1. Haringey Council Procedure

1.1 Haringey Council are committed to ensuring the health, safety, and welfare of all its employees at work, of pupils while they are engaged in activities in our schools, contractors with whom it has partnerships to deliver services, as well as members of the public who live within or access its properties.

2. Scope of Procedure

2.1 This policy applies to Haringey operations that involves the commissioning, erecting, use and striking of scaffolding equipment for works at height under the organisation's control, setting roles and responsibilities for managers and staff when ordering and using scaffold as a fix access system.

2.2 Falls from height account for almost half of the fatal accidents in the construction sector. Falling from height is a significant risk faced by scaffolders when erecting, altering or dismantling scaffolding during most scaffolding operations, but also by employees working on and using scaffold

2.3 It must not be forgotten that scaffolding operations also may affect members of the public due to trespassing, collapsing of structures, falling material, etc.

3. Key Terms and Summary Information

3.1 Scaffold

3.1.2 A scaffold can be generally defined as a temporary structure supporting a platform positioned at an elevation above the ground. Its purpose to provide a working surface to support workers and their necessary tools and material. A scaffold must have at least one platform and can be supported from the ground or suspended from overhead supports.

3.1.3 They can be generally divided in two types:

- Tube and fitting scaffold

  Tubular metal frame scaffolding systems are probably one of the most commonly used scaffold systems in the construction industry. The scaffold consists of welded steel or aluminium frames connected by cross braces to form a framework to support scaffold planks or other scaffold platform systems

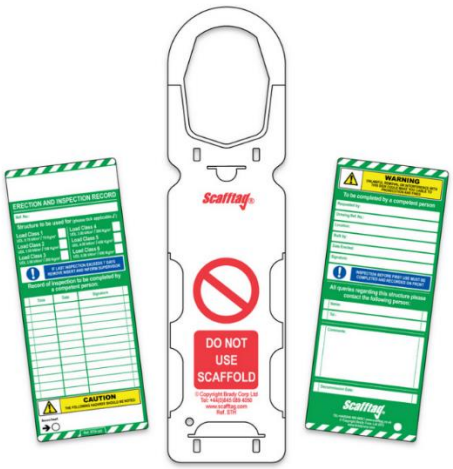
- System scaffolding

  A system scaffolding structure is essentially a frame structure utilising a specialized modular connection and has evolved from the general principles of tube and clamp scaffolding. The connection between the transoms and ledgers and the standards is normally by a specially designed mouthpiece and rosette device or by other modular connection methods. The connection device is also used for the connection of the various diagonal members or braces.

3.2 Scaffold tag

3.2.1 A scaffold status tagging system is fitted at all legal access points (normally ladder access) from first build stage until the scaffold is dismantled. The system is intended to help prevent working at height hazards and manage inspection in accordance with

legislative requirements and good practice. They may be standard (fill by hand) or electronic.



4. Responsibilities for Implementation

Project Manager

4.1 All tasks requiring a scaffold will require the manager to:

- Identify its purpose and all relevant requirements, having explicit reference that the proposed structure is a suitable method for the work at height for the work to be carried out and what will be the timeframe/ duration the scaffold is up.
- Providing full details about the scaffold requirement to the party erecting it.
- Ensuring scaffold design is in place and signed off where required before erection.
- Ensure competent persons are used for design, erection and dismantling of scaffold.
- Ensure those working on and inspecting scaffolding structures are competent.
- Writing site specific risk assessments, method statements and rescue plan prior to the start of works. Rescue plans must not rely upon the emergency services to recover a person.
- Signing up to the Met Office Weather Alert system for forward information on adverse weather conditions.
- Notifying residents that scaffolding is to be erected, when applicable.
- Attending site to carry out initial sign-off/handover inspections and ensuring any defects are remedied before handover is completed.
- Maintaining a copy of the handover certificate in the site/job folder.
- Attending site or arranging for further inspections every 7 days or in the event of alterations or inclement weather conditions that could affect the structural stability of the scaffolding.
- Completing Scaffold tags to show that an inspection has been carried out.
- Reporting any defects discovered during inspection to the scaffolder.
- Providing relevant information to operatives before work starts.
- Ensuring that lifting equipment, ropes, straps, chains etc., are suitable for the job in hand and inspected following statutory requirements.
- Ensuring that all lifting operations are supervised.
- Taking appropriate measures to prevent objects from falling during the works.
- Notifying the scaffolder of the date when the scaffolding will no longer be required and should be removed.

- The statements above apply whether the scaffolders are council employees or from a specialist contractor.

4.2 All inspection tasks may be delegated to a competent appointed person

Employees

4.3 All employees, contractors and other people erecting, using, and dismantling scaffolding shall:

- Be competent and trained to do so.
- Follow relevant instructions and training in relation to the use and access of scaffolding, lifting equipment and working at height.
- Only use lifting equipment that is marked with safe working limits and ropes/straps or chains suitable for lifting the load.
- Establish a scaffolders' safe zone, wherever possible, as the priority when working at height.
- Not tamper with or modify equipment provided or use equipment that is not authorised by their manager.
- Not work at height if affected by drugs or alcohol (including prescription medication that may affect ability to work safely).
- Inform their manager of any medical condition that may affect ability to work safely at height.
- Wear appropriate personal protective equipment, including hard hats when working on or beneath scaffold, as stated in the risk assessment.
- Refuse to access scaffold where signage states it is incomplete and/or there is no Scaffold tag present.
- Refuse to access scaffold if there are any obvious faults to the scaffold, and immediately reporting the fault to the manager.
- Report any hazards, incidents and near misses.

