Persimmon

Health, Safety & Environment Department

Working at Height Standards

Authorised by: HS&E Director	Version date: 08.11.21	Version: 3	STD: Working at height

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Working at Height Assessment

The purpose of these working at height (W@H) assessment standards is to ensure all of our workforce are protected so far as reasonably practicable from falls from height. Falls from height are one of the biggest causes of workplace fatalities and major injuries.

W@H means work in any place, if there were no precautions in place, a person could fall a distance liable to cause personal injury. A fall from height can be from an elevated platform or down into an unguarded excavation.

W@H is one of the most common hazards on construction sites and must be planned, risk assessed and supervised. Any W@H must be carried out by competent people.

Hierarchy for Working at Height

Step 1. Avoid working at height if possible

E.g. assemble on the ground and crane into place

Only if this can't be avoided then:

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Step 2. Use an existing safe place of work

E.g. parapet walls, defined access points, staircases

Only if this can't be done then:

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Step 3. Provide work equipment to prevent falls

E.g. scaffolding, safety decking systems, edge protection, handrails, podiums, mobile towers, MEWPS

Only if this can't be provided then:

→

Step 5. Provide instruction, training and / other means

E.g. ladders / step ladders for short duration work with appropriate training and instruction.

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Step 4. Mitigate distance and consequences of a fall

E.g. safety netting, soft landing bags, fall protection system

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Step 3. Provide work equipment to prevent falls

E.g. scaffolding, safety decking systems, edge protection, handrails, podiums, mobile towers, MEWPS

Only if this can't be provided then:

Working at Height Procedure

Prior to construction projects commencing the Contract Manager for the project must complete a W@H assessment for the types of homes that will be constructed; this document is approved by the relevant Director named on the Directors Responsibility Chart, usually the Construction Director.

Refer to HSMS guidance – W@H assessment

For each step, it must be considered what is reasonably practicable and 'collective protection' such as scaffold and safety decking systems should be used before 'personal protection' such as fall protection systems. Each plot must have a W@H registers folder where all the relevant inspection registers are kept.

For manufacturing operations, the hazard of W@H height must be considered and appropriately risk assessed for all activities that requires W@H.

For office operations, the hazard of W@H must be considered and appropriately risk assessed in the office risk assessment. Office/ sales personnel must not be tempted to climb onto desks or chairs to change things like light bulbs. A trained operative must be employed, using the correct means of accessing height following a risk assessment process.

Customer Care Operatives must also undertake a risk assessment of all work they undertake at height and ensure they follow the Ladders and Stepladders Standards.

If an electric storm is forecast or appears to be manifesting all outside working at height must cease to prevent any one being struck by lightning.

Fall prevention measures, equipment and their uses

Excavations

All excavations must be fenced off to prevent persons from falling into them; deep excavations must have a suitable means of access and egress.

Refer to Excavations Standards

Hop Ups/Low Level Working Platforms

Hop ups are small steps that operatives can use to gain access to height usually inside of a plot. They should be no more than 500mm high. Operatives using hop ups must ensure that they follow the manufacturer's instructions when setting them up. Hop ups should not be used on scaffold unless additional guardrails have been installed.

Ladders & Stepladders

Ladders and step ladders can be used for work at height; however they are for short duration tasks and a risk assessment must be carried out.

Refer to Ladder and Stepladders Standards

Mobile Access Towers and Platforms

Mobile towers are usually used for out of sequence or repair work or used when it is not practicable to install a scaffold. The mobile tower must be constructed by a trained operative who has an appropriate Prefabricated Access Suppliers and Manufactures Association (PASMA) level of qualification.

Refer to Mobile Access Towers and Platforms Standards

Fall prevention measures, equipment and their uses

Mobile Elevating Work Platforms (MEWPS)

A MEWP is usually used for out of sequence or repair work. The correct MEWP must be selected for the job in hand, the MEWP must be operated by a trained operative that holds an appropriate International Powered Access Federation (IPAF) level of qualification. Each person in the basket or cradle of the MEWP must wear a harness and this must be clipped onto the strong point (unless working over water).

Refer to MEWPS Standards

Podiums

Podiums are a safer alternative than using stepladders, they have a guard rail that protects the user from falling. They can be used to gain access to high ceilings in apartment blocks. If they need to be assembled they should be assembled as per the manufacturer's instruction by a PASMA trained operative.

Roofs (Working on)

Working on roofs is a significant hazard which must only be done my competent operatives following a safe system of work after being fully risk assessed by site management and contractors.

Refer to Roofs Standards

Fall prevention measures, equipment and their uses

Safety Decking Systems

Safety decking systems are installed internally in plots. They are used when installing joists, floors, roof trusses and roofs. The safety decking system must only be installed and removed by trained and competent operatives. The safety decking system must also be inspected by a trained Site Manager every 7 days.

Refer to Safety Decking System Standards

Scaffold (tube and fitting, system)

These will form the most common safe working platforms for brickwork and timber frame erection, they must be designed or constructed in accordance with the National Access & Scaffolding Confederation TG20 specifications. Scaffold can be used around the outside of the plot/garage under construction as a safe working platform. Scaffold can also be used as a platform to work from for garden and retaining walls. Tube and fitting and system scaffold must only be erected by trained and competent operatives. The scaffolding must also be inspected by a trained Site Manager every 7 days.

Refer to Scaffold Standards

Soft Landing Bags

Soft landing bags must not be routinely used as a control measure for mitigating the consequence of a fall. There may however be limited situations where it is appropriate to use soft landing bags and this must be identified by the W@H assessment. There must also be a risk assessment in place to identify the specific control measures required when using soft landing bags. The local Group HS&E Advisor must be consulted if soft landing bags are to be used.

Refer to Soft Landing Bags Standards

Fall prevention measures, equipment and their uses

Stairwells (Working in and around)

Stairwells are a significant hazard and must be protected by covering them over prior to the stairs being fitted. Prior to opening the stairwell up to fit the stairs they must be protected by a proprietary stairwell edge protection system and the carpenters must be trained to fit this. If the property is three stories or more then the stairwell below the flight of stairs that is being installed must be covered over prior to fitting the staircase in order to prevent a fall. When operatives are required to work over the stairwell the oxford landing system or equivalent must be used, this must be fitted by a trained operative.

Refer to Stairwell Standards

Trestles (Low Level)

These can be used on site up to a height of 600mm and must be welded in order that they cannot be extended above 600mm, they must be fitted by trained operatives and approved by site management. Low level trestles can be used at ground level as a low level working platform for bricklayers. They can also be used internally to get the internal block work up to joist or ceiling height. Low level trestles are a good solution when building garden walls or retaining walls.

Refer to Trestles Standards

Monitoring

Site management will monitor any work at height on site. The Group HS&E department will monitor compliance of this policy and inspect work at height documentation during routine HS&E inspections.

Site management must ensure that all W@H assessments and control measures for W@H are checked weekly and that the findings are entered on to the site manager's weekly check list.

Refer to HSMS form 014 – Site Weekly Checklist

Document Management

VERSION ISSUED	Date
Version 1 Sections 1,2,3,4, 4.1- 4.12, 5, 6	08.11.2021

Excavations Standards

Watch Excavations Video

Authorised by: HS&E Director	Version date: 01.09.2023	Version: 4	STD: Working at height Excavations

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Contents

1. Introduction

The purpose of these excavations standards is to highlight the health and safety requirements that need to be implemented when breaking ground and digging excavations in order to protect our employees, sub-contractors and members of the public. Working near an open excavation is working at height and the hierarchy of working at height procedure must also be followed.

Excavations are one of the higher risk activities that are carried out on our construction sites and if anything goes wrong could result in serious injury or death.

The risks include:

- Collapse of the sides;
- People and vehicles falling into the excavation;
- Materials falling onto people working in the excavation;
- Undermining nearby structures;
- Underground and overhead services;
- The ingress of ground and surface water;
- Contaminated land, and
- Reduction of oxygen levels due to toxic fumes or vapours.

2. Planning

Excavation work must be planned and a risk assessment and method statement (RAMS) produced by a competent person and this would normally be the grounds works supervisor. Prior to work commencing the operatives involved in the excavation work must read and sign to acknowledge acceptance of the RAMS. A 'Permit to Dig' must be issued either by site management or the ground works supervisor, for all machine or hand digging excavation operations.

Refer to HSMS form 041 – Permit to Dig

Prior to breaking the surface the associated site plans and utility drawings of the site must be consulted to identify if there are any existing services in the area. A Cable Avoidance Tool (CAT) and Genny scan must also be carried out by a trained, competent person.

If deep excavations are planned then the Deep Excavations Checklist should be completed by the Principal Contractor.

Refer to HSMS form 040 – Deep Excavations Checklist

3. Collapse of the sides of the excavation

Any excavation can collapse as ground conditions are unpredictable and consideration must be given to support the shallowest of excavations. Any unsupported excavation will not be safe unless its sides are battered or stepped back sufficiently, or if the excavation is in sound rock. Battering back the sides of an excavation to a safe angle is a simple and acceptable means of preventing instability. In granular soils the angle of the slope should be less than the natural angle of repose of the material being excavated. In wet ground, a considerably flatter slope will be required. For deep drainage or deep foundations, trench boxes must be used When these are used they are classed as a standard solution in regards to temporary works and must come with a RAMS from the supplier and the use of these must be entered onto the Temporary Works Register.

Refer to HSMS form 056 – Temporary Works Register

4. Access and Egress

There must be no access to an excavation unless it is safe from collapse. To gain entry into a deep excavation a suitable means of access must be supplied, this would normally be a ladder that has been secured at the top of the excavation. Gas monitoring may be required prior to entry and during occupation if the excavation is classed as a confined space.

5. Protecting the Excavation and Signage

Edge protection must be put in place as the excavation is dug, if operatives have to leave the excavation (tea break, lunch etc.) then they must ensure that the excavation is fully protected. Ground workers must supply their own excavation protection and not remove pedestrian barriers from site walkways.

The barriers must be robust enough to limit the risk of people and machines from falling into the excavation from all sides, this must include protection for unauthorised site visitors. Metal type crowd barriers will be appropriate for most shallow excavations that would normally contain services or shallow footing. For higher risk deep excavations (over 1.2m deep) Herras type fencing must be erected around the excavation. The barriers must be placed a sensible distance away from the excavation, the feet of the barriers must not be suspended above the excavation and Herras feet must be clear of the excavation, no part of the excavation must be on the outside of the barriers or fencing. Barriers should be placed far enough away from the edge of the excavation that they will not fall into the excavation if the sides were to collapse. As a guide, barriers should be at least 1 metre from an excavation.

Once foundations have been poured and the depth of the excavation is less than 500mm, then pins and rope or orange mesh around each individual excavation can be used.

All deep excavations should have signage displayed stating “Warning Deep Excavations”.

If excavation work is to be carried out on a highway, local authority approval will be required and appropriate signage and guarding erected that complies with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works Code of Practice. As a minimum, one operative in the work group must hold a valid New Roads and Street Works Act (NRSWA) Operative ticket and one operative / supervisor must hold a valid NRSWA Supervisor ticket.

