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Method Statement for all operations regarding the erection, modification and dismantle of scaffolds

METHOD STATEMENT No: 001/ABC/123

CONTRACTOR:

SITE:

IN ACCORDANCE WITH EN 12811-1 and TG20: 10
The Working at Height regulations 2005 and SG4:10
(Formerly BS 5973 – 1993)

Approved Access Scaffolding Ltd



ROYAL MARINES ASSOCIATION

No: 4454828

Cert No: 215367

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METHOD STATEMENT
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Approved Access Scaffolding Ltd



1. GENERAL

All works to be carried out as specified on Quotation No:

All materials shall be delivered to site via the High Street, parking to the front of the building adjacent to the elevation which is to be scaffolded. There are parking restrictions in force, which we will adhere to accordingly and access for other vehicles will be maintained at all times. Suspended parking bays will be utilised as appropriate.

All operatives shall contact the site authority, *Insert name/Company* Representative for further information and a site induction and instruction relating to the work prior to commencement.

All operatives will check the site prior to erection to ensure that the working place is safe, clear of debris and the necessary permissions have been given.

During erection, adaptation or dismantling, no excessive quantities of materials shall be stacked on the lifts, against or upon the walls. Contact points between scaffold materials and the building fabric will be protected using tube end caps for protection. Double Scaffold Boards against stone/brickwork as required and shown on Design Drawing.

Notices warning of scaffold operations and barriers shall be prominently displayed around the working area, which will be free from site personnel, other contractors and the general public whilst scaffold operations are taking place.

A complete range of safety equipment is held in stock by the company and shall be used in all appropriate circumstances. Work to be carried out above 2.0m – harness shall be used in accordance with SG4; 10:00.

If cutting equipment is to be used it shall be done so away from site personnel, the general public and other employees.

Operatives are continuously reminded of their duties under the Health and Safety at Work Act 1974, to maintain a safe standard of work not only to themselves but for others too. Technical Guidance TG20: 10.



2. EQUIPMENT

Equipment used for the scaffold structure shall be galvanised steel tube, scaffold fittings, timber boards, alloy system beams meeting the requirements of:

EN 74 Steel Scaffold Tube, 1990; (BS 1139 Section 1.1.:1990)

EN 74-2 and 3, other fittings and adjustable bases (BS 1139 Section 2.1.:1991)

EN 1808 Specification for Timber Scaffold Boards (BS 2482)

EN1263-1, 1997 Safety Nets (BS 3913)

Wherever standards do not exist materials shall be used strictly in accordance with the manufacturer's instructions. All equipment will be inspected and maintained in accordance with the company quality management system.

3. STANDARDS

Approved Access Scaffolding shall erect a general purpose scaffold to the criteria of EN12811-1:2003, formally BS 5973:1993.

The completed structure will comply in full with statutory Construction (Health, Safety and Welfare Regulations) 1996, and also the Management of Health and Safety Work Equipment Regulations 1992.

4. COMPETENCE OF LABOUR

Erection of the general purpose scaffold and its subsequent dismantle shall be under the immediate supervision of CITB trained operatives. All operatives employed on this project shall have proved themselves competent to carry out the tasks assigned to them by Approved Access Scaffolding. Prior to commencing works these operatives shall attend a briefing where they will be provided with a copy of this document together with the risk assessment which they will be required to sign as receipt of. All instructions to the scaffolders and trainees shall come from Approved Access Scaffolding, Office on 01934 824 666/01275 814 185.

5. BASIC ERECTION

Establish a safe working area. We will use red and white hazard tape and all necessary warning signs/barriers for other trades and the general public. The pavement area will be temporarily closed off to all trades and public, as required until scaffold is safely set out and all appropriate signage clearly visible.

Materials to be man handled off the lorry and carried to the point of erection (i.e. no spare materials to be left on site).



5.1 FOUNDATIONS

Operatives shall ensure that the ground is suitable for the proposed structure before basing out. Pavement, car parking bays and tarmac base assumed safe and adequate. Client/ Main Contractor to provide/investigate adequacy of imposed loads and stresses placed upon grounds.