Health and Safety Team

4.4 The Health & Safety Team will:

- Provide expert advice and commission training to all managers and staff.
- Monitor the effectiveness of this policy on a frequent basis.
- Review this policy regularly and as required e.g., following significant changes to the organisation.
- Monitor scaffolding related incidents.

5. References

- http://www.designingbuildings.co.uk/wiki/Scaffolding
- NASC Guidance TG20:13 and SG4:15 Preventing Falls in Scaffolding and Falsework.
- NASC Guidance T20:13 Good Practice Guidance for Tube and Fitting Scaffolding.
- Safe use of ladders and stepladders www.hse.gov.uk/pubns/indg455.htm

6. Actions to Take

6.1 Planning

6.1.1 The project manager shall undertake an on-site assessment and decide on the safest method for work at height to be used following the hierarchy of preventative and protective measures that are central to the Work at Height Regulations: avoid work at

height, prevent falls, mitigate the distance and consequences of a fall and finally, personal protective equipment.

6.1.2 It needs to be taken in consideration if a scaffold is required for programmed works, such as cyclical decorations.

6.1.3 Where scaffolding is required the project manager will also identify what date the works will start and finish.

6.1.4 If the scaffold falls out of the definition of standard configuration, the project manager is to identify what the scaffold is for and detail requirements such as weight, loading (number of people and materials), what task is to be carried out, e.g., replacement of fascia and soffits or replacement of ridge tiles. These findings will be passed to the scaffolder.

6.1.5 Access and site restrictions will also need to be considered in the planning stage- access for the public, disabled access, consideration for site restrictions and site location and passed to the scaffolder.

6.1.6 The scaffold design has to be signed off by a competent person.

6.1.7 The project manager will be responsible for writing a site-specific risk assessment and method statement for the works before they start, stating the controls put in place to protect tenants and members of the public as well as the workforce, which shall include consideration of safe access to the building by residents and visitors to the block, including wheelchair access, or other reasonable adjustments that may be required to accommodate elderly or disabled persons.

6.1.8 The method statement must identify the access points. All access points must have a fixed ladder in place. The ladder must have a means of preventing access to unauthorised people, i.e., ladder guard chained and padlocked with a FB padlock to the ladder to prevent access.

6.1.9 If residents or members of the public are affected, the project manager must contact the affected people in the form of a letter to inform them the scaffold is being erected on the date planned. The letter must include the length of the works and contact details of the project manager who is managing the works.

6.2 Scaffolding Design

6.2.1 When an external specialist contractor is used for the design and erection of the scaffold, they shall provide the project manager:

- Type of scaffold required and to be erected (i.e., tube & fitting or system).
- Maximum bay lengths.
- Details of access points.
- Details of netting, sheeting, or additional boarding to prevent falling objects.
- Maximum lift heights, platform boarding arrangement (i.e., 5+2) and the number of boarded lifts that can be used at any one time.
- Safe working load, load class and maximum leg loads.
- Maximum tie spacing both horizontal and vertical and tie duty.
- Details of additional elements and information that can be included in relevant drawings if appropriate.
- Any other information relevant to the design, installation or use of the scaffold, reference number, date etc. to enable recording, referencing, and checking.

6.2.2 The design of scaffold structure is to be carried out by a competent person following the principles stated in T20:13 Good Practice Guidance for Tube and Fitting Scaffolding.

6.2.3 The most common piece of structure used in scaffolding is the scaffold tube. The tube used shall be of 3.2mm or 4mm thickness and galvanised due to their exposure to the elements.

6.2.4 Scaffolding is to be designed for its self-weight, i.e., the weight of the boards, tubes, guardrails, toe boards etc. and imposed loads such as wind. The imposed load applied to the scaffolding depends on its use. Four classes of loading are available:

- Service Class 1 - 0.75 kN/m2 – Inspection and very light duty access.
- Service Class 2 - 1.50 kN/m2 – Light duty such as painting and cleaning.
- Service Class 3 - 2.00 kN/m2 – General building work, brickwork, etc.
- Service Class 4 - 3.00 kN/m2 – Heavy duty such as masonry and heavy cladding.

6.2.5 It must be taken in consideration that the wind load applied to scaffolding will change depending on whether sheeting or debris nets are used. The magnitude of the wind load will alter the required capacity of the ties and may affect their frequency.

6.2.6 Scaffolding tied to a building uses the permanent structure of the building to provide stability. The selection of tie positions must be tested and checked before use and the suitability of the permanent structures composition to carry the ties should be analysed.