To prevent vehicles or materials falling into an excavation they must not be parked nearby and storage areas should not be located next to or near future excavations. If machines have to drive near an excavation or reverse up to them to tip, then stop blocks must be used; these must be placed far enough away from the edge to prevent the edge of the excavation from collapsing. Combustion engines must not be left running when vehicles are parked near open excavations to prevent exhaust fumes from entering the excavation and displacing oxygen.

6. Undermining of Building or Scaffold Signage

Care must be taken when excavating next to an existing structure or that excavations are not carried out within one metre of scaffold to ensure that they are not undermined as undermining can severely affect the stability of a structure. If work is to be carried out close to an existing structure then advice from a structural engineer must be sought..

7. Inspections and reports

Excavations that need to be supported or battered back to prevent danger must be inspected. The person in control of the excavation must arrange for a competent person to carry out these inspections, this is usually the groundworks supervisor:

- At the start of the shift before work begins;
- After any event likely to have affected its stability; and
- After any accidental fall of rock, earth or other material.

If the person inspecting the excavation is not satisfied that the excavation can be used safely they must ensure that no one enters the excavation until measures have been put in place to render the excavation safe.

For an excavation, an inspection and written inspection report must be completed every seven days, unless there has been a collapse/ fall of material or other event likely to affect stability. In this case an inspection and written inspection report will be required before work starts again.

Refer to HSMS form 019B – Excavations Inspection Register

The written inspection report must be completed by the competent person, before the end of the working period. Any issues observed from the report must be rectified. The report must be kept on site during the construction work period then it must be kept on file for a further 3 months.

8. Overhead Power Cables and Services

If there are overhead power cables a GS 6 Survey must be carried out by the local electricity provider. They will issue a report that will detail the safety distances that must be maintained at all times. If a machine has to work under them or close to them then the correct size machine must be selected and it may need to be fitted with mechanical restrictors to prevent it encroaching into the danger areas.

Overhead telecoms cables will also need to be identified and protected to ensure that they are not damaged or brought down.

9. Underground Services

Extreme care must be taken when digging around known services, a service strike can be fatal and costly. Before digging commences the site drawings must be checked and the ground must be scanned with a CAT and genny, the operator must be trained and the CAT and genny must be in date for calibration. If services are suspected but have not been identified then trial holes must be hand dug. The hand tool must be insulated and consider the use of flame retardant PPE. If setting out pegs are required then wooden ones should be used in grassed or un-surfaced areas after the area has been subject of a CAT and genny scan.

Refer to excavations flow chart chart to avoid hitting buried services

Mechanical excavators and power tools must not be used within half a metre of the indicated line of a service. Power tools may be used to break paved surfaces but great care must be taken to avoid over-penetration, as a service may have been laid at an unusually shallow depth. Power tools must never be used directly over the indicated line of a cable unless you have written confirmation that it has been made dead.

Ground workers must ensure that they follow the Permit to Dig and their RAMS.

Service strikes

The relevant Groundworks Contractor must investigate the circumstances of the service strike and supply their findings to the local Group HS&E Advisor.

The local Group HS&E Advisor will record the pertinent details of the service strike on a service strike report.

Refer to HSMS form 071 – Service Strike Report

10. Fumes and Gas Monitoring

If fumes are suspected in an excavation, then it must be treated as a confined space. Confined space trained operatives are only allowed to enter the excavation, gas monitoring must be carried out and a specific risk assessment completed. A written escape plan must also be put in place with control measures to extract an operative if they are overcome by fumes.

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

11. Spoil & Spoil Heaps

When excavations are dug, the spoil must be placed far enough from the excavation to ensure that it is not going to slip back into the excavation. They must also ensure that the weight of the spoil does not force the sides of the excavation to collapse. Edge protection must also be in place such as toe boards, projecting trench sheets or trench box sides.

If spoil heaps are constructed then they must be managed and maintained to prevent them from sliding, they must be of a shallow angle and must not have any vertical sides, that could cause a fall from height. The ground workers must decide the safe distance away from excavations, this will depend on the size of the spoil heap, type of material on the spoil heap and also taking into account the materials angle of repose.

Spoil heaps must be designed by a competent person, a generic design has been completed, the side notes in this design must be followed. If the stockpile will be out of the scope design or the side notes, then a site-specific design must be carried out, by a competent person.

HSMS Guidance - Stockpile Designs

12. Monitoring

Due to the higher risks involved with excavations it is essential that excavations are closely monitored by ground workers and site management on a daily basis. The Group HS&E department will monitor compliance of these standards during routine HS&E inspections.

13. Further Reading

HSE-safety topics excavations

HSE-health and safety in construction

HSE-protecting the public

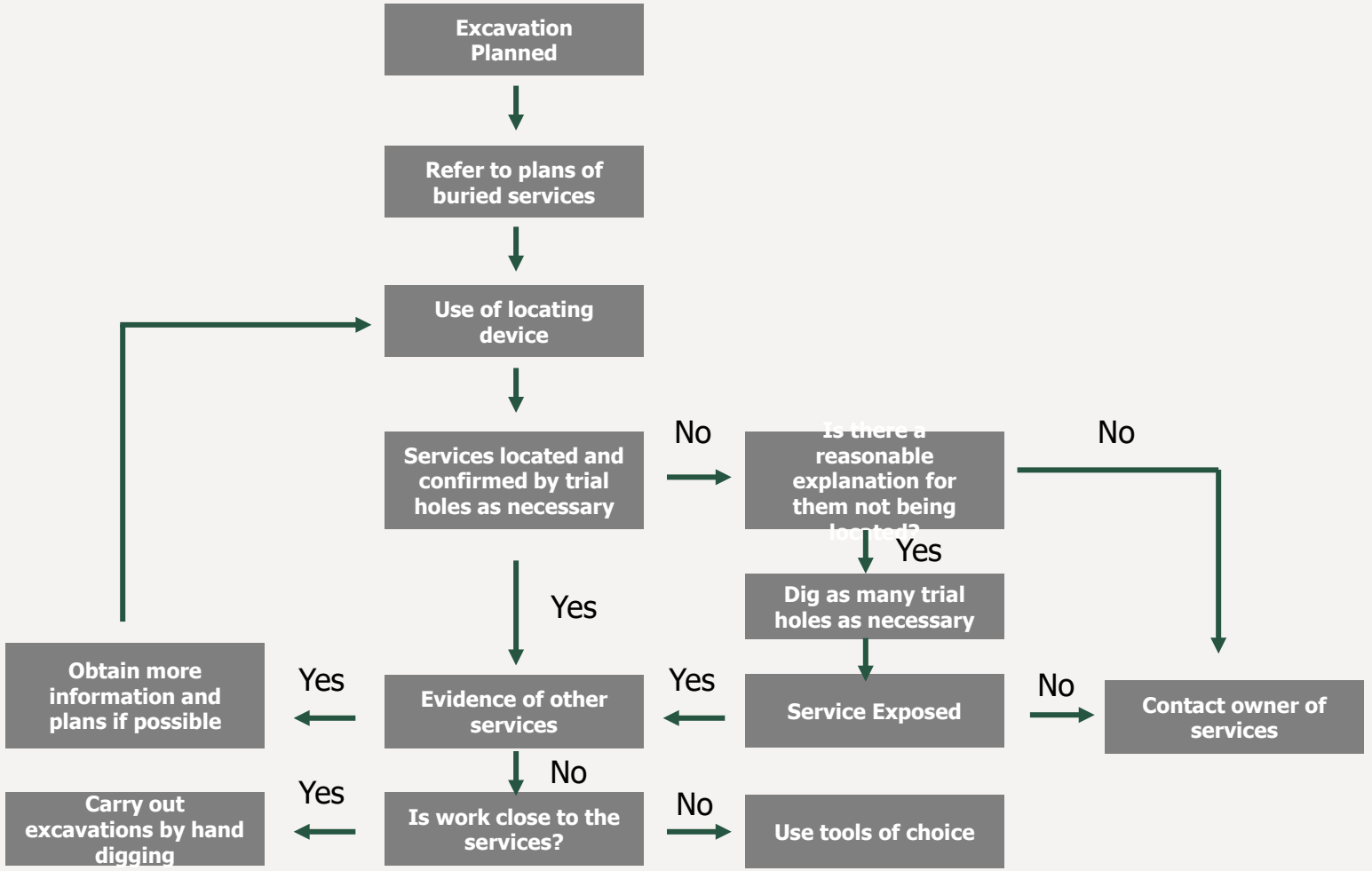
HSE-avoiding danger from underground services

HSMS Guidance - Stockpile Designs

14. Tool Box Talks

Refer to HSMS TBT – W@H Excavations.

Excavations flow chart to avoid hitting buried services



15. Document Management

VERSION ISSUED	Date
Version 1 Sections 1,2,3, 4,5,6,7,8,9,10,11, 12,13,14 Version 2 Section 9 – service strike section added Version 3 Section 11 – guidance for stock pile design added Version 4 Section – changes to wording	08.11.2021 02.02.2022 09.03.2023 01.09.23

Ladders & Stepladders Standards

Watch Access Equipment Video

Authorised by: HS&E Director	Version date: 25.04.2022	Version: 2	STD: Working at height Ladders & Step Ladders

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Contents

1. Introduction

The purpose of these ladders and stepladders standards is to ensure that when work at height is carried out using a ladder or stepladder it is only done so where it has been identified via a working at height assessment, the right choice of ladder has been selected for the task and the worker knows how to safely use it.

2. When to use a ladder or stepladder

If the task requires staying up a leaning ladder or stepladder for 30 minutes or more at a time, or the work at height is above the top of a first floor window then alternative equipment must be considered.

Ladders should also only be used in situations where they can be used safely. For example, where the ladder will be level and stable and where it is reasonably practicable to do so, the ladder can be secured.

Only operatives who are competent, i.e. have had instruction and understand how to use a ladder safely and how to select the correct type of ladder for the task they are performing can use a ladder or stepladder.

Operatives must also ensure they are wearing appropriate personal protective equipment for the ladder and task they are carrying out.

3. Procedure when using a ladder or stepladder

3.1 Ladder Standards

The ladder must meet the current standard, EN 131 Professional.

3.2 Ladder Inspection

Ladders must have regular inspections, there are two methods for inspecting ladders:

Detailed visual inspections must be carried out regularly by a competent person. These inspections will be outlined in the manufacturer's instruction manual.

Pre-use checks must be carried out before starting a task, and repeated every time something changes, for example, the ladder being dropped or moved to a different area.

Pre-use checks

The user must follow the checklist below as it explains some of the most important things to look for in a pre-use check:

1. Stiles must be in good condition as bent or split stiles could lead to collapse;
2. Make sure feet are not worn, damaged, dirty or missing, or else the ladder could slip;
3. Confirm the rungs are not bent, missing or loose to keep the ladder stable;
4. Make sure the locking bars work and are not bent, worn or damaged or the ladder could collapse;
5. Make sure treads are not contaminated or slippery;
6. Make sure platforms on stepladders aren't split or buckled as it may lead to instability or collapse;
7. Check steps on stepladders and make sure fixings aren't loose or else the ladder may collapse.

