periodical audits and inspections and issuing subsequent reports detailing any possible gaps or issues that need to be addressed.

4. EQUIPMEMT

All relevant plant/equipment supplied for incorporation in the works must fully comply with all statutory requirements, British Standard, Work at Height Regulations 2005, **NASC TG:20** and current Code of Practice / Practice Notes and the following:

4.1 TUBE AND FITTING SCAFFOLDING

This applies to traditional steel tube and fitting scaffolds and includes the use of “system type” proprietary components such as “Readylok or Easifix transoms”, extending transoms, steel and aluminium ladder beams and unit beams.

All such components must be used in strict accordance with the manufacturer’s instructions, design drawing guidance, the TG20 Compliance Sheet and the information supplied to site upon request.

Material used shall be sufficiently robust and durable to withstand normal working conditions. Materials shall be free from any impurities and defects, which may affect their satisfactory use.

Scaffold tube must be galvanised and conform to **BS EN 39:2001** or **BSEN 10210-1 2006.** Bent or split tubes and flame cut, cross-cut and mushroom headed ends are not acceptable.

4.2 SYSTEM SCAFFOLDING

All types / brands of System Scaffolding used, must conform to the relevant British and European Standards **BS EN 12810 / 12811**. Scaffolder’s erecting and dismantling system scaffold’s must have the relevant training for the system being used.

4.3 FITTINGS

Are to be fully serviceable, manufactured to the relevant British or European Standard (**BS EN 74** etc.) and well maintained.

4.4 SCAFFOLD BOARDS

Are to be fully serviceable and well maintained and comply with **BS 2482:2009** and all board ends to be fully banded and should comply with **TG7** (latest edition).

Boards should not be mixed – i.e., timber and metal boards on working platforms.
Short boards (less than 2.m long) are to be secured to prevent displacement as are internal boards that are considered to be displaced accidentally.

All scaffold boards must be branded in accordance with **BS 2482:2009**.

4.5 SOLE BOARDS & SOLE PLATES

Are to be sized according to the ground bearing conditions and loading in order to provide a sound bearing for base plates.

Timber sole boards to be placed under all standards and be a minimum of 475mm x 220mm x 35mm thick, giving an area of no less than 1045cm2 on standard ground and on soft ground the sole board should be 775mm x 220 mm x 36mm which gives a ground bearing of 1705cm2. Steel Base Plates are to be used in all circumstances. No direct point loading of a scaffold standard is permitted on any surface.

Swivel Base Plates are to be adopted for supporting standards landed on spreader beams, placed perpendicular to roof trusses on hipped formations – right angled base plates are not to be used for any non-horizontal incline / hip type formation.

Any base plate used must have total contact with the supporting bearer (timber sole board) beneath it. All scaffold standards are to be formed plumb and vertical from the base plate up.

4.6 LADDERS

Should only be used where integrated staircase access is not practicable, ladders must be justified for use by risk assessment as per WAH Schedule 6 requirement.

Any use of a ladder must be for limited use of and must comply with forethought of use regarding distance and consequences of falls as per WAH regulatory requirement.

When ladders are adopted within scaffold, they are to be anti-slip, steel heavy duty class, and free from all defects.

Ladders should be securely clipped or tied off using proprietary ladder clamps or rope.

No ladder access is permitted above 2m lift height, - to minimise potential fall heights from lift to lift. *Short 2m lifts also aid ease of lowering of any injured person if so required*. Short 2m ladder access heights comply with the duty to consider distance and consequences of potential falls from height – less distance, greatly reduces impact generally. Therefore, safe landing sometimes referred to as resting platforms must be considered as part of the design for safe access and egress when climbing a scaffold to help mitigate the risk of a person or an object from falling from height and sustaining an injury.

Where ladders are adopted in scaffold's, they must be provided with self-closing ladder gates to prevent falls into the ladder void. NOTE: Trap door type closures are to be avoided as these rely on human intervention to close them off, so are therefore, lower in the hierarchy of control as a preventative fall mitigation method.

4.7 GUARD RAILS, TOE BOARDS AND BRICK GUARDS

Brick guards when adopted are to be proprietary and in good condition and provided on all scaffold lifts where materials or tools can fall from the external face of scaffold.

NOTE: Debris netting is not a substitute for brick guards, and sheets of ply impose excessive wind load. Do not substitute one for the other.

Brick guards must cover the entire void from the top guardrail to the toe board.

Materials are not to be stacked above the level of the top guardrail / handrail.

Top guardrail, intermediate guardrail and toe boards are required on all elevations of scaffold working platforms where they are boarded out.

