

**Annex C to Method Statement 3 Safe
Use of General Access Scaffolds****Introduction:**

Scaffolding is used by practically everyone in construction at some time or other. It can be erected quickly to provide a place of safety for anyone having to work at height. However each year many scaffolds collapse due to over-loading or instability and numerous workers fall due to inadequate edge protection or defective working platforms.

Design and Construction:

How a scaffold is used will determine how substantial it needs to be.

SCAFFOLDS SHOULD ONLY BE DESIGNED, ERECTED, ALTERED OR DISMANTLED UNDER THE DIRECTION OF A COMPETENT PERSON AND BY COMPETENT AND EXPERIENCED WORKERS!

Stability:

The stability of a scaffold will be affected by the way it is used and it is important that the right sort of scaffold is erected for the intended work. For most scaffolds stability is achieved by tying them to the structure they are serving.

For an independent unsheeted scaffold (which is one of the most common types used) at least one tie may be needed for every 32m² of scaffolding. In some circumstances more ties will be required, eg;

- a if the scaffold is sheeted or netted (ie increased windloading)
- b if it is used as a loading platform for materials or equipment
- c if hoists, lifting appliances or rubbish chutes are attached to it.

Ties:

The main types of tie are:

- a drilled anchor or cast-in anchor ring bolt; fixings to the structure. This type is not suitable for all materials and must always be installed in accordance with the manufacturer's instructions with at least 10% of the ties being subjected to a pull-out test.
- b ties secured through a window or other opening known as through ties and bearing against a solid face.
- c locking ties; box ties around a column.
- d ties used a scaffold tube jacket tight into opposing faces of a window opening; reveal ties.

Note: No more than 50% of any ties on a scaffold can reveal ties.

Rakers or raking struts to support the scaffold can be used, but they must be adequately braced back to the scaffold to be effective.

Scaffold Inspection:

The scaffold must be inspected before use, when it is substantially altered, and at least once a week to make sure that it remains fit for use, checks should include as a minimum:

TIES STILL IN PLACE

- 2 **STANDARDS NOT BENT OR UNDERMINED**
- 3 **PLATFORMS FULLY BOARDED**
- 4 **GUARD-RAILS and TOE-BOARDS COMPLETE**

The inspections must be carried out by a competent person and recorded in a **Register Form 91**. Any faults must be put right before the scaffold is used again.

IT IS THE RESPONSIBILITY OF THE COMPANY TO ENSURE THAT ANY SCAFFOLD USED BY OUR OPERATIVES IS INSPECTED PRIOR TO USE AND DECLARED FIT FOR USE!

Erecting and Dismantling Scaffolding:

Only competent scaffolders should erect and dismantle scaffolds.

NEVER REMOVE TIES TO GAIN ACCESS FOR WORK!

When dismantling the scaffold, the scaffolder should ensure that sufficient ties are in place.

THE TIES SHOULD NOT BE REMOVED UNTIL THE SCAFFOLD HAS BEEN DISMANTLED DOWN TO THAT LEVEL!

Scaffolds on Public Highways:

Before erecting a scaffold on a public highway the appropriate highway authority must be contacted and permission obtained.