If the ladder is dirty then it must be cleaned. Damage can be hidden beneath all the dirt, and the dirt itself can cause the ladder to slip or for the user to slip from the ladder.

In wet weather the user should further consider the hazard of slipping from the ladder rungs and undertake a test of the first rung to ensure they cannot slip. Ladders must not be used in icy conditions.

3. Procedure when using a ladder or stepladder

3.3 Using a leaning ladder

The one-in-four rule ensures the user is placing the ladder at the right angle. Any leaning ladder should be at a 75 degree angle, and the simplest way to achieve this is to have the ladder one unit out from a wall for every four units up.

The user to climb the ladder using three points of contact and work in the same way wherever possible. The user should only let go of a handhold briefly, for example when starting to knock in a nail.

While climbing, the user should always be facing the ladder and gripping it firmly, and use a tool belt rather than climbing with anything in their hand.

Use the belt-buckle test to avoid overreaching to the sides. If the area where the user's belt buckle should be is outside of the stiles, the user is overreaching and should go back down and reposition the ladder. The ladder must never be adjusted while the user is on the rungs.

The user must make sure the ladder is long and high enough for the task being carried out. Stretching upwards is to be avoided, as is working from the top three rungs. The user must never stand the ladder on a moveable object, for example, pallet, bricks, tower scaffold.

The user must not overload the ladder, the workers weight as well as equipment or materials being carried must be considered. More information should be available from manufacturer's labels on the ladders themselves.

Avoid overhead power lines, do not work within six metres horizontal to one unless it has been made dead or protected with insulation. Any electrical work should involve a non-conductive ladder made of, for example, fibreglass or timber.

The user must make sure they tie in any leaning ladder, using a strong upper resting point rather than, for example, plastic gutters, and consider using an effective stability device or have someone "foot" the ladder.

3. Procedure when using a ladder or stepladder

3.4 Using a stepladder

Check all four feet of the stepladder, they must all be in contact with the ground, and the steps should be level.

Only carry light tools and materials.

Do not overreach and do not stand on the top three steps to work unless a handhold is available above this point.

Ensure locking devices are engaged.

Be careful of the dangers of side loading, like drilling from the side. Aim to be facing the work area instead, unless a risk assessment advises otherwise. When a side load is likely, tie in the steps or ensure they will not tip over.

Keep three points of contact, two feet and one hand. If both hands are briefly required, use the stepladder to support your body for a third point of contact.

3. Procedure when using a ladder or stepladder

3.5 Using a telescopic ladder

Telescopic ladders have significantly more safety critical parts than ordinary ladders and therefore need more careful pre-use checks and more rigorous thorough inspections at frequent intervals. Telescopic ladders can be damaged by impact or through poor conditions of transport, use or storage.

All ladders conforming to BS EN 131 must be supplied with a full set of user instructions. If the user doesn't have them, then the supplier must be contacted for a replacement set.

All the basic rules for ladder use apply just the same to telescopic ladders:

- Before first use, inspect the ladder thoroughly, it may have been damaged before bought or hired it, or during shipment.
- If the ladder is dropped, or following any event which may have similarly jeopardised its safety, then the user should carry out a thorough inspection before using the ladder again.
- If any of the tubes forming the sides of the ladder are damaged, then the ladder may be difficult to operate and may not lock properly. Damage to the sides or rungs can create a weakness that may result in a ladder failing under load.

If the user finds anything which is damaged or not working exactly as it should, or which they are just not sure about, then don't use the ladder, contact the supplier for advice.

4. Monitoring

Site management monitors the safe use of ladders via daily site checks. The Group HS&E Department monitors compliance with these standards via regular site HS&E inspections.

5. Further Reading

LAA/ HSE- safe use of ladders – a brief guide

The Ladder Association

HSE- safety topics using ladders safely

6. Tool Box Talk

Refer to HSMS TBT – W@H Ladders & Stepladders

7. Document Management

VERSION ISSUED	Date
Version 1 Sections 1,2,3,3.1, 3.2,3.3, 3.4, 3.5, 4, 5, 6 Version 2 Section 5 – added in LAA/ HSE guidance	08.11.2021 25.04.2022

Mobile Access Towers and Platforms Standards

Authorised by: HS&E Director	**Version date: 08.11.2021**	**Version: 1**	**STD: Working at height Mobile Access Towers and Platforms**

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Contents

1. Introduction

The purpose of these mobile access towers and platforms (mobile towers) standards is to ensure that when work at height is carried out using a mobile access tower and platform it is only done so where it has been identified via a working at height assessment and only erected and dismantled by a competent person.

Mobile towers, also commonly known as tower scaffolds are usually used for out of sequence or repair work or used when it is not practicable to install a scaffold.

They must only be erected and disassembled by trained operatives and they must hold a Prefabricated Access Suppliers and Manufactures Association (PASMA) qualification. The mobile tower selected must be suitable for the job in hand following a work at height risk assessment.

Site management must check the operative erecting the tower is PASMA qualified prior to them erecting. A copy of their PASMA card should be taken and added to the individuals induction file.

Those using mobile towers should also be trained in the potential dangers and precautions required during use.

Mobile tower provision and use must be properly managed, ensuring that the manufacturer's handbook is on site and there is an adequate inspection regime.

2. Erection and dismantling

The manufacturer, supplier or hirer has a duty to provide an instruction manual explaining the erection sequence, including any bracing requirements.
Mobile towers should be erected following a safe method of work, either using:

Advance guard rail system
Where temporary guard rail units are locked in place from the level below and moved up to the platform level. They are in place before the operator accesses the platform to fit the permanent guard rails.

'Through-the-trap' (3T)
Involves the operator taking up a working position in the trap door of the platform, from where they can add or remove the components which act as the guard rails on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform.

3. Stability

To maintain mobile tower stability the installer must make sure:

- The mobile tower is resting on firm, level ground with the locked castors or base plates properly supported. Never use bricks or building blocks to take the weight of any part of the tower;
- The stabilisers or outriggers are installed when required by the instruction manual;
- That a mobile tower is never erected to a height above that recommended by the manufacturer.

4. Precautions and inspections

Mobile towers must comply with the standards required for all types of scaffolds, e.g. double guardrails, toe boards, bracing and access ladder.

When the mobile tower is purchased or hired it should arrive with all the necessary components to prevent falls and ensure stability.

Mobile towers rely on all parts being in place to ensure adequate strength. They can collapse if sections are left out.

All mobile towers must be inspected following assembly and then at suitable regular intervals by a competent person. In addition, if the tower is used for construction work and a person could fall 2 metres or more from the working platform, then it must be inspected following assembly and then every 7 days. Work must be stopped if the inspection shows it is not safe to continue and put right any faults.

The result of an inspection should be recorded on the scaffold inspection report form and every 7 days where appropriate.

Refer to HSMS form 019A – Scaffold Inspection Register

5. Using and moving

Make sure everyone involved is aware of, and follows, these simple rules:

Using
Never use a tower:

- In strong winds;
- As a support for ladders, trestles or other access equipment;
- With broken or missing parts; or
- With incompatible components.

Moving
When moving a tower you should always:

- Reduce the height to a maximum of 4m;
- Check that there are no power lines or other obstructions overhead;
- Check that the ground is firm, level and free from potholes; and
- Push or pull using manual effort from the base only.

Never move a tower while people or materials are on the tower, or in windy conditions.

6. Monitoring

Site management monitors the safe use of mobile towers via daily site checks. The Group HS&E Department monitors compliance with these standards via regular site HS&E inspections.

7. Further Reading

Prefabricated Access Suppliers' and Manufacturers' Association
HSE-safety topics scaffold

8. Tool Box Talk

Refer to HSMS TBT – W@H Mobile Access Towers and Platforms

9. Document Management

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Mobile Elevating Working Platforms Standards

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Contents

1. Introduction

The purpose of this mobile elevating work platforms (MEWPS) standards is to ensure that when work at height is carried out using a MEWP it is only done so where it has been identified via a working at height assessment and only used by a competent person.

The majority of work carried out at height on site is from a scaffold. A MEWP may be used from time to time to complete out of sequence work, where the scaffold has been struck and it is not viable to re build a scaffold or to carry out remedial or repair work.

A man cage is not a suitable alternative to a MEWP.

2. Training, Competence and Equipment

As a general rule site workers are not trained to operate MEWPs, therefore when a MEWP is required it should be hired with a trained operator who holds an International Powered Access Federation (IPAF) qualification, the operator's IPAF card must be checked by site management on induction. When the MEWP is hired it should also come with the necessary amount of harnesses for the operators that will be in the basket.

If a site worker is qualified to operate a MEWP their card should be checked by site management and details recorded on their induction records prior to operating the MEWP and a risk assessment completed.

3. MEWP Hazards

Most fatal and serious injuries involving MEWPs arise from:

Entrapment
Operator trapped between part of the basket and a fixed structure, e.g. when manoeuvring in confined overhead areas of steelwork. Operators may become trapped against the platform controls, and if this happens they may not be able to stop the machine running.

Overturning
The machine may overturn throwing the operator from the basket.

Falling
An operator may fall from the basket during work activities

Collision
The vehicle may collide with pedestrians, overhead cables or nearby vehicles.

These hazards must be identified within a risk assessment and suitable control measures put in place.

4. Controlling the risk

It is important to select the right MEWP for the job and site.

Also there must be a plan for rescuing someone from a MEWP which has been practiced. Someone on the ground must know what to do in an emergency and how to operate the machine's ground controls.

There are a number of precautions that can reduce the risk from MEWP hazards. These are:

Confined overhead working
Brief operators on the dangers, and the safe system of work to be followed. If there are overhead structures against which an operator could be trapped and then pushed onto the MEWP controls, consider selecting a MEWP that has been designed to prevent such accidental contact. MEWPs with shrouded or otherwise protected controls are available. Keeping the platform tidy will reduce the risk of the operator tripping or losing balance while in the basket.

Ground conditions
The platform should be used on firm and level ground. Any temporary covers should be strong enough to withstand the applied pressure. Localised ground features, e.g. trenches, manholes and un-compacted backfill, can all lead to overturning.

Outriggers
Outriggers must be extended and chocked before raising the platform. Spreader plates may be necessary, check the equipment manual.

Guardrails
Make sure the work platform is fitted with effective guard rails and toe boards.

Arresting falls
If there is still a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier. Harnesses should not be worn if working over water.

Falling objects
Barrier off the area around the platform so that falling tools or objects do not strike people below.

Weather
High winds can tilt platforms and make them unstable, set a maximum safe wind speed for operation. Storms and snowfalls can also damage platforms. Inspect the platform before use and after severe weather.

Handling materials
If used to install materials check the weight and dimensions of materials and consider any manual handling and load distribution issues. You may need additional lifting equipment to transport materials to the work position.

Nearby hazards
Do not operate a MEWP close to overhead cables or other dangerous machinery, or allow any part of the arm to protrude into a traffic route.