Toe boards and guardrails should be fitted on the inside of standards to prevent outward movement and the top guardrail must not be less than 950mm above the working platform.

Toe boards must be of sufficient size and at least 150mm high. The use of a scaffold board is recommended.

The distance between any two guardrails and between the top of the toe board and the underside of the guardrail must not be more than 470mm.

4.8 LADDER BEAMS

Are to be proprietary construction, free from any defect and of adequate proposed load bearing. These are to be installed over low level projections and or openings as applicable. They must be correctly braced, and they are typically check clipped onto the supporting standards as per best engineering practice requirement.

Where they span a designated opening access requirement, they must be of adequate length to achieve the required opening. They must not crop the access off in any manner. e.g., for a 4m opening allow for a 6m beam. Ladder beam to be supported on 2 standards either side of the opening.

4.9 RUBBISH CHUTES

Any chutes provided must conform to **TG3** (latest edition) and **BS 1703:1977** (fire resistance) and only installed where their use is identified through adequate risk assessment.

Chutes must be secured to the scaffold using an engineered fixing frame of suitable load capacity.

NOTE: Chutes must not be used when the skip is full, in order that waste is not discharged to the ground when the skip is uplifted. Only fill skips to the height of the skip walls. Timber waste must not be backed up through the Chute, **as this is a fire risk if the skip was set a light**.

Arrange skip exchanges in a timely manner to avoid delay in continued waste disposal as applicable.

4.10 STAIR ACCESS / LADDER ACCESS AND LADDER GATES

Stair access / Ladder access should be provided at all East Dunbartonshire Council sites, either type of access must be practicable for the duration and nature of the proposed works access requirement. **Refer to Schedule 6 requirement of WAH 2005 for use of ladders**. **Any use of a ladder must be fully justified by Risk Assessment.**

Consideration must also be given to the number of trades and personnel anticipated to be requiring access and egress, the duration of works should also be a determining factor when selecting stairs or ladders.

Additional thought is required for scaffolds about multi occupancy dwellings, that house people on each lift, as Fire may escape from any of these dwellings, impacting those WAH.

Stairs when adopted should allow access onto ground level, there must be a security gate fitted to the ground floor lift to prevent unauthorised staircase access. Additionally, the bottom staircase must be enclosed with Heras fencing to prevent access in behind the gate.

If ladder access is adopted, unauthorised access must be prohibited to the ground floor ladder access. This may be provided by ladder removal at end of shift or by blocking off rung footing using a suitable obstacle, i.e., tied scaffold batten lent vertical up the rungs, and securely tied off.

Where the bottom ladder is removed to prevent unauthorised access, the bottom lift ladder is to be reset and tied off daily as required, upon return to work.

Ladder Gates must be provided where ladders are adopted, they must be fitted on each 2m landing as applicable, the ladder gates should be proprietary metal and free from defects, well maintained and self-closing. **A hinged tube arrangement will not be sufficient**.

Avoid using trap door type covers, as these rely on human control to be closed off, having passed through the ladder void, they are seldom closed off correctly, and often left open at end of work shift.

The prevention of unauthorised access must be provided for, regardless of which access/egress method is adopted.

If the ladder is to remain in-situ, then a Heras enclosure must be adopted about the ground level ladder access, to prohibit unauthorised persons from gaining entry. Adopt suitable warning signage as applicable. Where HERAS panels are adopted to prevent unauthorised access, ensure these are secured to the scaffold with adequate tie restraint, to prevent them being easily uplifted, and thereby gaining access.

In high-risk locations, areas of excessive foot traffic, areas of increased risk of unauthorised access, it is best practice to adopt a timber hoarding enclosure directly about the initial access-formation. Timber ply sheets stood 2.4m height and secured to a robust internal timber framing can be secured to the scaffold access standards to enclose the access

footprint. NOTE: any such timber hoarding enclosure must be advised to the scaffold designer in advance, to calculate the additional loading introduced by the timber hoarding.

4.11 LOADING BAYS

Where integrated loading bays are adopted the Loading Bay gates are to be proprietary designed up and over type, and must always protect the leading edge, i.e., no worker, if the gate is open or not, should be susceptible to a fall.

The loading bay maximum loading weight must be displayed upon the outer face of the bottom / ground floor level loading bay, **clearly visible to all**.

The SWL of the loading bay is then communicated to those using the scaffold and to the telehandler / forklift operator feeding the loading bay, so that all are aware of the maximum load permissible. NOTE: a risk factor of 2 is given to loading bay design in the UK. Therefore, at no time should the loading bay be overloaded, as it is typically operating at half of it`s SWL capacity.