6.2.7 The design of the scaffold must consider (this list is not exhaustive):

- Height and length of the scaffold and any critical dimensions which may affect the scaffold.
- Number of boarded lifts, maximum loads to be imposed and maximum number of people using the scaffold at any one time.
- Type of access onto the scaffold e.g., staircase, ladder bay, external ladders, etc.
- Nature of the ground conditions or supporting structure.
- Information on the structure/building the scaffold will be erected against together with any relevant dimensions and drawings.
- Any restrictions that may affect the erection, alteration, or dismantling process

6.3 Erecting of Scaffold

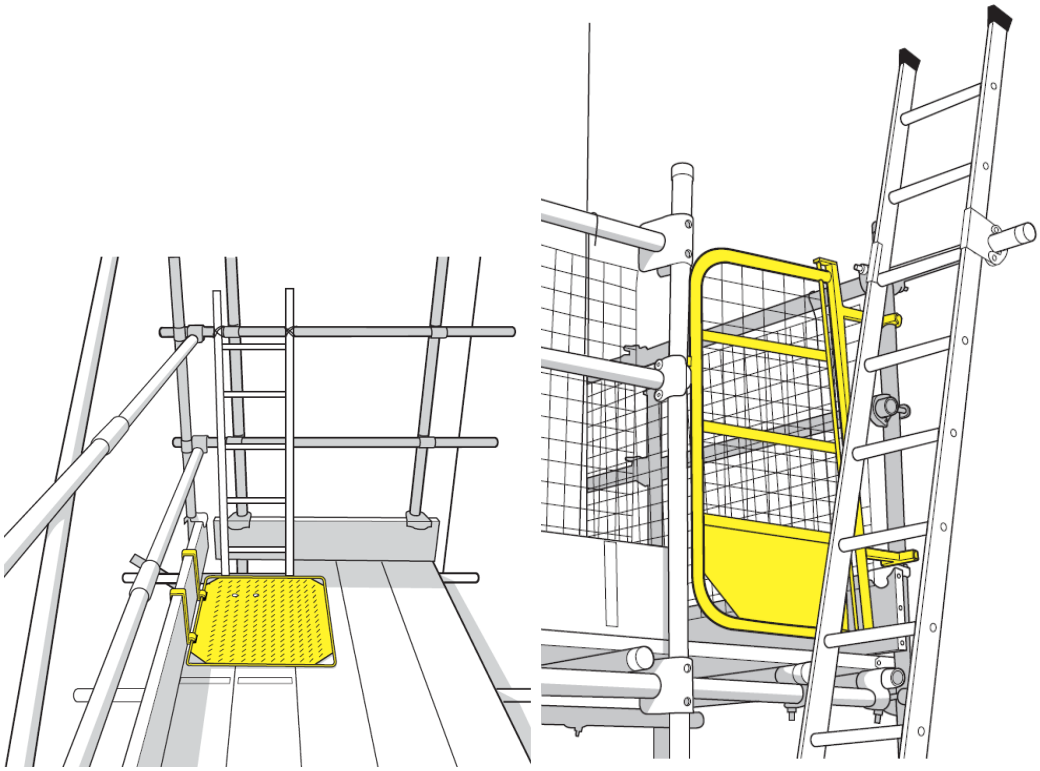
6.3.1 All scaffold must be erected as per the scaffold specification and in line with the National Scaffold Access and Scaffolding Confederation (NASC) Safety Guidance 4:2015 Preventing Falls in Scaffolding Operations and T20:13 Good Practice Guidance for Tube and Fitting Scaffolding.

6.3.2 When a contractor is used, the scaffold contractor shall erect the scaffold as per the requirements set by the project manager during the planning stage and follow the scaffold design. They shall provide a rescue plan, risk assessment and method statement.

6.3.3 The first lift should, where possible, be boarded out from below to avoid the risk of a fall when working at low level. All other lifts, where practical, should be boarded out and removed from below.

6.3.4 Scaffolders where possible should work progressively away from and back towards their means of access and egress (i.e., ladder access or staircase) when erecting, altering, or dismantling the next lift.

6.3.5 Gaps formed in working platforms to create ladder access traps should be protected against accidental falls once the scaffold is completed. Scaffolders should install these measures progressively to provide protection for themselves as the job progresses.



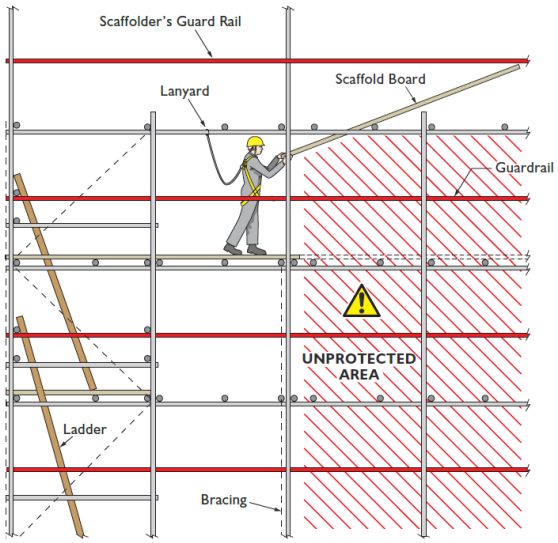
6.3.6 The scaffolder and the project manager will carry out the initial sign off/ handover inspection. If any defects are found during this handover inspection the handover should not be completed until the defects are rectified.

6.3.7 When a scaffold is incomplete or unsafe to use, an empty scaffolding tag (without the information card) shall be placed at every entrance to warn potential users that it is not safe to use.

6.3.8 Once the scaffold is erected and the handover is complete, one copy of the handover certificate shall be kept in the site.

6.4 Access and Egress

6.4.1 Scaffolding should incorporate ladder access, ladder bays or stairways as early as possible in the erection process and removed as late as possible during dismantling, removing the need for scaffolders to climb the scaffold structure.



Scaffolder' safe zone

6.4.2 To reduce reliance on personal fall protection equipment, scaffolders must focus upon creating a scaffolders' safe zone with a minimum of:

- A correctly boarded and supported platform without gaps through which someone could fall; and
- A single main guardrail (950mm above the platform) where there is a risk of a fall.

