

BSJ Guidance Note

BSJ-G-13.2b SPECIFICATION FOR THE PROCUREMENT OF SCAFFOLDS

Tube and Fitting Technical Standards	
All common types of tube and fitting scaffold shall be planned and assembled in accordance with the recognised standard configurations in the National Access and Scaffolding Confederation (NASC) guidance TG20:21 Good Practice Guide for Tube and Fitting Scaffold.	
Where bespoke tube and fitting scaffold designs are required, the scaffold shall be designed by a competent engineer and subject to British Standard 5975 Code of Practice for Temporary Works Procedures and Permissible Stress Design of Falsework.	
All tube and fitting scaffold shall be erected, adapted, and dismantled in accordance with the NASC guidance SG4 Preventing Falls in Scaffolding Operations.	
The load class of each proposed scaffold structure must be clearly identified in the scaffold contractor's tender and it must be suitable for the intended use, as defined in TG20:21 Good Practice for Tube and Fitting Scaffold.	
System Scaffold Technical Standards	
All system scaffolds shall be planned and assembled in accordance with the recognised standard configurations in the National Access and Scaffolding Confederation (NASC) TG30:24 Guidance for System Scaffolding, manufacturer's guidance, BS EN 12810 Façade Scaffolds made of Prefabricated Components and BS EN 12811 Temporary Works Equipment.	
Where bespoke system scaffold designs are required, the scaffold shall be designed by a competent engineer and subject to British Standard 5975 Code of Practice for Temporary Works Procedures and Permissible Stress Design of Falsework.	
All system scaffolds shall be erected, adapted and dismantled in accordance with NASC guidance SG4:22 Preventing Falls in Scaffolding Operations.	
The load class of each proposed system scaffold structure must be clearly identified in the scaffold contractor's tender documentation. The load class shall be suitable for the intended use and must comply with the specifications and compliance standards outlined in TG30:24 – Guidance for System Scaffolding.	
Materials Journey Plans	
A Materials Journey Plan shall be produced, detailing how all scaffold materials will be delivered to site, offloaded from vehicles, moved to storage areas, safely stored, and moved to their point of install or use. The Materials Journey Plan shall also address dismantling and removal from site.	
All scaffold materials shall be loaded onto and unloaded from a delivery vehicle in accordance with the requirements of NASC guidance SG30 Management of Road Haulage for the Scaffolding Contractor.	

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All scaffold tubes and lengthy components shall be off-loaded directly onto the ground, not stacked, or loaded into a proprietary stillage or rack. Further movement and / or storage of scaffold tubes or lengthy components shall be carried out in a proprietary stillage or rack.

As a priority, all scaffold materials shall be moved vertically through the building by mechanical methods, such as tower crane, passenger / goods hoists or mechanical hoists. Where it is not reasonably practicable to use these methods, gin wheels or mechanical hoists may be used but only with a documented risk assessment and strict controls.

Where used, gin wheels shall project no further than 750mm from the outside standard of the scaffold, have a maximum safe working load of 50kg, be fitted with an integral brake system, inspected every 12 months in accordance with LOLER, and have an effective exclusion zone established below the gin wheel location using physical barriers with clear warning signage displayed to prevent access.

All scaffold materials must be secured to the hoist or gin wheel rope using proprietary clamping devices and accessories when being hoisted or lowered using a gin wheel or mechanical hoist. The type of proprietary attachment device must be risk assessed and selected by the scaffold contractor as set out in NASC SG9 Use, Inspection & Maintenance of Lifting Equipment and Accessories for Lifting in Scaffolding. Scaffold components must not be attached to gin wheel or mechanical hoist ropes using hitches.

Where used, gin wheels shall be subject to a lift plan that has been authorised by a competent person.

Access and Walkways

All scaffolds shall be accessed from proprietary staircase towers at all levels, and if staircase towers are located externally, they shall be installed with scaffold sheeting to provide weatherproofing, leaving one side open to prevent smoke logging.

Where ladder access is required to a scaffold platform, the ladder shall be located to the side of the main work area or walkway, and provided with scaffold swing gates, or a hinged closer.

Where ladder access is positioned against the external face of the scaffold with a gap in excess of 470mm between guardrails, then additional guardrails shall be installed to maintain a maximum 470mm spacing.

Ladders should be secured by square lashings using suitable rope or wire, proprietary ladder couplers, cable ties of sufficient strength, or scaffold fittings tied to suitable anchor support by both stiles.

All scaffolds shall be fitted with prominently coloured timber fillets where a change in level occurs at scaffold boards.

Tying Down of Scaffold Boards

All scaffold boards must be tied down immediately upon installation and remain tied down until they are adjusted or removed.

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All scaffold boards must be tied down regardless of whether the scaffold structure is to be clad, sheeted or remain open.

All scaffold boards should be tied down using proprietary products, such as scaffold board couplers, limpet clips or lap-board clamps. Scaffold boards may also be tied down using Safelinx, provided that the units are tied down at both ends with 7.6mm width (or greater) cable ties.

Where inside boards are provided to the scaffold structure, these must also be tied down by one of the methods identified above.

Gaps and Openings

All scaffolds shall be erected in accordance with the requirements of NASC guidance SG29 Internal Edge Protection on Scaffold Platforms, where a risk of internal fall exists from a scaffold.

All scaffolds shall be erected to minimise the gap between the façade and the scaffold to less than 100mm, and where this cannot be achieved, double guardrails and toe boards shall be installed.

All scaffolds shall be planned and erected to ensure that gaps greater than 25mm do not occur between boards anywhere on the scaffold platform, and where this is not possible, proprietary solutions shall be installed to fill or cover the gaps.

Safety Net Fans

All scaffolding installed, altered or dismantled on elevations where the 1 in 3 fall zone encroaches into the public domain, or on-site facing elevations where an effective exclusion zone or other collective protective measure cannot be achieved, should have a safety net fan installed to provide effective catchment coverage.

The safety net fans should be progressively moved up or down the scaffold as appropriate during the scaffolding works to maintain continuous protection, and they must be overlapped in accordance with the manufacturer's guidance to eliminate any gaps through which falling objects could pass.

Sheeting

All scaffolds located in close proximity to public areas shall install flame retardant proprietary sheeting, such as Monarflex or debris netting, which is compliant with either LPCB standard LPS 1207 or LPS 1215, or Certified Technical Standard TS62 or TS63.

Cladding or sheeting shall be properly secured to the structure and lapped internally, so that any falling objects are retained inside the sheeting as they descend.

All scaffolding cladding or sheeting material must be regularly inspected and maintained by the scaffold contractor. This responsibility must be included in the scaffold contractors' scope of works. Any holes, tears or damaged areas identified during inspections are to be repaired or replaced in a timely manner to prevent any falling objects.

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Increased Lift Heights

Where scaffold lift heights are in excess of 2.2 metres and work activities on the scaffold are likely to occur on stepped platforms, additional guardrails shall be installed to maintain a maximum 470mm spacing.

Loading Bays

All scaffold loading bays shall be designed and erected with an additional top guardrail that provides a minimum protection of 1420mm, with brick guards or suitable mesh panels installed to prevent falling objects.

Scaffold loading bays should be designed and erected to the correct dimensions to accommodate the use of proprietary goods lifting cages, such as those used for lifting bricks, blocks, and other bulk palletised loads of heavy items. The design must allow safe access for loading and unloading, and must be capable of supporting the required safe working load (SWL) for the intended materials and equipment.

Protective Accessories

All scaffold fittings shall be provided with protective coverings, such as caps or armadillos, where they are located in highly trafficked pedestrian locations.

Inspection Regime

Once a scaffold has been erected, a competent person shall carry out an inspection to ensure that the scaffold complies with the design requirements and issue a Handover Certificate.

Once a Handover Certificate has confirmed the scaffold has been installed as per the design, a Permit to Load shall be issued to confirm that the scaffold can be brought into use / loaded.

All scaffolds shall be inspected by a competent person in accordance with the statutory requirements, and a record of each inspection documented in the scaffold inspection register.

All scaffolds shall display a fully completed proprietary inspection tag to confirm that the scaffold has been inspected and is safe to use.

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Testing Regime for Ties

Where any drilled or cast-in anchorage ties are installed to provide stability to a scaffold, they shall be subject to a proof test in accordance with NASC guidance TG4 Anchorage Systems, with 5% or a minimum of 3 ties tested. Where different fixings have been used in the scaffold structure, 5% or a minimum of 3 ties shall be tested for each fixing type.

If one anchorage tie fails a proof test, the test rate shall be increased to 10% of all ties, with a minimum of 6 ties tested.

Ties selected for testing shall be chosen at random and spread evenly throughout each scaffold structure

Documentation and Records

TG20:21 Compliance Sheets shall be submitted as the “design” for all common types of tube and fitting scaffold, in accordance with the St Joseph Temporary Works procedure.

TG30:24 Compliance Sheets shall be submitted as the “design” for all common types of system scaffold, in accordance with the St Joseph’s Temporary Works procedure.

Information shall be provided to St Joseph relating to the proposed loads to be transmitted by the scaffold structure, in order that the ground bearing capacity can be verified.

The erection, adaptation and dismantling of all types of scaffold shall be subject to a Safe System of Work, including a risk assessment and method statement, and these documents shall be provided to St Joseph prior to works commencing.

All scaffolds shall be provided with a Handover Certificate prior to the scaffold structure being brought into use.

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