5. Inspection, maintenance and examination

An inspection and maintenance regime must be carried out by the supplier.

A programme of daily visual checks, regular inspections and servicing schedules should be established in accordance with the manufacturer's instructions and the risks associated with each MEWP.

Operators must be encouraged to report defects or problems. Reported problems should be put right quickly and the MEWP taken out of service if the item is safety critical.

The MEWP must be thoroughly examined at least every six months by a competent person or in accordance with an examination scheme drawn up by such a competent person.

6. Monitoring

Site management monitors the safe use of MEWPS via daily site checks. The Group HS&E Department monitors compliance with these standards via regular site HS&E inspections

7. Further Reading

HSE-the selection, management and use of mobile elevating working platforms

HSE-safety topics MEWP

International Powered Access Federation

8. Tool Box Talk

Refer to HSMS TBT – W@H Mobile Elevated Working Platforms

9. Document Management

VERSION ISSUED	Date
Version 1 **Sections 1,2,3, 4,5,6,7,8**	08.11.2021

Roofs (working on) Standards

Watch Roofs Video

Authorised by: HS&E Director	Version date: 01.01.2024	Version: 4	STD: Working at height Roofs

This is a live document, do not print it or save it, always refer to the intranet for the most up to date version.

Contents

1. Introduction

The purpose of these roofs (working on) standards is to give guidance to site management and those that work on roofs or construct roofs for new build properties.

Working on roofs cannot be avoided during the construction of new properties; carpenters, roof tilers and solar panel engineers etc. have no alternative but to work of the roof structure. All roof work is classed as working at height must be appropriately risk assessed by the work height assessment and contractor RAMS. Suitable supervision must also be in place by site management and contractor supervisors when anyone is carrying out work at height on roofs.

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2. Constructing the roof

On most occasions the roof structure will be constructed by carpenters, they then install the trusses and the spandrel panels.

Prior to roof construction work commencing site management must ensure that the following safety measures are in place:

- The scaffold platform is within the 7 day inspection requirements;
- The scaffold platform is level all round;
- The scaffold is fitted with brick guards;
- The scaffold working platforms are no more than 450mm from the wall plate;
- There is no fall risk of greater than 900mm;
- Safety decking or a scaffold birdcage is in place internally;
- A loading bay is available;
- Table/gable lifts are installed, with internal hand rails fitted, which are high enough not to impinge the operative when they need to load out on the opposite side from the loading bay;
- The working at height assessment is being followed; and
- Rubbish chutes or skip bays are available to safely remove waste materials.

The carpenter contractors must ensure that they have the following in place:

- A set of RAMS is on site that the operatives have read and signed;
- The operatives are experienced and qualified;
- Supervision is in place;
- Crane slingers and banksmen are trained and qualified;
- A lifting plan has been written by an Appointed Person and that a lift supervisor is controlling the crane lift; and
- Operatives are trained to use nail guns and that they have the correct PPE.

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3. Tiling the roof

On most occasions tilling the roof will be done by sub-contract roof tilers, they will install the roof batten, felt and roof tile components.

Prior to tiled of the roof commencing site management must ensure that the following safety measures are in place (in addition to the measures set out for roof construction):

- Up and over gable edge protection is in place; and
- The safety deck or a scaffold birdcage remains in position until the roof has been fully felted, battened and loaded out with the tiles. Best practice would keep this in place until the roof is fully completed.

If there are delays in tiling the roof then the safety decking or birdcage can be removed before the roof is fully completed, provided arrangements are made to ensure fall protection is in place when roofers are completing the roof work.

It is not usually practical to reinstall the safety decking or birdcage once work has started inside a plot. Therefore, to protect the roofers from a fall, a safety system, Cover Safe can be hired from Oxford Safety. This is a trellis system that sits on top of the rafters. When it is initially hired, a trainer will attend site to train the site management and the onsite installers. The Cover Safe system must be installed while the safety decking or birdcage is in place as fall protection for the installers.

The only stipulation with this system is that the ceiling must not be plaster boarded, due to the securing straps needing to go around the ceiling joists. Once the roofers have finished loading out or tiling, the system can be removed from inside the plot using hop ups.

The roof tiling contractors must ensure that they have the following in place:

- A set of RAMS is on site that the operatives have read and signed;
- The operatives are experienced and qualified;
- Supervision is in place;
- The battens are fixed to rafters set at centres not more than 600 mm apart;
- The battens are a minimum size of 50 mm x 25 mm (maximum span 600 mm) or 38 mm x25 mm (maximum span 450 mm);
- The battens are at least 1.2 m long to make sure they span a minimum of three trusses;
- The battens are fixed only with the recommended nails;
- The operatives never deliberately walk on the battens mid-span between the trusses;
- The operatives always walk on the rafter line when installing the tiles and slates;
- If nail guns are used then the operatives must be trained and have the correct PPE;
- The operatives wear correct PPE and never wear training shoes on roofs, safety footwear and hard hats must always be worn;
- When cutting roof tiles water suppression must be used in conjunction with an FFP3 face fit tested mask by the person cutting and anyone in the cut zone;
- Fuel cans are not permitted on the scaffold, refuelling of saws must be carried out on the ground away from the structure;
- Sacrificial plywood used to prevent scaffold boards being cut or damaged from disk cutters; and
- Waste roof battens cut down small enough as not to block the rubbish chutes, or longer pieces place on a pallet and removed by the telehandler.

4. Tiling dormers

Most of the dormers come pre tiled; however, occasionally it is required to fit dormers that are not tiled. In this case a scaffold platform must be erected for the roofers to work safely and prevent a fall from height, this will need a design from the scaffolders. The roofers will need to include in their RAMS on how they are going to carry out this task safely.

5. Fitting solar panels

These will be fitted by a specialist contractor, with site management ensuring all the general safety measures for constructing the roof is in place. The contractor must work in accordance with their RAMS.

6. Monitoring

Due to the higher risks involved with working on roofs it is essential that such work is closely monitored by the relevant contractor and site management on a daily basis. The Group HS&E department will monitor compliance of these standards during routine HS&E inspections.

7. Further Reading

Refer to HSMS Guidance – Roof Truss Installation

HSE-health and safety in roof work

Trusted Rafter Association

8. Tool Box Talk

Refer to HSMS TBT – W@H Roofs

9. Document Management

VERSION ISSUED	Date
Version 1 Sections 1,2,3, 4,5,6,7,8	08.11.2021
Version 2 Section 3 – change that decking/ bird cage to remain in place until loaded out with tiles and best practice to keep in place until the roof is fully completed	18.11.22
Version 3 Section 3 – added Oxford Safety trellis option	30.01.23
Version 4 Roof Truss Installation guidance added	01.01.24

Safety Decking Systems Standards

Watch Safety Decking Video

Authorised by: HS&E Director	Version date: 02.02.2024	Version: 3	STD: Working at height Safety Decking Systems

This is a live document, do not print it or save it, always refer to the intranet for the most up to date version.

Contents

1. Introduction

The purpose of these safety decking systems standards is to ensure that falls from height are eliminated when installing joists, floors and roof trusses. Incorrect installation, damaged components or operative tampering with the decking system has the potential to cause serious harm. Safety decking systems must only be used where it has been identified as required via a working at height assessment.

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2. Responsibilities

It is the responsibility of the Commercial Department to ensure that the decking systems arranged are adequate and fit for purpose. Also, to ensure all safety decking contractors on our approved contractors list have safety schemes in procurement (SSIP) accreditation via FASET. The SSIP accreditation via FASET applies only to safety decking contractors, if the contractor is another trade such as a scaffolder, then SSIP through FASET is not required but preferable.

Site Managers must ensure that the decking system has been correctly installed by a qualified installer, trained on the specific system they are installing. Prior to any operative installing or dismantling safety decking on our sites the Site Manager must ensure they have a FASET CSCS card in the decking system they are installing.

Site managers must also carry out an initial check following handover and subsequent 7 day inspections to ensure that the system has not been tampered with and remains safe to use. The initial check and 7 day checks must be entered in the safety decking systems inspection register.

Refer to HSMS form 019I – Safety Decking Systems Inspection Register

3. Types of equipment, procedures and training

A number of safety decking system products are available and the correct product must be selected for the task in hand. Operatives must only install, dismantle and inspect safety decking system products that they have received specific training for.

Site management must only inspect safety decking system products if they are trained to do so, via the FASET Platform Decking for Managers Certificate. This is sufficient training for all safety decking product types approved by FASET. Inspectors must be in possession of the Manufacturer's Instruction Manual for the product.

There are two options for the use of safety decking systems on site:

1. Safety decking supplied and installed/ dismantled by a safety decking systems contractor

Safety decking systems will be supplied, installed and dismantled by the safety decking systems contractor. The Commercial/ Construction Department must ensure that site management are trained to inspect the decking via FASET are in possession of the Manufacturer's Instruction Manual for the product.

2. Safety decking purchased by the business and installed/ dismantled by the business

Prior to the purchasing of a safety decking system the local Group HS&E Advisor must approve the purchase and be satisfied that there are adequate arrangements for the operatives installing / dismantling the safety decking systems. The Commercial/ Construction Department must ensure that site management are trained to inspect the decking via FASET. Also that the operatives installing/ dismantling the decking are in possession of the Manufacturer's Instruction Manual for the product. There must also be arrangements in place for at least annual inspection of the safety decking for any wear, tear and/ or defects etc.

4. Safe Access and Egress

Safe access and egress to and from the plot must be maintained for users and installers of the decking system.

Consideration must be given to how the decking installers will get themselves and decking components into the plot safely, including upper floors; ensuring that scaffolding does not impede the entrances to the plots.

For upper floor access, only approved designs or proprietary hatches must be used. These must be capable of withstanding loads placed on them and to allow the safe passing of materials and people whilst preventing the risk of a fall. They must be adequately secured in line with temporary works procedures/ design.

5. Loading the safety decking systems

Some safety decking systems have been designed to be an access platform only and cannot be loaded with materials and some decking systems are able to be loaded with a considerable amount of materials.

If the safety decking system is an access platform only product or the task does not require loading of materials on the safety decking system there must be signage in place reminding operatives that they cannot load materials on the safety decking system. Signage is available from Glendining.

If the safety decking system can withstand loads and the task requires materials etc. to be stored on the safety decking system a risk assessment must be completed and a safe system of work put in place to ensure the load capacity is not exceeded. Prior to the safety decking system being used to store loads the Group HS&E Department must approve the risk assessment and safe system of work.

6. Onsite documentation

Due to the number of different products available, each site must have a copy of the instruction manual available on site. Site management must use the manufacturer's checklist when checking and countersigning handover certificates or when carrying out handover or weekly checks and this must be retained on site. The safety decking systems inspection register must also be completed.