6.4.3 It is not permitted for scaffolders to traverse along an unprotected platform without any form of fall protection. Scaffolding operatives shall never be placed in a position where they are exposed to a risk of a fall without suitable fall prevention or protection in place.

6.4.4 When it is necessary to reach below a single guardrail, scaffolders must be clipped on to the highest available anchor point (e.g., when fixing bracing or handling materials below the height of the single guardrail or create a safe handling platform with double guardrails, including stop-ends so that there is no gap greater than 470mm through which a scaffolder could fall).

6.4.5 The working platform should be fully boarded out, without gaps through which a person could fall, except when access is required to a ledger below the lift for attaching fall arrest equipment, then one board may be omitted for ease of access to the ledger as an anchor point.

6.5 Working on Scaffold

6.5.1 The project manager shall carry out a pre-start inspection once the scaffold is handed over to ensure that the design meets specification and allows safe access to the building including disabled access, if applicable.

6.5.2 No works are to start until the scaffold has been checked and signed off by a competent person by filling out a scaffold tag with the relevant information and placing it on all access points

6.5.3 Before the works start the project manager must make sure the following information has been given to the operatives undertaking the work:

- Risk assessment and method statements.
- Access briefing.
- Materials access briefing.
- Briefing on the extent on the works.

6.6 Weather

6.6.1 Weather conditions must be considered as part of the risk assessment and planning for work at height, taking into consideration T20:13 Good Practice Guidance for Tube and Fitting Scaffolding standard. Adverse weather conditions can significantly increase the risk of a fall when scaffolding at height e.g., lightning, high winds, rain, snow, ice, and extreme temperatures. High winds and icy or wet surfaces can be especially hazardous. The employer's risk assessment should consider all aspects of working in adverse weather conditions, and not just simply specify protective clothing, footwear, or sun cream. Refer to appendix 1 for the Wind Guidance.

6.7 Protection on a fully working platform

6.7.1 On finished working platforms for others, there must be double guardrails (with no gap greater than 470mm) and toe boards of at least 150mm in height.

6.7.2 Guardrails should be erected and left in place for the duration of the works (e.g., for alterations or dismantling).

6.7.3 The working platform should be fully boarded out, without gaps through which a person could fall.

6.7.4 Specific measures to prevent or minimise injury from striking the head against something include:

- Protection at the ends of scaffold poles, etc.
- Capping of projections from structures, e.g., studs for use in fixing suspended ceilings
- Hooking the sling of a crane.
- Provision of sufficient headroom on scaffolding.
- Good housekeeping to prevent slipping or tripping accidents.

6.8 Lifting during the works

6.8.1 During the works it may be necessary to undertake a lifting operation and use lifting equipment such as a ginny wheel and lifting accessories such as rope, straps or chains associated with the lifting operation.

6.8.2 All lifting equipment used, and its operations shall be carried out following the Lifting Operations and Lifting Equipment Regulations 1998.

6.8.3 All lifting equipment must be suitable for the operation, must have been thoroughly examined by a competent person before works start and must be marked with safe working load.

6.8.4 All lifting accessories must be suitable for the type of lifting equipment, must have been thoroughly examined by a competent person before works start, must be marked with safe working load and must be suitable for lifting the load.

6.8.5 All equipment must be inspected every 12 months or six months for lifting accessories and must be accompanied by the statutory inspection paperwork.

6.8.6 The lifting operation must be planned and supervised by a competent person.

6.8.7 Check the Wind Guidance Table (appendix 1) to ensure lifting operations can be carried out safely.

6.9 Preventing falling objects during the works

6.9.1 Measures must be taken to prevent objects falling from the scaffold during the works. This can be done in a number of ways:

- Toe boards must be installed and should be suitable and sufficient to prevent people or materials from falling.

- The scaffold can be netted to prevent objects falling on to people.
- Scaffold over walkways and access points should be double boarded to prevent objects falling on to people.
- An exclusion zone can be set up around the base of the scaffold to prevent unauthorised access beneath or on to the scaffold.
- The use of tool belts and tool lanyards.
- Operatives/staff should always wear hard hats when working beneath or on scaffold.
- Any measures put in place must be maintained.

6.9.2 Throwing tools, materials, debris etc. from a scaffold is forbidden. There needs to be an appropriate system e.g., chutes, for this purpose.

6.10 Inspections

6.10.1 Handover/Sign off inspection.

- This inspection must be undertaken by the project manager with the scaffolder. The scaffold shall not be accepted if any defects are found.

6.10.2 Prestart inspection.

- This inspection must be undertaken by the project manager. The scaffold shall not be used if any defects are found. Any defects must be reported to the scaffolder, copies of this inspection shall be kept by the project manager.

6.10.3 Statutory 7-day full inspection.

- This inspection must be undertaken every 7 days. Any defects shall be reported to the scaffolder, copies of this inspection should be kept by the project manager.

6.10.4 Full inspection after alterations or any inclement weather:

- This inspection shall be requested by the project manager after alterations have been made or any inclement weather that could affect the structural stability of the scaffolding. Any defects must be reported to the scaffolder, copies of this inspection shall be kept by the project manager. All managers in charge of scaffolding shall sign up to the Met Office Weather Alert System Scaffold works, and inspections of scaffolds can then be planned around the weather.
- The project manager shall request that a scaffold inspector attend site after the weather has passed to undertake an inspection of the scaffold. No works shall be undertaken on the scaffold until this inspection has been undertaken.

