



## **Working at Height Assessment Guidance**

Refer to HSMS form [038](#) – Working at Height Assessment

### **Part 1**

Specify property type, self-explanatory.

### **Part 2**

Type of work and access requirements, the table must be completed to identify all work activities that pose a fall risk and the necessary controls. For example, external wall construction would include scaffold working platform, external fall prevention and, where necessary, safety decking system, nets etc. for internal fall protection.

### **Part 3**

Type of external scaffold required, this information must be provided to scaffold contractors.

### **Part 4**

Scaffold design and access/ egress, scaffold design information must be obtained from relevant contractors and arrangements made for safe scaffold access/ egress must also be detailed. This information must be provided by scaffold contractors and can be shown either in bespoke scaffold designs or via TG20:21 compliant sheets.

Note: decisions on the type of scaffold access/ egress should take into consideration on site variables such as type of build i.e. traditional or timber frame, ground levels, property spacing, loading bay access etc.

### **Part 5**

Loading requirements of external Scaffold, this information must be provided to scaffold contractors.

### **Part 6**

Type of scaffold contract, relevant information i.e. method statements etc. must be obtained from the supply and fit scaffold subcontractors as indicated prior to operations commencing.

### **Part 7**

Inspection regime requirements, agreement must be established (and documented) between the operating business and the scaffold contractor prior to construction commencing.

### **Part 8**

Competence, training and supervision requirements:

- Scaffold operatives must hold current/ relevant CISRS cards that indicate that they have been trained to a minimum Scaffold Part 2 standard.
- Operatives who have only completed Scaffold Part 1 training (holding trainee cards) must not be allowed to carry out any work unless accompanied by a fully carded Part 2 operative
- Scaffold labourers must not erect or dismantle any scaffolds.
- Copies of all cards must be obtained and kept on site and confirmation of card registration numbers must be detailed on site induction forms.
- System scaffold companies must demonstrate the levels of competence of their operatives for the specified system they use.

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- Whilst membership is not mandatory, confirmation in writing is required that scaffold companies are members of NASC or that they shall adhere to NASC guidelines namely SG04:15 whilst carrying out work on site.

## Part 9

All assessment should be completed in conjunction with the requirements detailed in TG20:21, SG4:15 and the HBF scaffold specification template together with associated trade specifications and site specific information i.e. traffic management plans, lifting plans etc.

All specific working at height safety control information detailed in the assessment must be forwarded on to relevant internal management and sub-contractors by the Quantity Surveying Department so it can be incorporated into their method statements and prices.

All directly employed or self-employed/ labour only operatives must be made aware, by site management, of all controls indicated in risk assessments that affect their work activities. They must also be issued with all relevant information, instruction and training.

The Group semi completed working at height assessments contain the minimum requirements to keep people safe when working at height. They can be adapted to suit specific issues such as sloping ground. If additional scaffold lifts are required to keep operatives safe then they can be added to the assessment.

## Template assessments

To assist the HS&E Department has completed semi-completed assessment forms, these are for guidance only and must be made site specific reflecting the conditions and working at height measures required on site.

Refer to HSMS forms:

[038a](#) – Tube and Fitting Traditional Build

[038b](#) – Tube and Fitting Timber Frame

[038c](#) – System Scaffold Timber Frame

[038d](#) – System Scaffold Traditional Build

The risk assessments identified in the working at height assessment must also be completed for the specific site.

Refer to HSMS risk assessment templates:

[001](#) – Independent tube and fitting scaffold erection and dismantling including Putlong

[002](#) – Independent system scaffold erection and dismantling including Putlong

[003](#) – Independent tube and fitting scaffold loading towers or loading areas within scaffold structures

[004](#) – Abrasive wheels

[005](#) – Brick laying operations

[006](#) – Installation of roof trusses (to include garages)

[007](#) – Excavations

[010](#) – Working in wet concrete, mortar and cement

[018](#) – Installing timber joists

[019](#) – Installing lintels and RSJs

[025](#) – Installing windows and glazing

[034](#) – Working off ladders

[039](#) – Use of mobile towers

[044](#) – Mobile equipment working platform

[046](#) – Working on roofs

[047](#) – Working in and around stairwells

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