Refer to HSMS form 019I – Safety Decking Systems Inspections Register

Example of a manufacturer's checklist

Task	Check	Initial
Are all the panels still in place and fully intact (not tampered with, cut etc.)?	Yes/No	
Are all legs/ heads/ feet still in place?	Yes/No	
Does each leg have securing devices/ pins/ straps/ elasticated bungee over and around the panel?	Yes/No	
Are all cam straps in place?	Yes/No	
Are all legs vertical?	Yes/No	
Are all voids less than 100mm at the edge of each supporting wall with a minimum of 3 sides/ heads in contact with an exterior wall?	Yes/No	
Are all component parts in good working order?	Yes/No	
There is no lateral movement within the system?	Yes/No	

Name	Signature	Date

Inspection procedure

1. Component defect identification and inspection – carried out by installer
A visual inspection of all system components to be carried out by a competent for damage prior to components coming to site and during installation and dismantling. The installer must issue a hand over certificate once the installation is complete and it has been inspected by them.

2. Daily inspection – carried out by user
Site management must ensure that each system must undergo a visual daily inspection for any obvious defects by the user prior to use. This is to ensure that it is fit for purpose in accordance with the manufacturer's instruction manual. Training must be given to all users, via the induction process and regular Tool Box Talks by site management. Signage is available from Glendining reminding operatives to complete user checks.

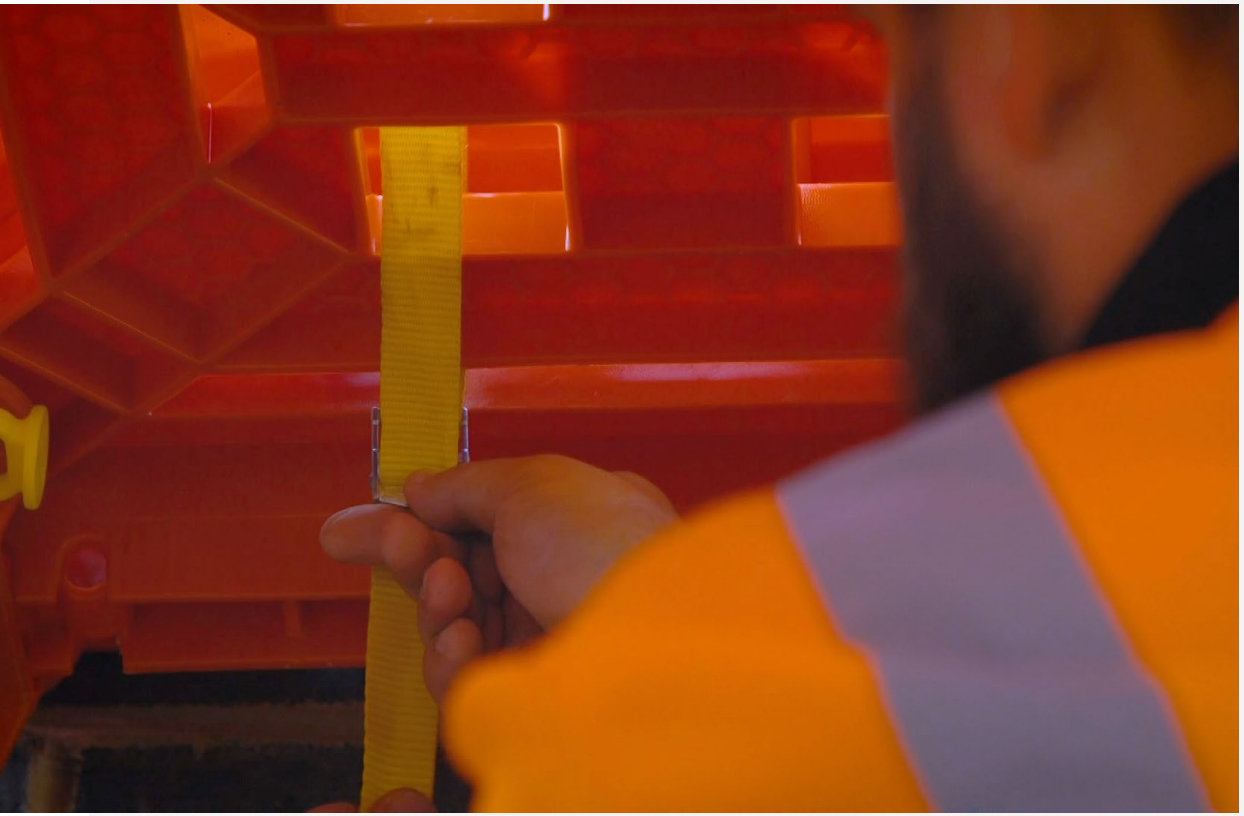
3. Post-Handover and weekly inspection – carried out by site management
The system and components must be inspected on handover by the relevant trained site management and

- Every seven days;
- After any accident or near miss incident;
- After alterations; or
- Adverse weather conditions where structural integrity may be compromised.

The manufacturer's Instruction Manual and Check Sheet must be used as a guide when inspecting. These checks must be entered on the Safety Decking Systems Inspection Register.

If the safety decking system is found to be defective or it has been altered in any way, the issue must be rectified by a trained installer and the system must undergo a new formal hand over inspection.

It is the responsibility of site management to ensure that operatives are prevented using safety decking systems until the handover certificate issued, a handover inspection has taken place and this is recorded in the Safety Decking Systems Inspection Register.



7. Monitoring

Site management monitors the safe use of safety decking systems via daily site checks. The Group HS&E Department monitors compliance with these standards via regular site HS&E inspections.

8. Further Reading

Refer to HSMS guidance – W@H Safety Decking Systems

9. Tool Box Talk

Refer to HSMS TBT – W@H Safety Decking Systems

10. Document Management

VERSION ISSUED	Date
Version 1	
Sections 1,2,3, 4,5,6,7,8	08.11.2021
Version 2	
Various changes following review by FASET	11.05.2023
Version 3	
Section 2 – added in SSIP and FASET CSCS card requirements	
Sections 5 & 6 – reference to Glendining signage being available	02.02.2024

Scaffold Standards

Watch Scaffold Video

Authorised by: HS&E Director	Version date: 07.01.2025	Version: 6	STD: Working at height Scaffold

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Contents

1. Introduction

The purpose of these Scaffold Standards is to ensure that falls from height are eliminated for many of our construction activities. Properly erected scaffold provides a solid safe working platform that operatives can work from. Having a correctly constructed scaffold is a collective measure that eliminates the fall. Competent and trained scaffold contractors must be employed to safely install and dismantle scaffolds on our sites.

2. General Standards

All scaffold works must be carried out in accordance with:

- Working at Height Regulations;
- National Access & Scaffolding Confederation (NASC) guidance documents (TG20, SG4);
- Manufacturer's instructions;
- Service authority requirements;
- Technical working drawings;
- Sales drawings;
- Feature specification etc.;
- Any additional requirements relating to Building Regulations and Building Control (NHBC,LABC, Premier Guarantee)
- Relevant British Standard Codes of Practice.

General Standards cont.

Where the principles and criteria detailed in the relevant specifications are applied (i.e. to scaffold elevations less than 10.5m in length and a maximum height of 6m to the working platform), the independent scaffold structure will be considered appropriate for housebuilding purposes. Any alteration or deviation away from this specification and associated designs will require further design consideration as detailed in TG20.

Where scaffold stability calculations are required, these must be undertaken by a competent person. These should be provided via either bespoke scaffold designs or TG20 compliance sheets. In addition scaffold contractor method statements must include details of the means by which the contractor will ensure safe scaffold erection, use and dismantling.

Where system scaffold is used this must be erected and dismantled in accordance with the manufacturers or suppliers user guide. This must be available to the scaffold contractor on site and a copy held in the site office. Any proposed alterations or modifications to the manufacturer's user guide should be designed by a competent person and be made available on site prior to alterations taking place.

All scaffold contractors must consult with site management to obtain correct scaffold requirements in line with the site specific working at height assessments.

Consideration must be given to the wind loadings on scaffold, in particular BSEN 1991 1-4 Eurocode and the structure designed and constructed accordingly.

Any issues with the specification must be notified in writing by the scaffold contractor to the Construction Director.

It is the site management's responsibility to provide suitable ground conditions for the scaffold to be erected and the ground is clear of debris before the scaffold contractor commences work. However, the scaffold contractor should satisfy themselves that the ground conditions are as agreed and the area for scaffolding work is clear of debris. The erection of scaffold signifies that the scaffold contractor is satisfied that the ground is suitable for the erection of the scaffold. Designs should specify leg loads to assist site management, who will maintain the correct ground condition, to adequately support the scaffold.

Setting out will be the responsibility of the scaffold contractor in agreement with site management, and on consideration of the site traffic / pedestrian management plans. Particular attention must be given to door openings, so clear access is available, the locations of loading bays / ladders / staircases and balconies.

The number of scaffold lifts per plot or house type will be determined by the work at height assessment, approved by the Construction Director.

3. Materials

The scaffold contractor must ensure that all materials are satisfactory for use, have not been subject to deterioration; conform to the relevant British Standards (BS) and European Standards (EN).

For system scaffolds, materials must comply with the NASC code of practice for the hire, sale and use of system scaffolds.

All components for system scaffolds must comply with the current BS and be able to withstand all loadings as described in the manufacturer's user guide.

All scaffold tubes must be galvanised and comply with BS EN 39:2001 and to be marked in such a way as to identify the scaffolding company who own them.

All scaffold boards must be inspected to the standard of BS 2482:2009.
All scaffold fittings must comply with BS EN 74-1:2005.
The scaffold contractor is responsible for unloading, protecting and the safe storage of all of their own materials when delivered to site. The scaffold contractor must not use unsuitable or damaged materials.

Scaffold contractors are responsible for loading out plots with their materials.

4. Timber frame construction

As a requirement of SG28 all scaffold structures for timber frame construction must be designed accordingly so that the stability of a scaffold is achieved by independent means i.e. other than ties to the building or structure. A competent scaffold designer should be employed by the scaffold contractor who will detail the measures to be put in place to take into account the stability of the scaffold and any wind forces it may be subjected to. Stability can be achieved via a number of measures including self-weight, additional guys, anchors, outriggers or kentledge.

The scaffold contractor is required to provide a detailed design, including plan and elevations, and will include details of bay size, lift heights, allowable loads, bracing positions, loading bay positions, leg loads and tie locations/detail.

If during the construction phase the design needs to be altered and the structural stability of the scaffold is likely to be affected, the scaffold contractor must ensure the design is reviewed by the scaffold designer and if necessary revised design details issued to site prior to alterations taking place.

Scaffold for timber frame construction must be set as close to the structure as practicable and adequate external and internal fall prevention / protection measures must be in place.

Where the scaffold structure is being built progressively together with the erection of the timber frame building, ties to the ring beam of the timber frame can be used provided the manufacturer of the timber frame has given approval for their use and can accept any loads imposed by the ties.

5. Scaffold base

All scaffold standards must be placed upon suitable base plates and sole boards, regardless of ground conditions.

Sole boards must be a minimum of 450mm x 225mm x 35mm but the size may need to be increased depending on leg loads and / or ground conditions.

Base plates and sole boards must be provided on, level ground and must be able to be inspected at all times.