Scaffold erected upon tarmac/concrete/soil shall use base plates upon 460mm double sole boards, to avoid damage or discolouration.

5.2 BASING OUT

Unless otherwise instructed, the following maximum bay centres shall be maintained.

MAXIMUM BAY CENTRES - as on Design Drawing

General Purpose 2.1m (7')		Birdcage & Light Duty Independent 2.4m (8')
Very Light Duty 2.7m (9')	Heavy Duty 2.0m (6' 6")	Heavy Duty Masonry 1.8m (6')

5.3 LIFT HEIGHTS

Access scaffold will require a foot-tie, however pedestrian access will be considered. General purpose lifts shall be 2.0m (6'6")

5.4 TIES

All scaffolds shall be properly tied and braced using rackers or other approved methods as on Design Drawing. Tie tubes shall be connected to both the scaffold and the bridles with double couplers only and the minimum number of ties shall be as follows:-

Through ties, box ties every 32m² of scaffold or every 8m.

Hilti bolt/resin anchors ties (or similar) every 8m (26') horizontally on alternate lifts.

Reveal ties, every 22m² of scaffold or every 5.5m (17') horizontally on alternate lifts

If a scaffold is to be sheeted, the number of ties shall be increased to every 22m² for through ties.

Reveal ties shall **not** be used on sheeted scaffolds.

Scaffolds shall be tied in accordance with instruction from Approved Access Scaffolding office or the Design Engineer.



5.5 BRACING

5.5.1 Ledger Bracing – every alternate pair of standards.

5.5.2 Façade Bracing – placed on every elevation from base to top lift.

5.5.3 Longitudinal or face bracing – to the full height should be at an angle of approximately 45° to the horizontal and at 30.4m (100') intervals.

5.6 CONNECTIONS

5.6.1 Standards – joint pins/sleeve couplers shall be staggered adjacent alternative bays as close to the ledger connections as possible.

5.6.2 Ledger – connections shall be made with sleeve couplers staggered in alternative bays as close to the standard connection as possible and fixed to the standard with double couplers/ready lock transoms/or other load bearing type system scaffold connection.

5.6.3 Transoms – all transoms shall be fixed with single couplers except where braces are connected to the horns.

For unboarded lifts, transoms shall be positioned within 300mm (1') of the standard.

Where the height of the scaffold exceeds 50m (165') all standard and transom connections shall be with double couplers.

5.6.4 Bracing – ledger braces shall be connected to the standards with swivel couplers or to the ledger with double couplers.

Joints in every façade bracing shall use sleeve couplers; braces shall be connected to every standard with swivel couplers, or with double couplers every transom horn.

Connecting couplers shall be as close to the standard/ledger connection as possible.

5.7 BOARDED LIFTS

Top boarded lift shall be close boarded (and secured to the transoms with conventional board cleats – where required)

On a normal thickness board of 38mm, the maximum span between transoms shall be 1.2m, the minimum over hang 50mm and the maximum overhang 150mm.

5.8 TOE BOARDS AND HANDRAILS

Suitable and sufficient steps shall be taken to prevent, any person falling a distance of 2 metres or more by means of fall arrest equipment if the following cannot apply.

5.8.1 A guard rail, toe-board, barrier or other similar means of protection shall:-

(a) Be suitable and of sufficient strength and rigidity for the purpose or purposes for which it is being used.

(b) Be so placed, secured and used as to ensure, so far as it is reasonably practicable, that it does not become accidentally displaced.

5.8.2 Any structure or any part of a structure which supports a guard rail, toe board, barrier or other similar means of protection. Or to which a guard rail, toe-board, barrier or other similar means of protection is attached, shall be of sufficient strength and suitable for the purpose of such support or attachment.

5.8.3 The main guard rail or other similar means of protection shall be at least 910mm above the edge from which the person is liable to fall.

5.8.4 There shall not be an unprotected gap of more than 470mm between any guard rail, toe-board, barrier or other similar means of protection.

5.8.5 Toe-boards or other similar means of protection shall not be less than 150mm high

5.8.6 Guard rails, toe-boards, barriers and other similar means of protection shall be so placed as to prevent, so far as is practicable, the fall of any person, or any material or object, from any place of work.