4.12 TABLE LIFTS

It is common on gable ends to erect table lifts. Table lifts are to be treated as any other part of the scaffold and must be fitted with suitable access and means of prevention of falls of both persons and materials. Fall protection is mandatory on both ends of the table lifts.

Table lifts are design structures and are therefore subject to design calculations and drawings. Careful consideration must be given to safe access up to and down from table lifts.

The base lift around the table lift is to be assessed for any additional fall risk. Triple handrails are to be considered where the risk of falls is present.

NOTE: where no table lifts are adopted and any exposed gable end exists, the potential fall area must be provided with leading edge protection using either tubular scaffold or ladder beams, securely braced to prevent falls from height about the gable leading edge.

4.13 PUBLIC PROTECTION

No scaffold shall be erected or dismantled within a public area, without there being a defined physical exclusion footprint set up about the works footprint /practicable drop zone.

Where the existing public footpath is obstructed by scaffold erection / dismantle work, then alternative practicable pedestrian access must be provided for, or an alternative passing route must be identified by clear warning signage and directional signage as applicable.

Where scaffold sits on any existing road, the working footprint must be enclosed by suitable signage and barriers in accordance with The Safety Act Streetworks and Roadworks code of practice 2013 and Chapter 8 of the Traffic Signs Manual, including the use of temporary traffic lights where the proposed formation sits within a traffic passing route

No Scaffold component shall intrude into a traffic route (air space) at a height where it may be struck by a passing vehicle (TRUCK, BUS, HIGH SIDED VAN ETC.) All scaffold erected about a traffic route must be protected from accidental traffic impact at ground level by adoption of suitable Chapter 8 provision – including allowance for VCB's, and Lighting to the roadside, where applicable.

Any scaffold that straddles a public footpath and permits through foot traffic pedestrians must be provided with a fully boarded bottom lift as a minimum. The underpass should be lit if the scaffold impedes street lighting during hours of darkness.

Where excessive debris or run off is generated by the work above, the public pedestrian corridor passing beneath the scaffold will require encasement of the scaffold lift directly above the ground floor footprint, thereby forming an enclosed corridor between the inner and outer standards and the underside of the bottom boarded lift, an additional external ply wrap can be added to enclose the outer face of the external elevation standards.

NOTE: Any use of a timber hoarding or wrap encasement at base level requires design calculation, as it adds wind loading.

All standards that land within any public interface footprint must be impact protected by suitable sponge wrap about the standards and any projection – clips / lugs etc. to a height of 2m. i.e., from base plate up, must be protected from accidental impact by passing pedestrians.

All scaffold placed upon a public footpath or road is subject to a Scaffold Licence approval. This is to be available from day one until the project is completed.

Encapsulated Sheeting, Debris Netting, Fan Decks, or other mechanisms must be deployed where any scaffold is near public use or occupied areas, imposing risk of task impact upon the public – **refer to the risk assessment for each trade task as applicable**.

NOTE: design loadings for scaffold additions will be required as they add imposed loading to a basic scaffold structure.

Any Fan Deck installed on scaffold should be designed such that the bracing is external to the walkway.

Scaffold is to be struck and cleared away as soon as practicable once work is complete and no longer requires scaffold access. Suppliers / contractor's must be advised to strike scaffold as soon as possible in built up areas, where unauthorised access is a likelihood.

EDC or contractor erected scaffold must not be allowed to stand unused after works completion for more than 3 days.

Similarly, any scaffold once erected should not be left unused for more than 3 days, any delays due to unforeseen circumstances must be risk assessed and secured appropriately as XXXX before the end of the 3rd day of inactivity.

Both scenarios are adopted in order to deter unauthorised access to a vacant scaffold.

This is a strict risk assessment duty of control in any location where unauthorised access is likely, typically any built- up residential area, or any area that attracts children / youths to gather. By limiting the time scaffold is stood unused, you limit the time available for misuse by unauthorised persons – **failure to do so is a proven criminal offence.**

4.14 DESIGN SCAFFOLD

All scaffolds erected on EDC property must be to an approved design.

The scaffold designer must:

- Ensure that the design of any scaffold complies with the specification provided by East Dunbartonshire Council, with all statutory requirements and industry best practice, and is safe and fit for purpose
- Ensure that the scaffold has strength and stability calculations as required by the Work at Height Regulations 2005 and that it complies with a generally recognised standard configuration.
- Ensure that the selection of access and egress takes due consideration as to the frequency and duration of its intended use, including emergency arrangements.
- Provide a detailed design, including a plan and elevations, especially for the structure.