Where working platforms/birdcage scaffolds are erected on suspended, and or beam/block floors were permitted, sole boards must be installed.

6. Access to working platforms

Access to working platforms shall be agreed and detailed in the site specific working at height assessment.

Scaffold staircases are the preferred method to gain access to the scaffold working lifts; these can be either a proprietary staircase tower or a tube and fitting staircase tower that has been designed by a competent person. Proprietary staircase towers should be physically tied or stabilised to the permanent structure or scaffolding structure, following the guidance of the manufacturer. Those constructing these towers should be trained in the particular system being used.

Where staircases are not practicable, due to restricted space, then ladder towers with single or multiple lifts will be required

Access to working platforms cont.

Where it is not possible to install a ladder-access tower and a ladder must be installed within the working platform, steps must be taken to ensure that the ladder opening does not present a risk to those working on the platform. There are several options to protect against falls through ladder, such as hatches or chicanes.

Only in single storey structures and exceptional circumstances should a pole ladder from the ground to the top lift of scaffold be used. The maximum height to a working/ intermediate platform from the ground must not exceed 4.7 m. Ladders must comply with BSEN 131.

Where ladders are provided for access these should be parallel to the façade and must benefit from a self-closing gate or other protective means at the entry point to the working platform. Additional guardrails must also be installed at working platform entry height in the form of a double-boxed brace (Halos) around the top of the ladder.

All ladders should be positioned, where possible, on the opposite elevation to the loading bay to assist in the safe management of vehicle and pedestrians.

Ladders must be adequately secured, to prevent sideways and outwards movement, at the correct angle of 75° and extend 1.05m above any landing point.

Ladders and self-closing gates should also be included on table lifts. Additional guardrails must also be installed at working platform entry height in the form of a double-boxed brace (Halos) around the top of the ladder.

Ladders must be secured to the scaffolding by a square lashing using suitable rope, proprietary ladder clamps or cable ties of sufficient strength. Putlog clamps must not be used as they can damage the ladder stiles.

All ladders to scaffolding are to be supplied by the scaffold contractor. The scaffold contractor also takes responsibility for the maintenance of these ladders, with due considerations for normal wear and tear.

Access to working platforms cont.

The following tables provides guidance on the type of scaffold access required:

Building Type	Number of Storeys	Type of Property	Type of Access/Egress to be used
House	Up to 2.5	Terraced (3 or more plots)	Staircase
		Semi	Staircase
		Detached	Staircase
	3	Terraced (3 or more plots)	Staircase
		Semi	Staircase
		Detached	Staircase
Flats	Any	N/A	Staircase
Bungalow/ garage/ gable access	1	N/A	• Ladder access bays with single lift ladders • Ladder access bays with multiple lift ladders • Internal ladder access with protected trap • Pole ladder external access with safety gate (Maximum height from the ground to the top lift must not exceed 3m, i.e. 1 lift, double halos must be fitted around the top of the ladder)

Note: Where a staircase has been identified as the type of access/ egress to be used and is not practicable due to space or other restrictions, one of the following types of access must be put in place:

- Ladder access bays with single lift ladders
- Ladder access bays with multiple lift ladders
- Internal ladder access with protected trap

7. Scaffold ties and bracing

Scaffolds for housebuilding with elevations less than 10.5m in length and no more than 6m in height (working platform) can be erected as a progressive access scaffold. It is recognised that a table lift may be erected which may be above 6m to complete gable ends etc.
If this criteria cannot be met then the scaffold must be secured to the supporting structure and/or rakers installed and the method confirmed as part of the plan for the work i.e. the scaffold contractor's method statement. Any ties must commence within 3m of the base of the scaffold and at least 50% of ties must be fixed to ledger braced standards.

However, this may not be appropriate on exposed sites subject to the effects of wind and the scaffold must be tied or rakers employed if partial dismantling of any elevation is likely to take place.

Scaffolds must benefit from façade bracing on the outside standards to the full height at intervals no greater than six bays, and ledger bracing fitted to alternate pairs of standards at all lifts unless a structural transom device approved by the company is fitted, which by design removes the requirement to provide bracing.

All tube and fitting scaffolds must be constructed in accordance with the design criteria detailed in TG20. All scaffolds above 15m must benefit from strength / stability calculations and specific design.

Suitable tying patterns are defined within TG20, the relevant system scaffold user handbook and/or the design drawing. Ties may only ever be removed/ replaced/ repositioned by the scaffold contractor with any such movement recorded and incorporated within hand over certificates and design drawings as appropriate. The scaffold contractor must ensure that the removal/repositioning of ties does not affect the structural stability of the scaffold, this may necessitate revised design calculations.

Ties must be evenly distributed over the scaffold (horizontally and vertically), connected to both the inside and outside standards and, as a minimum, must be fitted;

on alternate standards;
at alternate levels with a maximum vertical level of 4m;
at the top platform level for sheeted and debris netted scaffolds.

All concrete/masonry anchors that are used for the installation of scaffold ties must be tested in accordance with a proof load of 1.25 times the required tensile load of 6.1kN. There should be a minimum of 3 anchors tested per scaffold or 5% of total number of ties whichever is the greater. Confirmation of the tests must be arranged by the scaffold contractor and provided to site management.

A standard tensile load of 6.1kN x 1.25 must be used as a minimum for anchor ties, unless a
greater proof load as otherwise stated by design and wind loadings as stipulated in TG20 or as detailed in relevant system scaffold manual is required.

Light duty ties are ties with a safe load in tension of 3.5kN;

Standard ties are ties with a safe load in tension of 6.1kN;

Heavy duty ties are ties with a safe load in tension of 12.2kN.

8. Working platforms

All scaffolds must be set out so that working platforms are close boarded and where reasonably practicable there are no gaps in excess of 25mm. It is accepted for example that on a 4:2 configuration, the gap between the main working platform and the inside boards can be 50mm providing an assessment of risk is undertaken.

All working platforms or access points must benefit from appropriate edge protection, which includes:

- Top guardrail which must not be fixed at a height less than 950mm and secured to every standard with load bearing couplers;
- A mid/intermediate rail so that the gap between it and other means of protection does not exceed 470mm and secured to every standard with load bearing couplers;
- Toe boards which are suitable and sufficient to prevent the fall of any person, any material or object. In all cases toe boards must be a minimum of 150mm in height from the working platform, secured to all standards with a minimum of two fixings to each toe board to prevent any movement.
- (Note: the above does not include kicker/block/trestle lifts up to 600mm)

Working platforms cont.

The standard configuration for a housebuilding scaffold is a class 3 general purpose scaffold and the required configuration will be confirmed by the Contracts Manager, with approval of the Construction Director prior to commencement of work or will be in accordance with system scaffold manual.

Load Class	Uniformly distributed load on platform kN/m²	Max number of platforms in use (udl kN/m²)	Max bay length (mm)	Max spacing boards transoms (mm)	Max number of boards
3	2.00 (inside boards 0.75)	One full (2.00) and one half (1.00)	2000	1200	5+3

Working platforms must be set as close as practicable to the structure and should aim to be less than 225 mm away from the building. Where this is not possible or practical e.g. for certain system scaffolds, then further risk assessments should be undertaken to identify additional controls.

Internal guardrails on tube and fitting scaffold:

Where internal service gaps in excess of 225 mm are present between the working platform and structure (including door and window openings) then double guardrails must be installed on the inside standards and any work within the handrail be controlled by appropriate safe systems of work, for example with an internal guard rail and / or decking system. The service gap must be managed and controlled at all times.

Internal guardrails on system scaffold:

- Where possible all hand rails should remain in place and rough casting etc. should be conducted from behind the guardrails.
- Guardrails can be removed by a scaffolder for rough casting operations etc. where gaps are up to but not exceeding 225mm.
- Where neither of the above methods are possible then reducing the hop up by 1 board is acceptable, provided that there is another set of hop ups on the lug directly below, closing the potential fall from height. Hop-up's in these circumstances can be removed/replaced by competent persons.

Scaffold boards which are secured (or handrails or toe boards) must be installed by the scaffold contractor and secured at window/door openings where there is a gap which exceeds 225mm and there is a risk of fall.

Brick guards must be provided by the scaffold contractor on all working lifts which are secured to the handrails and lateral movement prevented. They must be capable of supporting the weight of any materials liable to fall against them. This can be achieved by a proprietary handrail system if this is deemed appropriate.

The external working platform provided for access and fall protection should be set as close as reasonably practicable to the height operatives on or within the property will be working (and this should not be more than 900mm i.e. below the top of floor joists etc). Where this cannot be achieved then an alternative safe method must be used, such as a bird cage scaffold or safety decking system. This must be recorded in the site specific work at height assessment. Scaffold contractors must confirm with site management the height the scaffold must be set at dependant on the ceiling heights and property types.

Working platforms cont.

The maximum distance from the top of the facia board to the working platform for access and fall protection for roofers is 450mm. The width of the platform (from the outer edge of eaves or roof overhang) should be a min of 900mm. Taking into consideration the pitch of the roof the platform width may need to be either increased or alternatively additional guardrails installed on the external edge of the working platform (over and above those detailed above) with no gaps in excess of 470mm between any guardrails. This will be confirmed by the site specific work at height assessment prior to erection of scaffolding on each plot.

Additional edge protection will be required for gable ends (including garages) to prevent falls during roof work operations. Guard rails shall be fitted as detailed above and should be installed immediately following removal of table lifts on traditional build properties. Edge protection should be installed immediately to gable ends as the scaffold progresses during timber frame erection. Gable edge protection should only be removed once all roof work has been completed. The scaffold contractors must ensure that they have a design for this gable edge protection.

Any internal fall prevention/protection measures adopted must be provided prior to the erection of the external scaffold lifts.

The top of internal standards must be flush with any working platform, where this is not possible they should protrude a minimum of 1m and be capped by the scaffold contractor. Standards must not be left protruding through birdcage scaffolds. The platforms must be free of tripping hazards.
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All handover certificates to detail working loads on all working platforms.

Internal working platforms e.g. party wall & bird cage scaffolds must be protected with appropriate
guardrails and toe boards. Where the working platforms do not, then additional guardrails will be needed to prevent falls from the end of the working platform lifts.

Party wall scaffold arrangements, including loading and support will be detailed in the site specific work at height assessment and shall be erected as per the configuration set out above and in one of the following 2 options:

- Working platform standards supported by concrete base

Core drill holes between joists in flooring to allow scaffold standards to span full height of structure from concrete base. Ensure flooring is made good following scaffold dismantling.

- Working platform standards supported by joist floors

Obtain safe "working load/propping" calculations from joist suppliers & scaffold contractor to confirm props and scaffold standard locations as well as sole board requirements to ensure loads are suitably spread. Agree dismantling arrangements to ensure safe removal of scaffold and integrity of floor.

Bird cage scaffold arrangements shall be considered for the installation of non-standard joist/truss configurations which require additional working platforms for operatives to undertake work from i.e. when trusses run right angles to each other, and will be detailed in the core house type.