6.10.5 The scaffold inspection report should note any defects and corrective actions taken, even when those actions are taken promptly as this will assist with the identification of any recurring problems.

6.10.6 Following the Wind Guidance Table (appendix 1), consider inspecting the scaffold after wind in category yellow. Scaffold must be inspected after scaffold affected by category red wind.

6.10.7 These inspections must be undertaken using the Scaffold Inspection Form (appendix 2), unless a similar system is used e.g., electronic scaffold management system.

6.10.8 Once the inspection has been completed the scaffold tag must be updated to show that the scaffold inspection has been completed.

6.11 Defect reporting

6.11.1 If any defects are found during the inspection, the inspector must return the completed Scaffold Defect Report Form (appendix 3) to the project manager, unless similar arrangements are made through an electronic scaffold management system.

6.11.2 The project manager shall send a copy of the Defect Report Form to the scaffolder so the defects can be rectified.

6.11.3 The Scaffolder will undertake the necessary rectification work and notify the project manager when complete.

6.11.4 No works shall be undertaken on the scaffold until the defects are rectified and checked as satisfactory by the project manager.

6.12 Striking of scaffold

6.12.1 When the works are complete the project manager shall notify the scaffolder that works are complete and the scaffold is no longer required.

6.12.2 The scaffolder must strike/dismantle the scaffold in an agreed time period.

6.12.3 The scaffolder must notify the project manager that the scaffold has been struck, this shall be done by returning the completed scaffold tag to the project manager.

6.12.4 If scaffold is not struck with in the agreed time period then a re-inspection must be undertaken if over 7 days.

7 Scaffold management tools

7.1 The following forms should be used to manage scaffold works and inspections:

- A scaffold register should be compiled when the manager is in charge of more than one scaffold.
- Wind Guidance (appendix 1)
- Scaffold inspection form (appendix 2)
- Scaffold defect report form (appendix 3)
- Scaffold specification (appendix 4)
- Scaffold tags

7.1.2 When an electronic scaffold management system is used, the forms must be similar to those in point 7.1.

8 Training

8.1 Scaffolders should be selected who have appropriate attitude, aptitude, fitness, training (Construction Industry Scaffolders' Record Scheme (CISRS Card)), knowledge and experience for the particular work to be completed. CISRS cards should be relevant to the work being undertaken (e.g., Scaffolder or Advanced Scaffolder) and current, as they require renewal every five years. The available cards are:

8.1.2 All contractors should be competent (or in the case of trainees, supervised by a competent person) for the type of scaffolding work they are undertaking and should have received appropriate training relevant to the type and form of scaffolding they are working on.

8.1.3 Scaffolders working on tube and fitting scaffolding must be trained to the T20:13 Good Practice Guidance for Tube and Fitting Scaffolding standard.

8.1.4 Scaffolder contractors must work following T20:13 Good Practice Guidance for Tube and Fitting Scaffolding when working on tube and fitting scaffolding.

8.1.5 Regardless of the type of scaffolding, scaffolder contractors must work following Safety Guidance 4:2015 Preventing Falls in Scaffolding Operations.

8.1.6 All scaffolders must receive all necessary information, instruction, training, and supervision in the safe erection, altering and dismantling of the system scaffolding used, in accordance with the manufacturers' instructions. It is good practice to also be trained in the CISRS System Scaffold Product Training Scheme (SSPTS).

8.1.7 All scaffolding inspection should be carried out by a competent person whose combination of knowledge, training and experience is appropriate for the type and complexity of the scaffold they are inspecting. Competence may have been assessed under The Construction Industry Scaffolders Registration Scheme (CISRS) or an individual may be suitably experienced in scaffolding work and have received additional training under a recognised manufacturer/supplier scheme for the specific configuration he is inspecting.

8.1.8 A non-scaffolder who has attended a suitable scaffold inspection course and has the necessary background experience would be considered competent to inspect a basic scaffold (e.g., a site manager).

8.1.9 To access a scaffold the operatives should be trained in the safe use of ladders and working at height.

8.1.10 Training shall include the need to make reasonable adjustments to allow disabled access in order to ensure that this is considered from the planning stage to any works that need to be carried out following the removal of the scaffolding.

8.2 Signage and notices

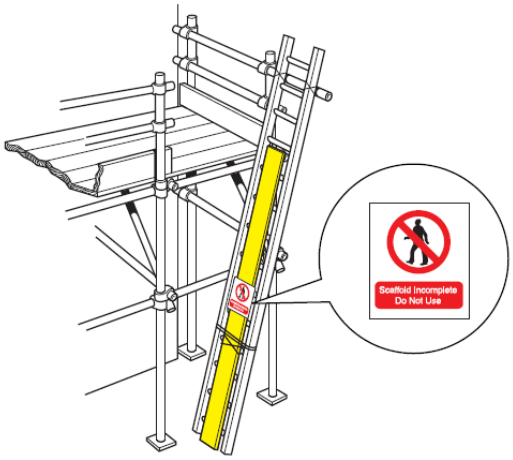
8.2.1 All Scaffold should have the following mandatory signage:

8.2.2 If any additional signage requirement is identified then it should fall within the Health and Safety (Safety Signs and Signals) Regulations 1996 and the guidance from the National Access and Scaffold Confederation (NASC) Guidance T20:13 and SG4:15.

8.3 Barriers and exclusion zones

8.3.1 All Barriers and exclusion zones must be set up as per the guidance set out by NASC Guidance TG20:13 and SG4:15 Preventing Falls in Scaffolding and Falsework.