4.15 ERECTION AND DISMANTLING PLANS

An Erection and Dismantling Plan must be provided by the scaffolding contractor for all independent tied or system scaffolding. All scaffolding outside of the parameters of **BS EN 12811-1** (anything other than a basic scaffold) must have Erection and Dismantling Plans and design calculations. Erection & Dismantling Plans and design drawings and calculations must be made present on site for the whole duration of the scaffolding work (including use).

The scaffolding contractor must also provide a suitable risk assessments and method statement for their work.

The procedure for erection, adaptation and dismantling should be such that the scaffold is at no time in an unstable condition. Ties should be fitted as the scaffold reaches the tie points. No person must be allowed access to a scaffold that is not yet complete, tied, braced, and inspected. Suitable signs must be displayed, where appropriate, to inform persons of the condition of the scaffolding.

4.16 FAÇADE BRACING

In tube and fitting, façade bracing (longitudinal bracing) is required every five bays and extends through to the full height of the scaffold. This can be fitted either across two bays (zig-zag) or in a continuous line (45°).

For system scaffold, this is either as per the design (where one exists) or as per the manufacturer's instruction handbook.

4.17 TIES AND STABILITY

Where the scaffold is not at a point where through and or anchor ties can be fitted, the scaffold needs to be supported by the use of a temporary buttress (as per drawing detail) or raking tubes (these must be tied back horizontally to the same outside standard as the attached raking tube).

The raking tube must not exceed 45 degrees from vertical alignment and must not extend further than 1 in 3 bays. Similar good practice should be adopted in any free-standing scaffold above 2 lifts or 3 bay lengths. Raking tubes aid vertical retention and reduce wobbling of scaffolds from inside to outside standards.

4.18 ANCHOR TIES

The structural integrity of the securing façade must be assured. Do not attempt fixing to a poor unsecure façade.

Drilled in Anchor Ties must be installed and tested in accordance with **TG4** (latest edition). Records of tie results must be maintained.

All chemical and friction wall ties require the tie holes to be blown out before securing ties in place. This is done by using a hand-held air pump to remove dust residue.

Typically, ties are then secured in place using a two-part chemical anchor resin if remaining in-situ, or friction ties are used if they require removal when striking the scaffold – holes to be made good as tie anchors are removed.

Where ties are adopted, they must extend through both inner and outer standards as applicable – this prevents the scaffold ripping apart from the outside to inside elevations

All Scaffold Ties are to be installed in compliance with BS 8539 – proof testing is to be conducted of ties to validate structural integrity as applicable.

Scaffold ties require design verification and approval, design drawings will show how many are required and where they are to be fitted. Ties are installed systematically lift after lift as the scaffold goes up, and are freed off or taken out in reverse as the scaffold is struck

Ties must be used within their safe working load limit. Ties must not be removed once installed as this could lead to the scaffold collapsing and dangerous occurrence.

5. SCOPE OF WORKS

The following scope of works section provides an overall description of works to be undertaken by your trade and as such highlights extracts of workmanship and practice standards for your attention; it cannot describe all of the detailed requirements of British Standards, EU Standards, NHBC Standards, NASC standards, manufacturers' instructions and legislative compliance.

Specific site drawings and standard construction details must be read in conjunction with this section.

All works to conform with **BS EN 12811-1** (**TG 20** (latest edition) Technical Guidance on the use of **BS EN 12811-1** – Guidance to good practice for scaffolding with tube and fittings and the relevant codes of practice for systems scaffolds). Scaffolds to be erected in accordance with **SG04** (latest edition).

EDC by providing a scaffold of any description is thereby providing a place of work, and as a place of work it must therefore be fit for use / purpose and be safe to use by all of those tasked with working from it. This includes safe access and egress to that place of work – Stairs, Ladders, or Person Hoist.

All persons who work at height using scaffold must have a basic comprehension of what is safe and what is not safe to access and work upon, in regard to an acceptable scaffold formation.

Basic scaffold awareness training is given to EDC employees who require the services of scaffold provided by others, in order that a basic level of understanding of acceptable scaffold is known by them, and that defect reporting is aware to them.

All persons accessing a scaffold must have a general visual look over the scaffold from the ground and assess its current basic condition for obvious defect / omission that shows evident risk. If it looks unsafe do not climb upon it, report your concern to your manager and or team leader immediately. F05 Pre-Use Scaffold Inspection Checklist should be completed before using a scaffold with a copy kept on file for audit purposes.

EDC are duty bound to supply you with a safe place of work, safe access and egress to that place of work. And you the user are duty bound to make EDC aware of any unsafe circumstance that you are aware of.

Only climb and work from a scaffold that you feel comfortable climbing and working from. If in doubt speak up, by doing so you raise everyone`s awareness, and potentially avoid incident and or harm to yourself or others.

