

## Purpose

To provide scaffolding contractors with a clear understanding of St William / St James requirements for scaffolding works to ensure operations are adequately resourced and planned. The requirements have been collated from the current H&S Management System, i.e. they are not new or additional requirements.

## Scope

Applies to all scaffolding works (system and tube & fitting) related to St William / St James operations.

## Definitions

Engineer-designed scaffolds – tube and fitting scaffolds not described by one or more TG20 Compliance Sheets and system scaffolds not described by/arranged in accordance with the manufacturers guidelines/instructions must be designed by a qualified engineer, experienced in the type of scaffold to be erected.

## Main Requirements

Item	Requirements
Work Planning	<p>St William / St James implement a Safe System of Work Procedure. This involves the contractor submitting an H&amp;S Management Plan for review at pre-start. Following review of this management plan a number of task plans will be agreed with the St William / St James Project Management Team before works commence.</p> <p>Typical task plan requirements could include the following:</p> <ul style="list-style-type: none"> <li>• Erecting scaffold</li> <li>• Dismantling scaffold</li> <li>• Scaffold adaptations</li> </ul> <p>The above is intended as an example. St William / St James may require additional plans depending on site conditions.</p> <p>The task plans will be written by the supervisor and reviewed by St William / St James. The supervisor will then brief site operatives on the task plan prior to undertaking works. The briefing will be recorded on the task plan template.</p> <p>Scaffolding is to be erected, adapted and dismantled by the contractor in accordance with the methods described by NASC SG4:15 'Preventing Falls in Scaffolding' for tube &amp; fitting scaffolds and in accordance with the manufacturer's instructions for system-type scaffolds.</p>
Procurement of scaffold	<p>Scaffolding may be packaged with other works, e.g. with façade construction/installation within a single PSI if all of the following conditions are met; The contractor awarded the PSI must:</p> <ol style="list-style-type: none"> <li>assess the competence of their selected scaffolding contractor;</li> <li>demonstrate that they have experience of managing scaffolding operations;</li> <li>provide evidence of their site-based management holding scaffold inspection qualifications.</li> </ol> <p>The packaging of scaffolding with other works must be authorised by the St William / St James Chairman.</p>
Training & Competency Requirements	<p>Contractor personnel are required to hold evidence of competency for their main trade / occupation.</p> <p>Assembly, erection, dismantling or significant alteration of scaffolding is only to be carried out by persons that hold appropriate CISRS qualifications; examples of acceptable cards include:</p>

## Contractor Requirements – Scaffolding



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	<ul style="list-style-type: none"> <li>• Scaffold labourer – Green CISRS card</li> <li>• Trainee scaffolder – Red CISRS card</li> <li>• Scaffolder – Blue CISRS card</li> <li>• Advanced scaffolder – Gold CISRS card</li> </ul> <p>Scaffold supervisors must be Advanced Scaffolders and hold the CISRS Scaffold Supervisor card (or SMSTS card).</p> <p>Supervisors responsible for the erection, alteration or dismantling of engineer-designed scaffolds must have attended a temporary works supervision course.</p> <p>Scaffolders working on system scaffolding (including supervisors) are to all hold appropriate CISRS System Scaffold Product Training Scheme (SSPTS) endorsements.</p> <p>Should an operative arrives on site without an appropriate competency card, the contractor is required to prepare a training plan (Operative Competence Assessment) to St William / St James for review and authorisation, prior to allowing the operative to start on site.</p>
Sheeting / netting & catch fans	<p>Sheeting used to clad scaffolding must be certified to either the LPS1215 or LPS1207 standard. Note: scaffold stairways and ladder towers that are designated as an escape route must not be clad, i.e. must not be sheeted to allow smoke to clear.</p> <p>Stair towers must be wrapped in debris netting, which must be incorporated within the scaffold design – debris netting must be fire retardant and accompanied with a corresponding product data sheet.</p> <p>Scaffold which is adjacent to site boundaries or located by areas where there is high levels of foot traffic below (hoist waiting areas etc) must be wrapped in monarflex or debris netting. This must be incorporated into the scaffold design.</p> <p>The scaffolding contractor must ensure catch fans are used to protect others below when scaffold is being erected and dismantled. Fans are to be no more than two levels below the lift being erected/dismantled.</p>
Workplace Inspections	<p>Should the scope of work include provision of scaffolding inspections, the person conducting the inspections must not be an employee of the scaffold contractor that erected the scaffold, a third-party/independent inspector must carry out the inspections.</p> <p>A visible record of each scaffold inspection is to be displayed at every ground-level stair or ladder access point to the scaffold, e.g. displaying a Scafftag®, updated after every inspection. Note: displaying a Scafftag® does not constitute a scaffold inspection report, i.e. inspection reports must also be kept.</p> <p>Prior to first use and at monthly intervals all scaffolds will be inspected by a competent independent scaffold inspector appointed by St William / St James – the scaffold contractor must co-operate with St William / St James and the appointed 3<sup>rd</sup> party inspection service.</p>
Temporary Works (design)	<p>Supervisors responsible for the erection, alteration or dismantling of engineer-designed scaffolds are required to have attended a temporary works supervision course.</p> <p>All scaffolding that has been designed by an engineer will be subject to independent design check (aka a Category III check), undertaken by an independent third party appointed by St William / St James.</p> <p>Scaffold design requirements:</p> <ul style="list-style-type: none"> <li>• The arrangement / configuration of a tube &amp; fitting scaffold must be fully described by NASC TG20:13 Compliance Sheet(s) or be designed by a qualified engineer.</li> <li>• System-type scaffolds must conform to the manufacturer's guidance / instructions or be designed by a qualified engineer.</li> <li>• The design brief provided to the design engineer must include a description of the intended use of the scaffold, i.e. a loading plan explaining what works will be carried out from the scaffold, by whom, by what means and details of the loads the scaffold is required to bear.</li> <li>• System-type scaffolds that have been designed by an engineer must undergo a design check by the system scaffold manufacturer.</li> </ul>