8.3.2 To prevent use by unauthorised persons of incomplete scaffolds, relevant warning signs identifying the areas where access is not permitted should be displayed at the access points to these areas. In addition, access to the incomplete areas should be prevented by suitable physical means.

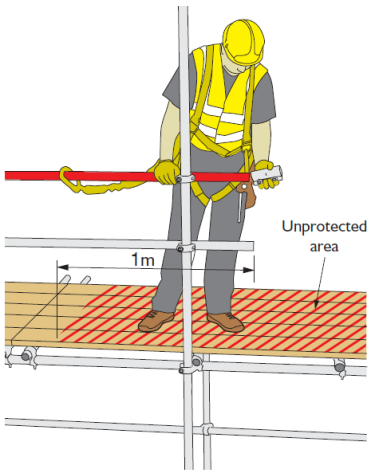


8.4 Personal fall protection equipment

8.4.1 It must be recognised that the scaffolders' safe zone does not completely eliminate the risk of a fall for all scaffolding operations, for example when raising or lowering working platform boards as the erection or dismantling of the scaffold progresses. Personal fall protection equipment (safety harnesses) will still be required at some point in the system of work unless every lift remains fully boarded and all edges are protected with guardrails or similar. In addition, some methods of creating a scaffolders' safe zone and elements of work within a scaffolders' safe zone may also expose scaffolders to a risk of a fall and necessitate the need for personal fall protection equipment to be used.

8.4.2 When scaffolders are working without a fully boarded platform (e.g., raising or lowering platform boards) or without guardrail protection, then they must remain continually clipped on to a suitable anchor point when exposed to the risk of a fall.

8.4.3 When scaffolders encroach from a scaffolders' safe zone to within 1 metre of an area not protected by guardrails they are considered 'at risk' and personal fall protection equipment must be used.



8.4.4 In order to traverse along an unprotected platform, a minimum system of work would be required utilising double or twin-tailed lanyards e.g., double lanyards used to remain continually attached, ideally to the inner standards or ledgers.

8.4.5 When using fall arrest equipment, it is important to position your anchor point as high as possible and to use as short a lanyard as possible, to minimise the potential fall distance. The shorter the fall distance, the lesser the forces generated from the fall. The ideal fall arrest system would utilise an anchor point and lanyard with virtually no fall distance at all, effectively creating a fall factor zero.

8.4.6 Any lanyard and harness that has been used to arrest a fall should never be re-used and the equipment removed from use and destroyed.

8.4.7 The minimum personal fall arrest system for every scaffolder will be:

- Fall arrest harness complete with rear dorsal ring (BS EN 361) to offer maximum protection to the user.
- Fall arrest lanyard (BS EN 354) incorporating an energy absorber (BS EN 355) designed to reduce the forces imposed on the body in the event of a fall. Consider lanyards and lines specifically designed to resist the risk of damage when passing over a sharp or abrasive edge (e.g., concrete slab or steel beam) during a fall.
- 55mm opening scaffold connector for one handed operation (BS EN 362).

8.4.8 Personal protective equipment product information must be supplied by the manufacturer and read and understood by the scaffolders before using the equipment. Manufacturer's manual/product information must be kept by the manager during the life of the product until disposal.

8.4.9 Adequate arrangements must be made for the storage and inspection of all fall protection equipment, so that it is maintained fit for use. There must be:

- Pre-use checks: carried out by the user for both harnesses and lanyards at the beginning of each shift and are a means of checking that there are no visible or surface defects with the equipment. Pre-use checks should be tactile and visual. The whole lanyard and harness should be subject to the check, by passing it slowly through the hands (e.g., to detect softening or hardening of fibres or ingress of contaminants). A visual check should be undertaken in good light and will normally take just a few minutes. Any defects or concerns identified during the pre-use check must be raised with the manager before the equipment is used.
- Interim inspections: These are in-depth recorded inspections carried out by a trained person and are to be carried out every 3 months or more frequent when:
    - Arduous work environments involving paints, chemicals, or grit blasting operations.
    - Very hot environments or the risk of contact with hot materials or surfaces (e.g., foundries, steel works, welding, burning, cutting with abrasive wheels etc.).
    - Acidic or alkaline environments (note that some fabrics offer low resistance to acids or alkalis).
- Detailed inspection: These are more formal in-depth inspections looking at the equipment for underlying defects or problems. Formally recorded detailed inspection are undertaken at least every six months by a competent person.
- The results of all detailed inspections for each piece of equipment must be recorded in the Full Body Harness Inspection Form (appendix 5). If defects are identified they must be recorded. Records of inspections must be kept until the equipment is destroyed. If any defects or concerns are identified as a result of a pre-use check or detailed inspection then the equipment must be withdrawn from use and destroyed. Where equipment is removed from use and destroyed, this should be recorded in the Full Body Harness Inspection Form.

9 Reference

9.1 The following documents have been used as references:

- http://www.designingbuildings.co.uk/wiki/Scaffolding
- Working at Height Regulations.
- NASC Guidance TG20:13 and SG4:15 Preventing Falls in Scaffolding and Falsework.
- NASC Guidance T20:13 Good Practice Guidance for Tube and Fitting Scaffolding.
- Lifting Operations and Lifting Equipment Regulations 1998.
- Health and Safety (Safety Signs and Signals) Regulations 1996.
- Safe use of ladders and stepladders www.hse.gov.uk/pubns/indg455.htm

For further guidance please contact the Health & Safety Team health.safetyadvice@haringey.gov.uk

10. Monitoring and Review

10.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure including departmental monitoring checks.