5.1. EXTERNAL SCAFFOLD

Provision of Chapter 8 is required prior to erection and dismantling in public interface areas, an exclusion / drop zone is required about erection and dismantling operations as applicable.

If erection is required in a potential vehicle impact area, then vehicle control barriers must be considered as a protective control, both during erection, during use, and possibly during dismantle - post work completion.

These vehicle control barriers can be positioned to protect the outer face of the standards that align any traffic route and can be further highlighted by placement of Chapter 8 to the roadside, along with road traffic lamps and reflective demarcation if required.

Scaffolders should provide a full width working platform, (where practicable and taking into account site layouts), to suit all trades, particularly brickwork, window installation and roof construction.

Double guard rails (handrail and mid-rail) and toe boards are to be provided to every working lift about all elevations, including any adaptions in accordance with best practice

Toe boards should be fitted internally about the external elevation standards and any return end as applicable

Any additional internal elevation toe board requirement must be requested as required – may be required where no hop ups are adopted

If adopting brick guards, guards to be fitted internally along the outer elevation, hung from the handrail down to the toe board and hung similarly at any end returns as applicable.

Brick guards are used to fill the void from toe board to handrail height and be hung consecutively – adjoining side by side, from the inside of the guard rails as applicable – no material is to be stacked above brick guard height

All scaffolds supplied, erected and installed must have fully boarded lifts on all working levels.

Hop ups should be provided with suitable thickness and suitable length boards with return brackets fitted to the ends of runs and boards slotted into these.

Inside scaffold boards should finish as close to the façade as possible, not exceeding 150mm gap between the building line and the nearest scaffold board – if the void needs to be filled, then adopt a scribed 600mm sheet of ply, cut by jig saw about the internal standards to enable close fitting to the building line. Typically used for render containment when hacking off, or if shot blasting, to contain blast material on each lift and prevent migration downward causing a high build-up of spent waste material at ground level.

Hops up should be provided to aid various following building trades as applicable, they may be single board or double board as required. Hop ups to be used in accordance with SG32 (latest edition).

Note: Hop Up Training can be obtained by building trades, so that they themselves can reposition the hop-up boards as required and thereby reduce waiting time between scaffolder attendance.

The following considerations should be allowed for when planning to use scaffold -

- The working platform must be of adequate load bearing for the intended trade use as applicable.
- Similarly, any loading bay being adopted should also be compatible with the anticipated loading required of it, e.g., masonry / brickwork / concrete etc.
- Additionally, any proposed material hoisting within or external to the scaffold needs to be considered for, and communicated to the scaffold designer as applicable
- Scaffold design drawings must be supplied prior to the scaffold being built
- The scaffolder must have the drawing to work from onsite / in hand when scaffold is being erected

- The complexity of design will dictate the competency requirement of the scaffold supervisor and attending work crew
- Method Statement (safe sequence of work) and Risk Assessment to be supplied prior to works commencing and shared with EDC Health and Safety Team.
- To allow progressive and unrestricted access to all trades, attention should be paid to the variety of elevation treatments as detailed on the contract drawings
- Independent scaffold must be used where numerous elevational treatments are specified on contract drawings, this then permits uninterrupted façade access
- Scaffolds must be adjusted at access points to plots so that unrestricted access into plots is maintained
- Adaptions: provision must be made for scaffold adaptions for following trades e.g., lift height provision, progressive dismantling and adaption to suit specific trades i.e. painter, glazier, tiler, renderer, mastic contractor etc. (No working from a ladder is permitted from scaffolds, only hop-ups permitted)
- **Each trade using scaffold must be made aware and responsible for clearing their debris / waste and leaving the scaffold fit for use for the following trade**
    - **NOTE if this is not done, counter charges will be made**
- Façade cross or diagonal bracing to applied to every external face of scaffold – typically at every 5 bays minimum. They help keep scaffold standards vertical
- Where practical, scaffold boards are not to overlap each other (except on corners) nor should they extend excessively beyond their end support. Where overlaps do occur then tapered pieces of timber must be used to minimise trip hazards
- Scaffold boards installed must be secured with proprietary scaffold fixings Consideration must also be given to closing / bridging gaps on scaffold platforms where gaps greater than 50mm cannot be alleviated using proprietary infill equipment
- Allow for double handrail/stairwell protection to communal stairwells in blocks of flats or apartments immediately following any floor installation
- Scaffolder`s should allow for double up and over guard rails to the gable ends to allow for safe access when roof works take place at the exposed edge
- Hop ups / table lifts will not be permitted as a means of edge protection when working on a roof
- On working platforms where work is moving up the face and where hop ups are not in use and there is a risk of debris falling down the face of the building, then inside toe boards must be provided
- It is of paramount importance that when a scaffold is incomplete then the appropriate incomplete scaffold signage be placed upon it and the incomplete scaffold area be guarded off from unauthorised access, using suitable signage and physical barrier
- All ends of working platforms must be closed off with toe board and double guard rail returns
- Toe boards and diagonal bracing at loading bays should not protrude beyond the loading bay
- Handover Inspections of scaffolds must be undertaken by a competent person (recipient), who must then approve the scaffold as being fit for purpose, prior to any use of scaffolding erected on EDC properties
- **No Hand Over Certificate should be accepted unless the scaffold is visually inspected by the accepting recipient, and they agree it is fit for use – EDC put people (employees and contractors) to work on scaffolds, therefore it is EDC who are responsible for it being fit for use, ensuring it has safe access and**

