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| **Date:** |  | | |  |  |  |  | |  | |  |  | |  | |  |  |
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| **Assessors Name:** | |  | | **Reference Number:** | | HSMS RA 003 | | | | **Review:** | | | Annually or sooner following an incident or significant change to the equipment/process | | | | |
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| **Implemented By:** | |  | | **Signature:** | |  | | **Position:** | |  | | | **Date:** | |  | | |
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| **Description of task and assessment** | | | Scaffolding Tube & Fitting Loading Towers Or Loading Areas Within Scaffold Structures | | | | | | | | | | | | | | |  |
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| **Location Details** | | |  | | | | | | | | | | | | | | |

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| **Identified Hazards** | **Who may be affected** | **Initial Risk** | **Control measures** | **Residual**  **Risk** | **Remarks** | |
| Scaffolders falling/ users falling | Employees  Contractors Official Visitors  General Public |  | Scaffold to be erected in accordance/compliance with NASC Guide to Good Practice for Scaffolding with Tubes and Fittings. Further guidance is available in the HBF Scaffold Specification Template.  Scaffolders to be trained and certificated to NASC – CITB industry standards.  Keep other trades away from the scaffold when it is being erected, adapted or dismantled.  Scaffolders must follow their RAMS when working on scaffold.  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. |  |  | |
| Suspension Trauma | Scaffolders |  | 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. |  | |  |
| 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. |  | |  |
| Materials Falling | Employees  Contractors Official Visitors  General Public |  | Scaffolds must work in an exclusion zone, with no other trades working under them.  Walkways where practical should be routed away from loading bay areas, if this is not practical operatives must be briefed that they are not to walk under a loading bay when the it is being loaded. Contact Managers must plan this.  Brickyards and toe boards must be fitted.  Loading bay gates must only be opened to receive/remove material, and must not be propped open.  Loading face must be fitted with gates or other suitable barriers that are controlled from the working platform without the need for the person to lean over the guard rail. |  | |  |
| 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.  Scaffold must be erected as per the design or the TG20: 21 Compliance sheet.  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.  All loading bays/structures must be calculated & designed to withstand anticipated loadings and SWL signage must be fitted. |  | |  |
| Falls from height from unauthorised persons on the scaffold | Employees  Contractors Official Visitors  General Public |  | When the scaffold/loading bay 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. |  | |  |
| 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 loading areas should be kept free of scaffold components, trade waste or materials.  The standards on the loading towers must be flush with the scaffold boards. |  | |  |

**Guidance Notes**

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| **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** |

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| **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.** |