10.2 This safety procedure must be reviewed by the Corporate Health and Safety Team every 26 months and revised as soon as practicable where changes in statute or industry best practice deem the content out of date.

11. Approval of the Procedure

11.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 22/11/2021. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek, Head of Organisational Resilience

Signature:  **Date: 22/11/2021**

Appendix 1 Wind Guidance

Readiness code	Average Wind speed	Gust Speed	Activity Guidance	General Guidance
Green	Below 17 mph (27 kph)	25 mph (40 kph) or below	Safe for all site operations	Maintain good housekeeping.
Yellow	17 mph or above (27 kph)	26 mph (42 kph)	**Be aware,** You may want to consider stopping external working at height	Check ground level storage/ housekeeping. On exposed sites take extreme care with all roofing operations. Maintain housekeeping.
	23 mph or above (37kph)	Or above 35 mph (56 kph) or above		Check roofs for loose objects, maintain housekeeping. Extra care with lifting operations. You may want to consider stopping lifting operations.
Red	38 mph or above (61 kph)	38 mph or above (61 kph)	**Take action,** Stop all external working at height	Check scaffolds, roofs for loose materials, missing ties. Secure scaffold boards, sheeting, if appropriate
	Average 45 mph (71 Kph) above	or gusts of→50 mph (80 kph) or		If there are external materials that could be blown around such as sheet materials & rubbish. **If in doubt stop work**

Appendix 2

Scaffold Inspection Form

Site address		Project Title and/or reference number	
Name and position of person responsible for scaffold (project manager)		Location and description of workplace (include plant, equipment and materials)	
Date and time of inspection			
Scaffold Erected		Repairs Scheduled	
Proposed Strike			
Check at each inspection that the scaffold does not have the following faults			

1	FOOTINGS	PASS	FAIL	N/A	Comments
1.1	Solid Ground				
1.2	Base Plates				
1.3	Sole Plates				
1.4	Undetermined (state why)				
2	COUPLINGS	PASS	FAIL	N/A	Comments
2.1	Correct Fittings				
2.2	Fastened Correctly				
2.3	Condition				
2.4	Not Checked (state why)				
3	STANDARDS	PASS	FAIL	N/A	Comments
3.1	Plumb				
3.2	Joints Staggered				
3.3	Spacing				
3.4	Condition				

4	LEDGERS	PASS	FAIL	N/A	Comments
4.1	Level				
4.2	Joints Staggered				
4.3	Tubes Rigid				
4.4	Condition				
5	PUTLOGS AND TRANSOMS	PASS	FAIL	N/A	
5.1	Spacing				
5.2	Tubes Rigid				
5.3	Supported Correctly				
6	BRIDLES	PASS	FAIL	N/A	
6.1	Spacing				
6.2	Correct Coupling				
6.3	Check Couplers in Place				
7	BRACING	PASS	FAIL	N/A	
7.1	Correctly Braced				
7.2	Tubes Rigid				
7.3	Correct Coupling				
8	TIES	PASS	FAIL	N/A	
8.1	Tied Scaffold (Rakers Used?)				
8.2	Correct Number and Spacing				
8.3	Rigid				
9	LADDERS	PASS	FAIL	N/A	
9.1	Condition				
9.2	Correct Length				
9.3	Tied Correctly and Secure				
10	GUARD RAILS	PASS	FAIL	N/A	

10.1	Correct Height and Spacing				
10.2	Tubes Rigid				
10.3	All Rails in Place				
11	TOE BOARDS				
11.1	Correct Length and Height				
11.2	Fixed Correctly				
11.3	All Boards in Place				

12	BOARDING	PASS	FAIL	N/A	Comments
12.1	Condition				
12.2	Trap Boards				
12.3	Oversail				
12.4	Correctly Supported				

13	OTHER ISSUES	PASS	FAIL	N/A	Comments
13.1	Access Route Clear				
13.2	Level Work Surface				
13.3	Adequate Signage				

14	SECURITY	YES	NO
14.1	Is the scaffold fitted with an alarm?		
14.2	Is the first lift of the scaffold secure enough to prevent access to members of the public (especially children)?		
15	GENERAL SAFETY		
15.1	Have Trap doors or gates been fitted over access openings?		
15.2	Is the scaffold netted?		
15.3	Is the scaffold double boarded over walkways and entrances?		

Name (of person making the report)	Position
Signature	Date

Appendix 3 Scaffold Defect Reporting Form

Scaffold Reference number	Location Of scaffold	Erection date	Last Inspected date	Defects found (please list)	Defect Report sent to scaffolder (Y/N) include date	Corrective action (please list)	Date corrective action completed	Signed off as safe to use
Example 12345	Hunter House, side elevation	08/02/2021	15/02/2021	Access gates and traps missing/Toe boards missing	11/08/2021	Access gates fitted; toe boards replaced	16/02/2021	Yes

Appendix 4

Scaffold Specification

All scaffolds should comply with best practise and Guidance issued by the National Access and Scaffolding Confederation (NASC).

The following guidance should be used:

- Technical Guidance TG20:13 Tube fitting scaffold.
- NASC guidance SG4:15 for tube and fitting scaffold.

For any scaffold falling outside the scope of 'standard configuration, the scaffold must have been designed for the purpose intended.