5.9 ROOF WORK – All flat roofs are assumed safe and adequate, *Customer name* to clarify & advise. Double edge protection guard rails provided to all flat roof areas and exposed edges. Props to flat roofs provided by other as discussed at initial site visit.

5.10 LADDERS

Every sloping ladder shall stand on a firm and level base and only be supported by the stiles.

Where practical, the ladders shall be set at an angle of 4 vertical to 1 horizontal.

The stiles shall be firmly attached to the scaffold at the top by lashings or ladder clips.

Ladders shall project at least 1070mm (3'6") above the top landing place with the landing rung level or slightly above the landing platform.

The vertical distance between two successive landing places shall not exceed 9.0m (30').

The landing places shall be provided (where necessary) with access gates/trap doors for the user, that shall not exceed 500mm (1'8") in width and shall be as small as practicable in the other direction.



6. TEMPORARY ROOF

Extend existing scaffold upwards to form support scaffold for new temporary roof structure, using the techniques as before described. Once the support scaffold has been erected we shall span from one support scaffold to the other with alloy bridging beams (either/both 450mm &/or 750mm, as on Design Drawing). Fixed together in accordance with the manufacturer's instructions and erected in rows/lines, these rows of structural bridging beams will be fully laced together and connected with purling's of galvanized tube. All fixings to be used will be load bearing double couplers and/or other fittings in accordance with British Standard. After the frame work has been erected we shall lay corrugated iron sheeting on top of the temporary structure to be fixed with sheeting clips and a mat of tube and fittings will be fixed on top of the sheeting to act as a restraint. Monarflex type plastic sheeting will be clad once only to the outside support scaffolding, from the underside of the roof down to the top boarded lift.

All materials will be raised up by hoist/rope & wheel or hand to hand.

Kentledge to be added to buttress/Retaining Shore as required/instructed on Design Drawing, by others.

7. DISMANTLE

Prior to dismantle, the scaffold shall be checked to ensure that all ties etc are in position.

Procedure for dismantling the scaffolding, will generally be a reversal of the erection procedure, and carried out progressively. Care shall be taken to avoid any mishandling of materials during lowering operations.

Suitable warnings notices shall be placed around scaffolds undergoing dismantle.

8. HOUSEKEEPING AND SITE TIDINESS

Good standards of housekeeping while working on site shall be maintained as follows:-

Any materials left on site shall be safely and correctly stored so as not to affect the access and egress of any persons or vehicles with in the area.

It is anticipated that no waste will be generated by the company operations, and any defective materials shall be stored separately prior to removal from site.



9. SCAFFOLD INSPECTION

On completion of each scaffold erection, the scaffold will be thoroughly inspected by a competent person, who will also ensure compliance with this Method Statement and any applicable designs. The scaffold will then be handed over to the client by issuing An Approved Access Scaffolding, Handing Over Certificate.

The client shall be responsible for carrying out all weekly scaffold inspections, under Regulation 29 – Construction (Health, Safety and Welfare) Regulations 1996.

10. TYPE OF SCAFFOLD TO BE USED

Ready Lock Transoms & Tube and Fittings.

11. PROGRAMME COMMUNICATION

Site: Mike Wagg

Office: Mike/Jerry Wagg

Approved Access Scaffolding Ltd
50 Farnborough Road
Locking Parklands
North Somerset
BS24 7GG

Tel: 01934 824 666 or 01275 814 185

12. EMERGENCY PROCEDURE AND FIRST AID

First Aid facilities and administration shall be made available by the site owner/management/*Client name*.



13. PERSONAL PROTECTIVE EQUIPMENT ISSUED TO ALL OPERATIVES

Overalls
Safety Boots
Safety Helmet
Gloves
Safety Harness with (double) Lanyard
Hi Visibility Vest
Other items as required

14. CONTACT DETAILS

Mobiles: Mike Wagg: 07976 926 283
Jerry Wagg: 07811 154 579

Office: 01934 824 666 or 01275 814 185

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