|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** |  | | |  |  |  |  | |  | |  |  | |  | |  |  |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Assessors Name:** | |  | | **Reference Number:** | | HSMS RA 002 | | | | **Review:** | | | Annually or sooner following an incident or significant change to the equipment/process | | | | |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Implemented By:** | |  | | **Signature:** | |  | | **Position:** | |  | | | **Date:** | |  | | |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Description of task and assessment** | | | Independent System scaffold erection, alteration & dismantling operations | | | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Location Details** | | |  | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Initial Risk** | **Control measures** | **Residual**  **Risk** | **Remarks** | |
| Scaffolders falling | Employees  Contractors Official Visitors  General Public |  | Scaffold to be erected in accordance/compliance with NASC guidance SG28:17. Further guidance is available in the HBF Scaffold Specification Template. The System Scaffold user hand book must be followed by the scaffolders.  The scaffolders must be trained to erect dismantle and adapt the system scaffold.  The external working platform should be set as close as reasonably practicable to the height operatives will be working i.e. top of floor joists etc. Guidance identified in the HBF Scaffold Specification Template identifies that where reasonable practicable there should not be a fall in excess of 900mm to the working platform. In some cases additional handrails may be required around the perimeter of the work location if the fall is deemed excessive and this will be at the instruction of the Company. A hop/step must be provided by the Contractor to enable access to the work location.  Scaffolders to ensure that they wear a harness and clip on when there is no advance guardrail fitted.  Scaffolders to be trained and certificated to NASC – CITB industry standards.  In the event of an emergency e.g. a Scaffolder falling and becoming suspended by a lanyard a pre-planned and practiced emergency procedures will need to be effected quickly. Rescue Plan details must be included in the scaffold contractors method statements/risk assessments.  Keep other trades away from the scaffold when it is being erected, adapted or dismantled.  Scaffolders must follow their RAMS when working on scaffold.  Internal fall measures must be in place prior to erection.  Ladder gates must be fitted at the earliest opportunity.  Scaffold labours must only carry out work on the ground or behind a fully completed guard rail.  Specific House Type Work at Height Specification Sheet (PHG/HS:038) and scaffold designs (where applicable) to be consulted before erecting scaffold. |  |  | |
| Materials Falling | Employees  Contractors Official Visitors  General Public |  | Scaffolds must work in an exclusion zone, with no other trades working under them.  A fan must be erected if the scaffold is close to a public footpath or site boundary. A banksman should be put on the footpath to warn members of public that people are working overhead or the footpath could be closed off while the scaffold fan is being constructed.  Brickyards and toe boards must be fitted.  Loading bay gates must only be opened to receive/remove material, and must not be propped open. |  |  | |
| Manual Handling | Contractors |  | Manual handling training must be carried out by the contractor.  The Telehandler must be used to offload bulk scaffold items from the delivery vehicle and shift the scaffold items around site and placed in close proximity to where they are being used.  Items such as loading bay gates should be lifted in place using the telehandler.  The scaffold must be erected to ensure that doorways to the plots remain usable and are not blocked by standards. |  |  | |
| Scaffold collapse or the strength and stability of the scaffold is compromised | Employees  Contractors Official Visitors  General Public |  | The ground should be level and compacted to support the scaffold structure, a TW design should be in place for this.  The scaffold must be erected as per the user handbook.  If the scaffold is near to a site road then sufficient barriers must be put in place to prevent plant from colliding with the scaffold.  Excavations must be at least 1 metre from the scaffold.  Any scaffold that is sheeted must have a wind loading design.  Operatives should be reminded on induction that must not adapt scaffold themselves unless authorised and qualified.  Scaffold ties must be tested as per the NASC guidance.  Only permitted persons may remove the scaffold ties.  The scaffold should be inspected on hand over, every 7 days, if it has been struck by a vehicle or there has been adverse weather, by a competent person this must be documented.  Specific House Type Work at Height Specification Sheet (form:038) and scaffold designs (where applicable) to be consulted before erecting scaffold.  Should putlog scaffold be considered for use above this 2 storey height, further assessment, design and calculation must be undertaken and obtained from qualified and competent scaffold contractors. |  |  | |
| Falls from height from unauthorised persons on the scaffold | Employees  Contractors Official Visitors  General Public |  | When the scaffold is being worked on by the scaffolders, Scaffold in-complete signs must displayed at the access points, to make operatives aware that the scaffold is not to be used , if the scaffolds have to leave the scaffold un attended, the ladder access needs to be locked off or the ladders removed and secured.  When the site is closed all ladder access must be locked off or the ladders removed and secured. |  | |  |
| Electrocution | Scaffolders  Contractors |  | If working by overhead power lines a GS6 survey must be carried out. No scaffold is to enter the exclusion zone, the Contract Manager must carry out a separate RA when work close to overhead cables must be carried out.  If an electrical storm is forecast then no scaffolding work should be carried out. The scaffold should be closed off until the storm has passed. |  | |  |
| Slips trips | Employees  Contractors Official Visitors  General Public |  | The scaffolds must work in an exclusion zone, to prevent other operatives tripping over the scaffold components.  Once complete the scaffold platforms should be kept free of scaffold components, trade waste or materials.  The standards on the top lift must protrude a least 1 metrefrom the working platform or cut flush with the working platform. Standards must not be left protruding through birdcage scaffolds. The platforms must be free of tripping hazards. |  | |  |

**Guidance Notes**

|  |  |  |
| --- | --- | --- |
| **LIKELIHOOD OF HARM** | | |
| **Highly likely** | **Possible** | **Unlikely** |
| **SEVERITY**  **OF**  **HARM** | **Fatal or major injury/ illness** | **High** | **High** | **Medium** |
| **Injury/ illness resulting in lost time** | **High** | **Medium** | **Low** |
| **Minor injury/ illness** | **Medium** | **Low** | **Low** |

|  |  |  |
| --- | --- | --- |
| **LOW** | **MEDIUM** | **HIGH** |
| **Continue with existing control measures and ensure all reasonably practicable measures to reduce the risk to as low as possible put in place. Monitor for changes. Implement any additional control measures required, within the timescales given in the**  **risk assessment.** | **May require additional reasonably practicable measures to reduce the risk to as low as possible. Must ensure regular ongoing monitoring of the task. Implement any additional control measures required, within the timescales given in the**  **risk assessment.** | **Requires attention to reduce the risk, implement reasonably practicable measures to reduce the risk as low as possible. Must ensure regular ongoing monitoring of the task. Implement any additional control measures required, within the timescales given in the**  **risk assessment.** |