egress and is a safe place of work, and remains so during its required use period.

- **A Scaffold Tag System must be prominently displayed on all EDC scaffolds, mobile towers etc**. at access points and the inspection record insert cards must be signed and dated by competent persons, Scaff Tags allow anyone using the scaffold to check that the scaffold has been weekly inspected. Duplicate inspection record sheets to be held in site files.
- Fittings and tubes must be stored adequately on site in secure sound stillage's and suitable cradles
- Scaffold boards stacking to be no more than 10 boards high, 3.9m in length and double banded. *Build-up of unused materials on site will not be permitted and high standards of housekeeping must be observed.*
- Where dormer windows are being built then a suitable cantilevered style working platform must be provided to allow for safe access around the dormer cheeks and roof peak.

Important to Note:

- Ladder access gaps should never be created on a working platform unless a ladder is provided at the same time.
- Ladder access gaps created without a ladder present (for later access) **are not to be permitted.**
- Ladder access points must be located where they are exposed to the lowest risk.
- Ladders should not descend into a traffic route
- Ladder enclosures should not open into a traffic route
- Pedestrian walkway access through a scaffold must be of adequate height – 2.1m minimum and be no less than 1 m width internally, where practicable
- Exposed scaffold standards are to be protected with impact wrapping in pedestrian walkways – this can be achieved by use of purpose made foam scaffold lagging and suitable tape. Lagging should be secured from the floor up to 2 m height.
- Scaffold standard spacings, transoms and cross-bracing etc. shall not impede exit from any fire doors
- Self-closing ladder access gates are to be provided at each ladder point.
- No ladder access is permitted above 2m lift height, landing platforms must be installed.

5.2. LOADING TOWERS / LOADING BAYS

Loading towers shall be provided to allow forklift access to each lift.
Towers shall be raised progressively along with the scaffold and braced as the scaffold is raised.
For loading with a forklift truck or telehandler the front elevation (the loading point) must be fitted with a gate that prevents the falling of persons and materials when closed.
The loading bays will be designed and constructed with due consideration as to the maximum loading expected during the duration of the scaffold's use.

All loading bays are to be designed and constructed to the British Standard for heavy duty scaffold, that is, to take a minimum imposed load of 15kN/m2.

A **SWL** notice must be displayed on the loading bay gate and approximately 2m up the loading bay tower from ground level (this will be at approximately eye level for the telehandler driver). The notice will detail the safe working load (SWL) in kN/m2 and working examples of the load allowed (e.g. one pallet of block and one tub of mortar).

The loading bay will be constructed on level, stable ground of sufficient strength to withstand the imposed load from the structure itself and any load imposed on the structure.

The loading bay is to be positioned in such a manner that it does not pose a risk of collapse or instability to the scaffold from vibration or movement caused by loading and unloading.

The maximum width of the loading bay will not exceed 3.0m unless expressly designed and accompanied by design calculations and drawings by the scaffold design engineer.

The loading bay will be designed and constructed with consideration to prevent the falling of persons and materials. As a minimum the loading bays will be fitted with handrails, mid rails and toe boards as per the standard minimum requirements and will be fitted with brick guards as applicable.

Gaps that allow materials to fall between the gate and the working platform are not permitted (i.e. >50mm).
Loading towers will be specified for each scaffold type at tender stage by the relevant EDC department.

Allow for each loading tower to normally have a seven-board scaffold; in any case a minimum of 2.4 metre wide to suit the loading bay gates.
Loading towers must be clear of access points to buildings – if unavoidable, then doorways to be blocked off.

5.3. LADDERS

Steel ladders shall be provided to allow access for all trades as required.
Steel ladders must be securely fixed (both stiles) with proprietary clamp style ties, or suitable rope, manufactured for the specific type of scaffold.