Scaffold structures that need to be designed

1. All shoring scaffolds (dead, raking, flying).
2. Cantilevered scaffolds.
3. Truss-out Scaffolds.
4. Façade retention
5. Access scaffolds with more than the 2 working lifts.
6. Buttressed free-standing scaffolds.
7. Temporary roofs and temporary buildings.
8. Support scaffolds.
9. Complex loading bays.
10. Mobile and static towers.
11. Free standing scaffolds.
12. Temporary ramps and elevated roadways.
13. Staircases and fire escapes (unless covered by manufacturer's instructions).
14. Spectator terraces and seating stands.
15. Bridge scaffolds.
16. Towers requiring guys or ground anchors.
17. Offshore scaffolds.
18. Pedestrian footbridges or walkways.
19. Slung and suspended scaffolds.
20. Protection fans.
21. Pavement gantries.
22. Marine scaffolds.
23. Boiler scaffolds.
24. Power line crossings.
25. Lifting gantries and towers.
26. Steeple scaffolds.
27. Radial / splayed scaffolds on contoured facades.
28. System scaffolds outside manufacturers guidance.
29. Sign board supports.
30. Sealing end structures (such as temporary screens).
31. Temporary storage on site.
32. Masts, lighting towers and transmission towers.
33. Advertising hoardings/banners.
34. Rubbish chute.
35. Any scaffold structure subject to:
    - Vibration
    - High Loading

- Long term duration
- High risk areas
- Loading from passenger/goods hoists

any scaffold structure not mentioned above that falls outside the 'compliant scaffold' criteria in TG20 or similar guidance from manufacturers of system scaffolds.

Note: The above list is not exhaustive and any scaffold that is not a standard configuration or does not comply with published manufacturers' guidelines will require a specific design produced by a competent person.

- All Scaffolds must be tagged with an appropriate tagging system.
- All scaffolds should be inspected every 7 days or after inclement weather, any defects found during the inspection must be reported and records of the inspection must be kept.
- The top guardrail should be a minimum of 950mm above the working platform and any gap between the top rail and the intermediate rail should not exceed 470mm. Toe boards to be suitable and sufficient to prevent people or materials from falling.
- All ladder openings must be protected trapdoor / gate, etc.
- Property occupants must be able to open their windows and doors fully.
- All building access must be double scaffold boarded.
- Specific consideration of security is required, and steps must be taken to prevent unauthorised access to scaffold via fencing, netting of other means.
- Generally, scaffold must be netted, to protect members of the public.
- The scaffold must be designed and built to take any loading with respect to the work such as materials etc.
- Scaffold must not be adapted unless done so by qualified scaffolder and signed off as safe to use.
- Adaptions to scaffold must also be signed off by the project manager or supervisor after any adaption takes place.
- No work will be undertaken on any scaffold without the correct sign off certification.

Once works are complete the project manager will notify the scaffolder that works are complete, so the scaffold can be dismantle

Appendix 5

Full Body Harness Inspection Form

Harness model_____ Manufacture date_____

Serial number_____ Lot number_____ Purchase date_____

Comments_____

_____

General factors	Accepted/ Rejected	Comments
Hardware: (Includes D-rings, buckles, keepers, and back pads). Inspect for damage, distortion, sharp edges, burrs, cracks, and corrosion	Accepted ☐ Rejected ☐	
Webbing: Inspect for cuts, burns, tears, abrasion, frays, excessive soiling, and discoloration	Accepted ☐ Rejected ☐	
Stitching: Inspect for pulled or cut stitches	Accepted ☐ Rejected ☐	
Labels: Inspect, make certain all labels are securely held in place and legible	Accepted ☐ Rejected ☐	
Carabiner - Physical Damage: Inspect for cracks, sharp edges, burrs, deformities and locking operation	Accepted ☐ Rejected ☐	
Carabiner - Excessive Corrosion: Inspect for corrosion which effects the operation and/or strength.	Accepted ☐ Rejected ☐	
Carabiner - Markings: Inspect, make sure certain marking(s) are legible.	Accepted ☐ Rejected ☐	

Equipment standards to be met:
Fall arrest harness complete with rear dorsal ring (BS EN 361)
Fall arrest lanyard (BS EN 354) incorporating an energy absorber (BS EN 355)

Lanyards

Lanyard model_____ Manufacture date_____

Serial number_____ Lot number_____ Purchase date_____

Comments_____

_____

General factors	Accepted/ Rejected	Comments
Hardware: (Includes snap hooks, carabiners, adjusters, keepers, thimbles, and D-rings). Inspect for damage, distortion, sharp edges, burrs, cracks, corrosion, and proper operation	Accepted ☐ Rejected ☐	
Webbing: Inspect for cuts, burns, tears, abrasion, frays, excessive soiling, and discoloration	Accepted ☐ Rejected ☐	
Stitching: Inspect for pulled or cut stitches	Accepted ☐ Rejected ☐	
Synthetic Rope: Inspect for pulled or cut yarns, burns, abrasion, knots, excessive soiling, and discoloration.	Accepted ☐ Rejected ☐	
Wire Rope: Inspect for broken wires, corrosion, kinks, and separation of strands	Accepted ☐ Rejected ☐	
Energy Absorbing Component: Inspect for elongation, tears, and excessive soiling	Accepted ☐ Rejected ☐	
Labels: Inspect, make certain all labels are securely held in place and legible	Accepted ☐ Rejected ☐	

Inspector's name:

Date of inspection: Signature: