

Minimum Standard and Guidance for Scaffolds – MS003

This document is intended to set out the minimum standard and requirements for those supplying, erecting and dismantling scaffolds on Freebridge Community Housing properties to protect the safety of our colleagues, contractors, customers and the public

General

Scaffolds must only be designed, erected, altered and dismantled by competent people (i.e. CISRS qualifications) and scaffolding should be carried out under the direction of a competent supervisor or advanced scaffolder.

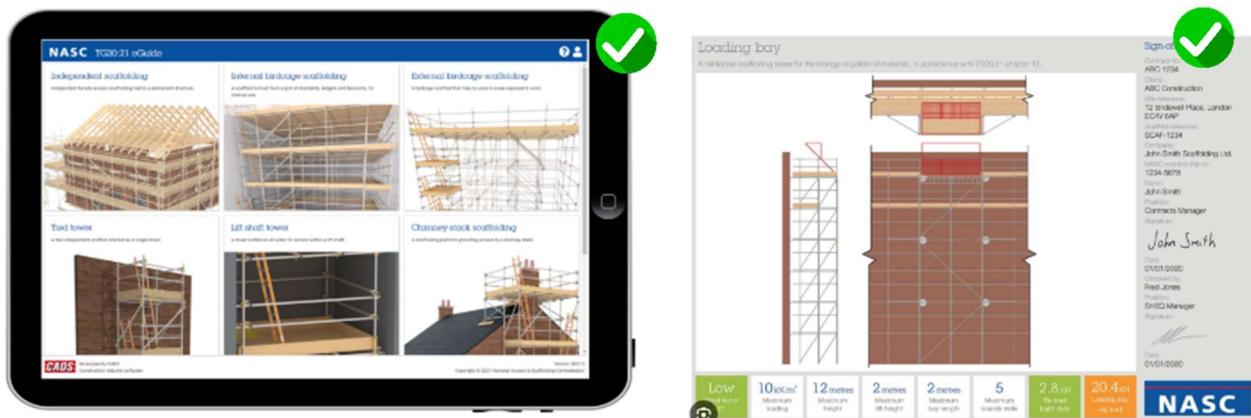
All scaffolding must be erected, dismantled and altered in a safe manner. This can be achieved by following National Access and Scaffolding Confederation (NASC) Safety Guidance [SG4 'Preventing falls in scaffolding operations'](#) for by following similar guidance provided by the manufacturers of system scaffolding.

The key priority and objective for scaffolders is to [establish collective fall protection](#) minimising the time exposed to a fall risk and reliance upon personal fall protection equipment such as safety harnesses and lanyards, while providing protection to others who may be affected by the works

All scaffolds must display the scaffold contractors name and contact information.

Scaffold design

It is a requirement of the Work at Height Regulations 2005 that unless a scaffold is assembled to a generally recognised standard configuration, such as National Access and Scaffolding Confederation (NASC) [Technical Guidance TG20](#) for tube and fitting scaffolds (i.e. compliance sheets) or similar guidance from manufacturers' instructions for system scaffolds, then the scaffold must be designed by bespoke calculation by a competent person. This will ensure the scaffold has adequate strength, rigidity and stability while it is erected, used and dismantled.



Design specifications, inspection records, and other relevant documentation such as tie fixing pull tests must be made readily available for review by Freebridge managers and safety officers, regulatory authorities (such as the Health and Safety Executive in the UK), and other relevant parties

Scaffold in relation to fire

Where more complex scaffolds are required or their configuration could impact fire escape routes, active fire systems (AOVs) or the fire load, then the Freebridge Fire Team must be consulted to review the intended scaffold and its use against the relevant property Fire Risk Assessment.

All scaffold sheeting, or netting (including temporary heat shrink wrap roof sheeting) must meet either **LPS 1215** or **Technical Schedule 62** (Certifire Product Certification Scheme)

Statutory Inspections

Freebridge require the company providing the scaffold (or its subcontractor) to put in place measures to ensure that the scaffold provided is inspected as follows:

- following installation / before first use and provide a handover certificate
- at an interval of no more than every 7 days thereafter, until the scaffold has been dismantled and removed
- following any circumstances liable to jeopardise the safety of the installation e.g. extreme weather events.

All scaffolding inspections must be carried out by a competent person whose combination of knowledge, training and experience is appropriate for the type and complexity of the scaffold.

Competence may have been assessed under the CISRS, or an individual may have received training in inspecting a specific type of system scaffold from a manufacturer/supplier.

All scaffolds to use a Scaff-tag Safety Inspection system or similar attached to the scaffold at the main access points.



Protecting Freebridge Customers and members of the public

Scaffold contractors must consider the environment and surroundings in which they are working, especially risks associated with young children, safeguarding of vulnerable persons and working on and near occupied premises.