Steel ladders to be erected at an angle of 75 degrees (1 in 4 pitch) and should extend 1.05m above the working platform.

Self-closing ladder access gates are to be provided at each ladder access point.
Care must be taken in handling ladders to prevent damage and under no circumstance should ladders be overloaded or dropped from a height.

Correct storage of ladders will be required so that the stiles do not warp, or the rungs become loose.

Ladders must not be painted as this may hide defects (we discourage painting of all other components for the same reason).

Any ladder used on an EDC site within a scaffold will be inspected prior to first use, and every seven days thereafter when used as part of a scaffold.

Supply and erect proprietary ladder immobilisation devices (boards and chains) for every ladder at ground level to stop access to scaffold at end of shift.

5.4. ENCAPSULATION SHEETING OR NETTING

Supply, erect and dismantle safety netting as per method statement supplied. This will be specified for each scaffold type at tender stage by the relevant EDC department.

Public protection will be required on facades adjacent to occupied properties and public rights of way.

When using netting or sheeting on demolition scaffolds, the netting / sheeting must be removed / rolled down from each elevation lift as the internal façade is demolished, in order to reduce wind load against a now unsupported / untied in scaffold elevation.

5.5. EMERGENCY RESCUE PROCEDURES

The scaffold contractor must make suitable and sufficient provisions for the timely and effective rescue of scaffold erectors (this needs to conform to **SG19** (latest edition)) should they fall from the scaffold and are suspended in fall arrest harness and lanyard.

An assessment of risk will be required specific for the construction and design of scaffold and due consideration is required for the arrival of the emergency services – simply relying on the emergency services for rescue may not be suitable.

6. GENERAL ITEMS AND OBLIGATIONS

6.1. SAFETY STANDARDS AND INSPECTION

All scaffolding must be erected and maintained in accordance with statutory requirements, British standards, EDC design and approved codes of practice.

All scaffolds must have a First Use / Hand Over Inspection Certificate and conform to **SG35** (latest edition) ‘Handover of Scaffold Structures’.

Thereafter inspection of scaffold must be undertaken every seven days by a competent person, after any weather likely to have affected its stability, after any impact of the scaffolding (e.g. by vehicle) and after any incident likely to have affected the strength or stability of the scaffold.

All scaffold inspections must be recorded. (A trainee scaffolder is not deemed an acceptable person to conduct the inspection.)

Ladders are to be removed or effectively immobilised when not in use.
In addition, all EDC Scaffolds, Mobile Towers etc., a Scafftag system shall be used to clearly identify status of scaffold in use/not in use and Scafftag record cards completed by competent persons inserted at access points to alert anyone using the scaffold to check that it has been inspected and is fit for use.

At all levels, none of the tubes are to extend beyond the general outline of the scaffold or in such a manner as to cause people injury or an obstruction to passing vehicles.

Any scaffold defects identified by trades, site manager or scaffolder, will be rectified immediately or access denied.

Scaffolders suspecting abuse of equipment will report issues of concern to the site manager immediately.

Scaffolders found erecting scaffolds below these requirements, working unsafely or not in accordance with EDC`s professional conduct expectation or the scaffolder`s approved method statements / risk assessments will constitute a breach of contract. Poor work practice will not be accepted or tolerated by EDC.

Serious breaches of Health and Safety failure may lead to work being stopped, until improvement can be assured.

Bombing of material or equipment is not permitted. No scaffold equipment or material will be "thrown" to the ground from existing scaffolding. Material bins, supplied by the scaffolder, will be used for transporting material around site and at height.

6.2 QUALIFIED ERECTORS

All Scaffolders, employed by the scaffolding contractor must be competent and qualified to CISRS standards to erect and dismantle scaffold. They must hold the correct / valid Tube and Fitting or System Scaffold training attainment as applicable, for the scaffold being worked upon.

A CISRS Labourer is only allowed to work at ground level or with safe access to a fully boarded and double guard railed section of a scaffold platform passing scaffolding equipment.

A Trainee Scaffolder can only work under the direct supervision of a CISRS Scaffolder or a CISRS Advanced Scaffolder at all times.

An Advanced Scaffolder must erect Complex or Advanced structures unless there is a CISRS scaffolder on site under the direct supervision of an Advanced Scaffolder.

"Man in Attendance" where employed on site are NOT scaffolders and can only undertake basic hop up movements, toe board adjustment and general scaffold housekeeping matters, any structural adjustments must be made by a qualified scaffolder.