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	<ul style="list-style-type: none"> <li>If requested by the St William / St James Temporary works Coordinator, design engineers are to attend site to inspect the scaffold before it is taken into use.</li> </ul>
Lifting Operations	<p>If lifting operations are required for the completion of the works, such as activities involving cranes, the contractor will ensure a competent person that holds an Appointed Person (AP) qualification plans the lifting operations.</p> <p>Any scaffold structures that are being lifted by crane must have lifting points sprayed by the contractor's TWC/ TWS. The structure must be tagged and a declaration displayed showing the check completed by the TWC/ TWS and Crane Co-ordinator / Supervisor.</p> <p>The contractor must ensure that any item of plant / equipment used for lifting operations (i.e. mast climbers, beam hoists, mono-rails, BMUs, crane) is thoroughly examined / inspected in accordance in all legislative and manufacturer guidelines.</p>
Concrete Screw Bolts / tie testing	<p>Where scaffold ties are fixed to the supporting structure using self-tapping screw bolts (a.k.a concrete bolts, Excalibur™ bolts), the bolts must be:</p> <ul style="list-style-type: none"> <li>Supplied new to the project, i.e. the bolts must not have been previously used.</li> <li>Installed as per the manufacturer's instructions.</li> <li>Tightened to the manufacturer's specification with a torque wrench or similar – installation tools, e.g. impact drivers must not be capable of over-torquing the bolts.</li> <li>Used only once, i.e. bolts are to be discarded after a single use.</li> </ul> <p>Tie testing</p> <ul style="list-style-type: none"> <li>At 5% of all ties must be tested prior to the scaffold being handed over to St William /St James – evidence of the tie testing (photos, test date, test load) must be submitted with scaffold contractor's handover form.</li> <li>All anchors that have been proof loaded must be clearly identified with a tag showing the date of the test and the test load – any anchors that fail the test must be tagged as such.</li> <li>Tie test failures – where there is a test failure, the cause must be determined and an increase testing rate imposed as follows: <ul style="list-style-type: none"> <li>One failure – increase test rate to 1 in 10</li> <li>Two failures = increase test rate to 1 in 5</li> <li>More than 2 failures = test 100% of all fixings, and review fixing specification and installation method.</li> </ul> </li> </ul>
Working at height	<p>All scaffolders are to wear a harness and lanyard and clip on at all times until the scaffold is complete and safe to use for its designed purpose.</p> <p>The scaffolding contractor must produce a written plan (task plan) of how the scaffold is to be erected and dismantled, which includes details of how a scaffolder is rescued should they become suspended by their safety harness.</p> <p>All tools must be tethered, when there is a risk of any items falling. Contractors must demonstrate their controls and tethering methods through a suitable and specific RAMS/ Task plan.</p>

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Other Requirements	<ul style="list-style-type: none"><li>Scaffold structures of three or more lifts, erected for more than three months shall have stair towers installed as the primary means of access.</li><li>Safety gates, hatch covers or internal guardrails are required at ladder access landing points.</li><li>Materials and equipment may only be carried up by ladder if the method of carrying allows both hands to be kept free to grip the ladder.</li><li>The gap between the inside edge of the scaffold platform and the façade of the building/building line must be less than 100mm unless internal guardrails (top and middle rails) are fitted.</li><li>The gap in scaffold platforms formed between inside boards and boards between the inner and outer standards must be minimised to prevent materials, equipment and waste falling through. Excessive gaps (50mm or more) are to be covered using 'Scaff Gap' or an equivalent proprietary industry product.</li><li>All boards must be clipped or secured at all times regardless of the lift type (i.e. demolition / working lift) and if it is in use or not.</li></ul>