This includes taking steps to brief scaffolders to ensure they are aware of the potential impacts relating to their works and taking necessary control measures, for example:

- not leaving materials, fittings, boards etc unattended
- preventing access into work and drop zones during erection and dismantling by creating physical exclusion zones
- consider where vehicles are parked and the impact of blocking access or paths
- the routes needed to carry materials, for example, liaise with the customer if there is a need to leave gates open (pets / young children / security)
- be mindful of vulnerable persons and / or potential or unintended invasion of privacy (i.e. able to look through windows from scaffold) etc
- be professional, courteous, dress appropriately and not use offensive or discriminatory language
- ensuring the method of work does not cause damage to our customers or neighbouring properties, gardens or belongings

Scaffolds must be erected and positioned to maintain safe access for the customer to their property by not blocking or impeding fire escape routes, access ramps, entrance door systems, post boxes and external lighting

Scaffold protection

Where the scaffold or part of a scaffold is positioned where customers or the public can walk past or need to access such as entrances and exits, patios, paths, stairs and driveways, then additional protection is required on the parts of the scaffold that could pose a risk as below:

- Standards and bracing up to 1st lift are to be protected with foam sleeves, secured with cable ties
- Stud caps used on all exposed fittings
- Protection end caps or plugs to be fitted on all exposed tube ends at head height and below, and at ladder access points on end of guardrail and mid-rail
- Plastic plates i.e. Tredda Plate or similar, to be used under all base plates as a hi-vis warning
- Whenever possible base plates are to be used on solid ground or surfaces to minimise the trip hazards sole boards can pose to customers

<p>Sole board trip hazard and door access and egress restricted by positioning of the standard</p>	<p>Main entrance. Sole board trip hazards on steps (especially at night), no foam protection on scaffold tubes, and no stud caps on fittings. Also, a temporary handrail should have been provided where the scaffold blocks the use of the permanent existing handrail</p>	
	 	
<p>Foam protection and Tredda plate sole boards to minimise trip hazards</p>	<p>Protective end caps and fitting stud caps</p>	<p>Good use of Ladder Guard</p>
		

Highways

Scaffolds which encroach over the highway (including pavements) require a license under Section 169 of the Highways Act 1980, which are issued by the local Highway Authority. Scaffolds should never be erected or dismantled over people or busy pavements.

If the work is likely to present a danger to the public, you should consider applying for a footpath or road closure to eliminate the risk of a member of the public being injured. Erection and dismantling should be done inside a segregated area and during times when there are fewer members of the public in the vicinity.

Working platforms and ladder access

Proprietary brick guards to be installed on all working platforms, loading bays and loading bay safety gates, to protect from dropped objects, unless specified that the scaffold is only being erected for survey work

Self-closing safety gates must be provided at all ladder access points and trap door safety hatches for internal ladder access



Unauthorised access onto scaffolds

Scaffold Contractor to provide means to prevent unauthorised access onto the scaffold, and at all ladder / staircase access points i.e. fencing or gates to secure staircase (sides and front) and for ladders a Ladder Lock or Ladder Guard in line with HSE recommendations, where it is not reasonably practicable to remove bottom lift ladders out of hours.

Where ladders need to be used it is good practice to install internal ladders or a ladder tower so that each ladder serves a single lift. This means that it is often possible for the ground to first lift ladder to be removed after each shift and either stored securely in the compound (e.g. in a locked steel container) or padlocked to the scaffold horizontally at each end to deny use.

Scaffolding company to provide and fit coded padlocks on all lockable fittings at install for the benefit of follow-on trades, unless agreed otherwise with Freebridge

Where ladder guards are used they must follow the HSE's guidance ["Preventing unauthorised access onto scaffolding and other work platforms"](#) on choosing and fitting suitable ladder guards. And in summary;

- Ladder guards need to be locked – rope lashings not acceptable.
- Each rung that is covered by the ladder guard must be unusable no more than 50mm of the rung exposed.
- At least 6 rungs of the ladder must be covered by the ladder guard.
- The ladder guard must not be able to slide to one side, exposing the rungs.
- The ladder guard must not tilt away from the ladder exposing the rungs
- The ladder must not be climbable from the rear
- Features such as handles must not act as a foot hold.
- Ladder guards need to be matched to the ladder.
- Fabric guards are not suitable in public places.
- A single scaffold board tied to the ladder is not acceptable

NASC SG4 <https://nasc.org.uk/product-category/health-and-safety-guidance>

HSE Fall protection <https://www.hse.gov.uk/work-at-height/step-by-step-guide.htm>

HSE Scaffold ladders <http://www.hse.gov.uk/safetybulletins/ladders-and-scaffold-security.htm>