When working at 4m height or higher, scaffolders must wear suitable safety body harness and be suitably clipped on to an anchor point above head height

6.3 DISMANTLING AND MANAGEMENT OF STRUCK SCAFFOLD

Dismantled scaffold must be safely and neatly stored in a place agreed with the site manager.

Charges will be made for clearing up materials not collected. No liability will be accepted for any damage to, or theft of scaffolding material left on site.

Struck Scaffold must not obstruct emergency service access and egress. Struck scaffold must not obstruct any fire exit route.
Struck Scaffold must not obstruct tenant or potential building user access / egress.

Provision of Chapter 8 is required prior to erection and dismantling in public interface areas, and exclusion zone is required about erection and dismantling operations as applicable.

Scaffold left unattended must be protected against accidental traffic impact or persons walking into it and becoming injured**.** *Ideally, strike and load as it is dismantled*.

6.4 SIGNAGE

Incomplete scaffolds will, always, be identified by a scaffold incomplete sign. “Do not use” signs shall be fixed to all incomplete scaffolding. **Scaffold contractors are responsible for the supply of scaffold signage. Examples of signs may include but not limited to the following, danger work in progress, risk of falling objects, No Unauthorised Access, site rules.**

6.5 SITE TIDINESS

All work areas are to be left clean and tidy and all rubbish deposited into skips daily.

It is the responsibility of the scaffolder to remove all damaged or broken scaffold items from site e.g., bent tube, broken boards, damaged brick guards. Any damaged or broken scaffold items not removed from site will be counter charged against the contractor.

6.6 STILLAGE’S / CRADLES / TIMBER BEARERS

Suitable containment and lifting aids are to be provided for scaffold equipment / items as applicable, stillage’s for clips, jacks, other small items to be provided. Cradles are to be used for tubes or system type components. No Loose items / material to be strewn over the ground. Boards to be laid on timber bearers to aid ease of uplift if using lifting equipment.

6.7 STACKING AREAS

Scaffold shall be stacked on site in a designated area.

7.0 DELIVERING THE ABOVE

The Scaffold Contractor must ensure that every scaffolder assigned to an East Dunbartonshire Council project is aware of these requirements and delivers a service as agreed. Scaffolding contractors failing to offer this professional service will be removed from the site and the contractor will be put on notice.

EDC expect the following to be submitted in advance, and during any works:

- Risk Assessment and Method Statement for Erection and Dismantling.
- Anchor Test Certificates.
- Harness Inspection Records.
- Handover Certificate conforming to the Work at Height Regulations.
- Evidence of Inspection of Safety Step (or similar).

NOTE: Any delivery or uplift of scaffolding material / items using a HIAB type crane will require a Lifting Plan, a nominated Operator and nominated Slinger / Signaller.

The lorry mounted crane will require a valid 12 Monthly LOLER Certificate and all Lifting Accessories will require a valid 6 monthly LOLER Certificate.

All lifting operations to be conducted adopting best lifting practice, working from within a designated / demarcated lifting exclusion zone. All lifting to be undertaken in a controlled safe manner under guidance of the attending Slinger / Signaller.

8. MONITOR AND REVIEW

As part of the EDC Health and Safety Management System, the EDC Health and Safety Team will conduct regular audits and inspections to monitor the implementation of this management procedure.

The EDC Health and Safety Team will review this management procedure every two years from the date of signing or sooner because of any changes to legislation or some other event i.e., a major incident or accident.

The EDC Health and Safety Team will provide feedback in the form of a report following any audits and inspections. When necessary, the procedure will be amended and reissued with an updated version number.

All Team Leaders must ensure that local procedures are updated to reflect any changes to the management procedure.

9. REFERENCES

HSE GUIDANCE AND REGULATION

- Health and Safety at Work Act 1974
- The Work at Height Regulations 2005
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Control of Substances Hazardous to Health Regulations 2002
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment Regulations 2018

- The CDM Regulations 2015
- Traffic Signs Manual – Department for Transport Guidance last published 2022
- The Temporary Works Regulations – BS 5975

EAST DUNBARTONSHIRE COUNCIL: SAFETY POLICIES AND PROCEDURES

- HSP05 Management of Contractors
- SP05 Health and Safety Management for Technical Services TRADES
- SP23 Working at Height
- SP32 PUWER

EAST DUNBARTONSHIRE COUNCIL: HEALTH AND SAFETY FORMS

- B06: Contractor Permit to Work System
- B07: Contractor Sign in Form
- B08: EDC Contractor and Visitor Induction Cards
- F03: Monthly Harness and Accessories Inspection Record
- F05: Pre-Use Scaffold Inspection Checklist
- H02: Ladder Register