9. Scaffold boards

Boards for use in system scaffolds should conform to manufacturer's instructions. Boards for tube and fitting scaffolds must be 38mm x 225mm and end bands must be fixed using nails or staples along the side or edge of the board and teeth, staples or nails may be used to secure the ends.

Knots or knot clusters on the face of any board must not exceed 1/3rd the board width at any cross section. Knots on both edges of the boards must not exceed 28mm and there shall be at least 150mm of clear timber along the board length between knots.

Any board that has a split that is more than 12mm deep and 225mm in length must not be used. Splits of less than 225mm may be repaired using nail plates. Note: splits running across the face of a board are not permitted.

Short boards (less than 2.14 metres long) are to be secured to prevent displacement.

Other than at returns of scaffolds, lapped boards are to be avoided as far as reasonably practicable.

The scaffold boards on the internal edge of the working platform must be secured to prevent becoming dislodged at a minimum of two points along the length of the board.

10. Loading Bays

All loading bays should be constructed to a detailed design either as detailed in TG 20 or suitable alternative. This includes garages where the main loading bay cannot be utilised.

The design for a standard housebuilding tube and fitting scaffold is for a maximum load of 2, 1 tonne pallets of material acting on one lift at any one time. When there is a series of loading bays in one loading bay tower, then only one loading bay is to be loaded out at any one time.

For system scaffold, loading bays must be constructed to the design detailed in manufacturer's instructions. If the manual does not have a loading bay design then one is to be designed by a competent person.

All loading bays must be fitted with guardrails, toe boards (as detailed above), brick guards and loading bay gates that protect operatives from the exposed edge when in an open position and prevent falls of operatives and/or materials when in a closed position. The loading bay gates must have a double handrail, to ensure compliance with the Working at Height Regulations, single arm loading bay gates are not to be used. Maximum loading signs should be fixed to the gates. To keep it simple, the signage could state 1 pack of brick and 1 tub of Mortar, the scaffold contractor should supply these.

All loading capabilities to be detailed in handover certificate.

11. Truss racks

A suitable truss rack must be provided by the scaffold contractor when instructed by site management. If a freestanding rack is provided it must meet the requirements of TG20 or alternatively a suitable design approved by the Contracts Manager, with approval of the Construction Director. If a truss rack is to be fitted to a scaffold, a suitable design must be supplied by the scaffold contractor.

12. Waste chutes/Skip bays and material hoists

A means of removing waste material from the working platform must be supplied by the scaffold contractor, this will be either a waste chute or a skip bay. The scaffold contractor must provide suitable waste chutes with a proprietary hopper which is secured to the scaffold by an appropriate and approved bracket. If the local operating business decides to use skip bays, a design must be supplied by the scaffold contractor, this must also be annotated in the working at height assessment.

These are the minimum waste chute requirements that must be fitted to a scaffold:

- Detached properties = each dwelling will require a waste chute
- Semi-detached properties or up to 3 terrace units = one chute
- Longer terrace units = one chute for each 3 units; i.e. 4-6 units 2 chutes, 7-9 units 3 chutes
- Apartments = one chute for each 4 units; i.e. 5-8 units 2 chutes, 9-12 units 3 chutes

All material hoists to be installed in accordance with the suppliers guidelines and by competent persons.

The scaffold contractor must consult and seek written confirmation and approval from a suitably competent scaffold designer before any moving machinery is connected to the scaffold.

13. Access to the structure

The scaffold contractor must erect the scaffold so that access to the structure via for example a door opening can be maintained for internal workers and materials. Exact arrangements to allow for this facility including bridging where necessary must be agreed prior to scaffold operations commencing.

14. Erection/dismantling procedures

Prior to commencement of operations a risk assessment and safe system of work for the erection, alteration and dismantling of all scaffold (including loading bays) must be submitted by the scaffold contractor in sufficient time for it to be reviewed and approved by the Contracts Manager. This must include details of arrangements for emergencies i.e. rescue of someone who falls whilst attached to a harness etc.

Where the erection of system scaffolds is being undertaken, the specific manufacturer's erection guide must be available on site, with a copy provided to site management.

Scaffolds must be erected/dismantled using collective fall prevention systems such as advanced guardrails or step-up devices where reasonably practicable. The type of technique to be used is to be detailed in the scaffold contractor's method statement for the erection of scaffold.

Erection/dismantling procedures cont.

All scaffolding erection/dismantling/alteration works to be carried out in accordance with the latest version of SG4.

Harnesses must be visually inspected daily by the user and a weekly inspection must be undertaken and recorded, these records must be provided to site management by the scaffold contractor. Harnesses should be thoroughly examined by a competent person every three months, these records must be provided to site management by the scaffold contractor.

When the scaffold is to be dismantled, site management must ensure that no materials or trade waste is left on the scaffold from previous sub-contractors.

If only parts of the scaffold are dismantled, for example a Table Lift, the scaffold contractors must ensure that they remove all scaffold components that are not in use from the scaffold working platform, to prevent a trip hazard for follow on trades.

When the scaffold is struck the scaffolders must ensure that no bombing of scaffold components takes place and that they keep the area around the scaffold tidy during the striking process.

15. Temporary covering materials

Where materials are fixed i.e. debris netting, monoflex, advertising signage to the structure, the scaffold must be designed by a competent engineer who will evaluate potential wind loading and the requirement for ties. The materials i.e. debris netting, monoflex, advertising signage must be secured to the outside of the standards by the use of a system which is designed to snap on 50kn of force.

Where required by the company flexible materials used to clad scaffolding may need to conform to the requirements of Loss Prevention standard LPS1215.

When using timber frame products further assessment of the fire resistant qualities of materials being used must be undertaken.

16. Incomplete scaffolds

The scaffold contractor must provide a system of identifying incomplete working platforms. Where working platforms are deemed incomplete by appropriate signage, access to the working platform must also be prohibited by the scaffold contractor by removing the access point, or providing a physical barrier e.g. ladder lock. This must be carried out when the structure is left with no one working on it, for example; toilet breaks, lunch or tea breaks.

The scaffold contractor must ensure that access to locations being erected, modified or dismantled are controlled and this is to include protection to those at the base of the structure.

17. Training and supervision

All Scaffolders both labour only and supply and erect must have been trained and accredited to the Construction Industry Scaffolders Record Scheme (CISRS) for the particular scaffold being erected i.e. either tube & fitting or system scaffold. Proof of competence and training to be provided by the scaffold contractor to site management upon induction.

The following levels of accreditation are permitted:-

- CISRS Labourers Card
- Only for those assisting trained scaffolders i.e. drivers or loading out from ground level. Labourers are only allowed to work at ground level, or on a fully completed working platform.
- CISRS Trainee Scaffolder
- Only applicable to those working with a qualified scaffolder, and is going through a process to complete part 1, training for tube & fitting. Card is only valid for 18 months from date of issue.
- CISRS Scaffolder
- Must hold the required card for the type of scaffold being erected i.e. system or tube & fitting or working towards accreditation via the approved route.

For system scaffold, the scaffold contractor must provide evidence that operatives undertaking the work have undergone a minimum two day training course appropriate to the system scaffold being erected on site.
Any scaffold contractor engaged in the erection and dismantling of proprietary working platform systems must have received formal training as defined by the manufacturers/suppliers and this must include a practical demonstration/assessment.
Scaffold contractors must provide appropriate levels of supervision taking into account the complexity of the work and the levels of training and competence of the scaffolders involved. As a minimum requirement, every scaffold gang should contain a competent scaffolder who has received training for the type and complexity of the scaffold to be erected, altered or dismantled.

18. Scaffold handover and inspections

A handover certificate must be provided by the scaffold contractor every time a scaffold is erected, altered or modified. Handover certificates must refer to relevant plots or drawings, permitted working platform loadings and any specific restrictions on use.

It is a statutory requirement that all scaffolding must be inspected:

- Following installation/ before first use;
- At an interval of no more than every 7 days thereafter;
- Following any circumstances liable to jeopardise the safety of the installation, e.g. high winds or struck by machinery.

Site management must attend a scaffold inspection course, to ensure competency to inspect a basic scaffold structure.

If the scaffold is not a basic scaffold structure arrangements must be made for all 7 day inspections to be carried out by a competent person whose combination of knowledge, training and experience is appropriate for the type of complexity of the scaffold. Competence may have been assessed under the CISRS or an individual may have received training in inspecting a specific type of system scaffold from the manufacturer/ supplier. In this situation site management must seek the advice of the local HS&E Advisor.

Procedure for inspecting basic scaffold structure:

1. On handover of the scaffold site management must walk the scaffold with the scaffold contractor and inspect the scaffold. Any visual defects must be brought to the attention of the scaffold contractor and rectified before the handover certificate is signed. Site management are to record the inspection on a scaffold inspection register.
2. Every 7 days or sooner following any circumstances liable to jeopardise the safety of the installation site management must walk the scaffold and record the inspection on the scaffold inspection register.
3. Any alteration or dismantling of scaffold must recorded on the scaffold major alteration and dismantling hand back register.

Refer to:
HSMS form 019A – Scaffold Inspection Register
HSMS form 019AA – Scaffold Major Alteration and Dismantling Register

Any non-compliance by site management will be regarded as a serious breach of health and safety and appropriate disciplinary action will result.

19. Throwing materials from a scaffold

Throwing of material from a scaffold (bombing) is a serious health and safety breach and any operative caught doing this, must be immediately removed from site and if a contractor their supervisor informed. If an employee, disciplinary action must be considered.

20. Monitoring

Site management monitors the safe use of scaffolding via daily site checks. The Group HS&E Department monitors compliance with these standards via regular site HS&E inspections.

21. Further reading

HSE-safety topics scaffold

22. Tool Box Talk

Refer to HSMS TBT – W@H Scaffold

23. Document Management

VERSION ISSUED	Date
Version 1 Sections 1,2,3, 4,5,6,7,8,9,10,11, 12,13,14,15,16,17,18,19,20,21,22	08.11.2021
Version 2 Section 6 – reference to pole ladder only being used if no other method of access is suitable	05.10.2022
Version 3 Section 6 – removal of reference to a ladder being no more than 6 metres	05.12.2022
Version 4 Section 6 – staircases preferred option for scaffold access	25.05.2023
Version 5 Section 6 – added that new development/ phase commences when foundations started	19.03.2024
Version 6 Section 7 – removed transitionary arrangements for scaffold access	07.01.2025

Soft Landing Bag Systems Standards

Authorised by: HS&E Director	Version date: 08.11.21	Version: 1	STD: Working at height Soft Landing Bag

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Contents

1. Introduction

The purpose of these soft landing bags systems (SLBS) standards is to give management at all levels guidance of when soft landing bag systems (SLBS) can be used, it will outlay the requirements for use, including training and when it is acceptable for them to be used.

SLBS should not be the first choice when fall protection is required. Measures such as scaffold or safety decking systems should be the first choice, as they eliminate the fall, whereas using a SLBS will only minimise the consequences of a fall.

A single layer of bags will protect persons from a fall of up to 2.5 meters, if the fall height is greater than 2.5 meters an additional layer of bags may need to be installed. You must check with the manufacturer the maximum permitted fall height.
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2. When Can SLBS be used?

Only when all other methods of preventing a fall from height have been exhausted then SLBS can be used. The lower cost of using these must never be a factor as to why they are chosen. The use of SLBS must either be approved by the local Group HS&E Advisor or approved for use by HS&E Department guidance.

3. Risk assessment

If SLBS are to be used then this must be annotated on the working at height assessment or on a separate risk assessment.

4. Training Requirements

Anyone that installs the SLBS must be trained and this training must be carried out by the supplier of the SLBS. Site management must also be trained to fit them in order that they can inspect them once they have been fitted. The bags must be fitted according to the manufacturer's guidance. Copies of training certificates must be readily available for inspection on site.

5. Inspection Requirements

The SLBS must be inspected and signed off by the person responsible for fitting them using the Soft Landing Bags Inspection Register before use. Site management must inspect the SLBS and complete the register before use and then every seven days. Also after any accident or near miss accident, alternation or adverse weather that effects the SLBS condition.

Refer to HSMS form 019J – Soft Landing Bags Inspection Register

6. Storage and inspecting the SLBS

SLBS must be stored undercover as they can be susceptible to damage from the weather. The bags must be inspected annually by the manufacturer and inspected by the installer each time they are fitted, damaged bags must never be used.

7. Monitoring

Site management monitors the safe use of safety SLBS daily site checks. The Group HS&E Department monitors compliance with these standards via regular site HS&E inspections.

8. Further reading

Bull Safety Products

Bull-impact Bull training
Bull-impact-Bull air cushion
Bull-safety manual and reporting procedures
Bull-installation method

Forest Soft Landing Systems

Forest-standard and timber frame bag D-ring installation guide
Forest-standard and timber frame installation guide

9. Document Management

VERSION ISSUED	Date
Version 1 **Sections 1,2,3, 4,5,6,7,8**	08.11.2021

Stairwells (working in and around) Standards

Watch Stairwells Video

Authorised by: HS&E Director	Version date: 19.10.2023	Version: 3	STD: Working at height Stairwells

Contents

1. Introduction

The purpose of these stairwells (working in and around) standards is to ensure that our site workers remain safe when working in and around stairwell openings. An open stairwell is a potential fall from height if no fall protection has been put in place.

2. Forming the Stairwell opening

This will be done by the carpenters when they build the floor on each level. Initially the fall protection would be in place from the decking systems or a scaffold birdcage, which is in place when the floors are being constructed. Before this fall protection is removed a sacrificial stairwell covering must be put in place to prevent anyone falling through. The Space 4 design can be used; however if a different method of installing the sacrificial floor is used then an approved design must be in place. These are classed as temporary works and must be entered into the Temporary Works Register

Refer to HSMS form 056 – Temporary Works Register

Other methods of covering up the stairwell opening are acceptable, these could include the use of Youngman's type boards or a scaffold laydown. Youngman's boards are classed as a standard solution for temporary works and must be used as per the manufacturer's recommendations and scaffold laydowns must have a design. Whatever method is chosen it must be added to the Temporary Works Register.

Access hatches must be fitted to allow safe access/ egress to the upper floors, for the decking contractors/ scaffolders that install safety decking or scaffold birdcages. The hatches must be combined within the design for the stairwell covering. A suitable ladder must also be supplied, that is compatible with the access hatch, the ladder must be secured to prevent it slipping. Scaffold ladders should not be used to access stairwells.

Carpenters and site management must complete the stairwell fall protection register on installation of the sacrificial flooring and after the 7-day inspection.

Refer to HSMS form 019K – Stairwell Fall Protection Inspection Register

3. Opening the stairwell and fitting the stairs

Before the stairwell is opened, a proprietary stairwell protection system must be fitted to prevent a fall. The carpenters can gain access through the trap hatches that have been installed or by sliding the Youngman's boards or scaffold boards back if a scaffold laydown has been used; to create enough space to gain access to the upper floor using a ladder. The ladder must be suitable for that task and must be footed or secured to prevent it from slipping. The carpenter will then gain entry to the floor and the proprietary stairwell protection can be passed up to him/her to install. This must be done before the remainder of the stairwell covering is removed.

The use of proprietary stairwell protection must be added on to the Temporary Works Register. This is classed as a standard solution and the manufacturer's guidance on how to fit it must be followed. Using the newel post to nail pieces of timber for edge protection is bad practice and should not be done.

When fitting the proprietary stairwell protection, each hole in the footplate must be suitably screwed. The hand rails should be 4"X2" and they should be screwed in position. Service batten must not be used.

The proprietary stairwell protection must be stepped back from the stairwell opening in order that the baluster rail on the landing and the bulkhead/ stud wall can be installed with the protection in place.

Once the proprietary stairwell system has been installed Site Managers must ensure that the stairwell system has been correctly installed by a qualified installer. Site managers must also carry out a 7 day inspection to ensure that the system has not been tampered with and remains safe to use. The initial inspection and 7 day inspections must be entered in the stairwell protection inspection register. Site management must also inspect the system if it has been removed and replaced, altered or after an accident/ near miss accident.

Refer to HSMS form 019K – Stairwell Fall Protection Inspection Register

Once the stairwell protection has been installed then the stairs can be landed.

The carpenters must provide a detailed set of RAMS for this activity.

4. Installing a second flight of stairs

When the build requires 3 stories or more we must ensure that the same process (above) of opening up the second stairwell is followed. Carpenters must ensure that fall protection is put in place over the stairwell opening for the first floor. This could be done by putting in a bird cage scaffold, replacing the sacrificial stairwell covering or using the Oxford Landing System, if the latter is used then it must not be overloaded. Whatever method is chosen it must be detailed in the carpenters RAMS. No work is to be carried out over an open first floor stairwell.

5. Monitoring

Site management monitors the safe use of stairwells via daily site checks, ensuring stairwell protection remains in place until the permanent protection is put in place. The Group HS&E Department monitors compliance with these standards via regular site HS&E inspections.

6. Further reading

The Home Builders Federation/ Access Industry Forum, temporary edge protection, risks of cross contamination
The Home Builders Federation/ Access Industry Forum, temporary edge protection, inspection requirements
The Home Builders Federation/ Access Industry Forum, temporary edge protection, training & competence
The Home Builders Federation/ Access Industry Forum, temporary edge protection, types, classes & testing

7. Tool Box Talk

Refer to HSMS TBT – W@H Stairwells

8. Document Management

VERSION ISSUED	Date
Version 1 Sections 1,2,3, 4,5,6	08.11.2021
Version 2 Further reading (HBF/AIF guidance documents added)	19.04.2022
Version 3 Added more detail in relation to access hatches and updated stairwell protection inspection register to include sacrificial flooring	19.10.2023

Trestles Standards

Watch Trestles Video

Authorised by: HS&E Director	Version date: 08.11.21	Version: 1	STD: Working at height Trestles

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Contents

1. Introduction

The purpose of the trestles standards is to ensure that when work at height is carried out using a trestle or hop-up it is only done so where it has been identified via a work at height risk assessment and the worker knows how to safely use it.

Trestles must only be used if no other reasonably practicable platform for working at height has been identified by the work at height assessment.

Trestles must be no higher than 600mm and they must not be able to extend, if they are extendable they must be welded in order that this is not possible.

Prior to using a standard trestle or hop-up the user must determine if the proposed controls are adequate. If a sub-contractor intends to use a low level trestle it must be included in their Risk Assessment and Method Statement.

2. When to use a trestle or hop up

The first question that should be answered must always be, is it appropriate to use a trestle or hop-up platform for the nature of the work to be carried out?

Environment/ task

1. Do the trestles need to be higher than 600mm maximum? If yes then this equipment is not suitable.

2. Is the ground solid, compact, level and stable? If no then this equipment is not suitable. Unless the ground is made level and stable.

3. Is there any risk to other people working in the area? If yes then ensure that other people are moved away from the trestle area.

4. Is the trestle or hop-up next to, or adjacent a trench increasing the height of the potential risk? If yes do not use, or back fill the trench.

5. Are there any other obstructions or hazards e.g. reinforcing bars etc. next to, or adjacent to the Trestle/Hop-up? If yes do not use or remove obstructions.

6. Ensure that materials temporarily placed on the working platform to carry out your task(s) do not compromise the users ability to work safely.

7. Is there any risk to the public? If yes use a safer alternative, such as scaffold.

3. Equipment

The trestle or hop-up must be suitable for the task and the user must go through the following checklist:

1. Has the equipment been inspected upon installation and before use and if 7 days has passed since installation, within the last 7 days? If no, advise site management and do not use until inspected by a competent person.
2. Is there any obvious risk posed by use of the work equipment? If yes, advise site management and do not use until satisfied that safe.
3. Is the equipment free from a build-up of debris, i.e. mortar? If no, clear build-up of debris and do not use until task completed.
4. Are the rubber pads to the bottom feet of the hop up damaged or missing? If yes, do not use until the pads have been replaced.
5. Has a ladder, to BS EN131, or other suitable access been provided, and has it been suitably tied? If no, do not use until suitable access has been provided.
6. Has the equipment been erected to the manufacturer's instructions? If no, advise site management so that issues can be rectified before use.

4. Inspection instruction and training

Training is an essential component to the safe use of trestles and hop-ups on site, to demonstrate appropriate use of the selected system and where relevant the erection, use and dismantling of trestle systems.

When using either a trestle or hop up, the equipment must be moved into a new position rather than risk overreaching for access and the user subsequently loosing balance. Items should not be carried with both hands when mounting the equipment.

Information, instruction and training should be delivered to erectors, users and inspectors of the equipment and should include details of any relevant guidance standards and/or manufacturer's instructions.

The content and duration of the training will depend on the equipment being used but in general this can be achieved via documented on-site tool box talks which should record the details of individuals who have received the training.

Trestles and hop-up platforms are very straightforward to use, however the manufacturer's instructions that come with the equipment must be read and the user familiar with its operation. If unsure, advice from site management must be sought. A copy of the relevant manufacturer's instructions must be on site when any trestles or hop-ups are used.

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5. Inspection of equipment

The equipment must be inspected, by someone who is competent to do so, after assembly and before use. For equipment that does not need to be assembled, it still needs to be checked before use.

Trestles must be inspected and signed off by the person responsible for fitting them using the Trestles Inspection Register before use. Site management must inspect the trestles and complete the register before use and then every seven days. Also after any accident or near miss accident, alternation or adverse weather that effects the trestles condition.

Refer to HSMS form 019H – Trestle Inspection Register

6. Monitoring

Site management monitors the safe use of trestles via daily site checks. The Group HS&E Department monitors compliance with these standards via regular site HS&E inspections.

7. Further reading

The Home Builders Federation, best practice guidance document on the safe use of trestles & hop ups

8. Tool Box Talk

Refer to HSMS TBT – W@H Trestles

9. Document Management

VERSION ISSUED	Date
Version 1 **Sections 1,2,3, 4,5,6,7,8**	08.11.2021