

# Whitewood Scaffolding Limited Safe System of Work

Customer: ..... Person Completing SSW: .....

Contract: ..... Contract No: .....

Activity: ..... Date: .....

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## S1. Scope of Work

*Type of scaffold structure:*

*Dimensions:*

*Loading restrictions:*

*Progression of work:*

*Intended use:*

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## S2. Personnel

All operatives engaged in this work activity to be competent in accordance with the type of scaffolding required.  
(Reference to specific training for evidence of qualifications, i.e. CISRS, Forklift, etc.)

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## S3. Equipment to be used in Work Activity

(E.g. T&F/System etc. Also specify any unusual equipment such as forklift, mechanical hoist etc.)

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## S4. PPE Requirements

Standard Equipment; Safety Footwear, Gloves, Helmet, Safety Harness.

Additional Equipment. \* Overalls, Goggles - LEP - Ear Protection - (specify other)

Client Provided Equipment (specify below)

\* Delete as necessary

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## S5. Work Area / Location

(State specific area of work on site including elevation, block or Grid Line.)

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## S6. Permit To Work Required? Yes/No

(Detail any additional precautions required to undertake the work, e.g. BA, Confined Space Entry, Electrical Isolations, Work over Water etc.)

## METHOD STATEMENT/SAFE SYSTEM OF WORK

### 1. Scope of Works

The provision of an independent access scaffold with maximum bay sizes of: **STATE**.

The maximum lift heights of the scaffold to be: **STATE**.

The maximum loading to the working platform to be: **STATE** kn/m sq.

State Load Class as per TG20:08 **STATE**

LOAD CLASS	DUTY	UNIFORMLY DISTRIBUTED LOAD ON PLATFORM
1	Very Light Duty	0.75kN/m <sup>2</sup> (nominally 75kg/m <sup>2</sup> )
2	Light Duty	1.50kN/m <sup>2</sup> (nominally 150kg/m <sup>2</sup> )
3	General Purpose	2.00kN/m <sup>2</sup> (nominally 200kg/m <sup>2</sup> )
4	Heavy Duty	3.00kN/m <sup>2</sup> (nominally 300kg/m <sup>2</sup> )

There will be a provision of: **STATE** no full boarded working platforms at any one time on the scaffold.

The scaffold will be erected and dismantled in accordance with the requirements of the current Standard NASC TG20:08 and The Work at Height Regulations 2005.

A Design Scheme has been produced for the scaffold structure. **YES/NO (Ref Number)**

At all times the scaffold will be tied in accordance with the requirements of NASC TG20:08 using: **STATE** type ties. It is very important that these ties are not removed, as this will affect the stability of the scaffold structure.

Tension test to be carried out to at least 5% of all drilled anchors ties.

*The Client will need to ensure that the ground on which the scaffold is to be erected is firm and level to a width of at least 2.0m from the building face and is capable of supporting the imposed loads of the scaffold.*

*During erection / dismantling the Client shall ensure that site operatives are aware of the work and that by adequate planning, no persons are allowed to work beneath or in the immediate vicinity of the working areas.*

The Company shall place "Danger, Men Working Overhead" notices in appropriate areas.

### 2. Scaffold Materials

All scaffold materials used shall conform to the requirements of NASC TG20:08 standards.

All materials will be serviced regularly and will be inspected upon delivery and before use.

Local Management and Supervision will monitor the above. All materials will be clearly identifiable with specific security identification paint and will be stamped and/or marked as appropriate.

### 3. Method of Delivery

Scaffold materials will be delivered to / collected from / the site by the following means: -

- a. Trailer unit, left on site for a period to be unloaded / loaded. \*
- b. Roll on / off low-level bed left on site for a period to be unloaded / loaded. \*
- c. Lorry mounted crane vehicle (HIAB). \*
- d. Rigid flatbed vehicle. \*
- e. Other (state) \*

All materials will be unloaded / loaded by the following means: -

- a. Manual handling. \*
- b. Vehicle mounted crane (HIAB). \*
- c. Site forklift. \*
- d. Site crane. \*
- e. Other (state) \*

(\* Delete as applicable)

The Client shall ensure that adequate space on the site is available for these operations to be carried out and also that adequate safe and secure storage areas are set aside for scaffold equipment etc. *The client will cooperate with the Company regarding the reduction of manual handling by providing mechanical access equipment, where practicable and by ensuring that access and egress to the place of work is free from obstructions and debris etc.*

### 4. Operatives

Operatives shall be competent and trained in the erection and dismantle of scaffolding to the relevant standard NASC TG20:08.

The senior scaffold operative on the site shall be responsible for the immediate Health, Safety and Welfare of operatives and for the integrity of the scaffold structure. The relevant Supervisor shall visit the work area on a regular basis.

Client liaison for scaffold requirements/alterations shall be at all times through the Supervisor.

## **5. Working at Height**

Where practicable, the use of MEWPS, Advanced Guardrail System and Collective Fall Arrest systems shall be used. Operatives shall work from a fully boarded working platform and single hand rail whilst erecting/dismantling scaffolding and shall wear a safety harness at all times. Operatives shall attach in accordance with the National Access and Scaffolding Confederation (NASC) SG4:10 "Preventing Falls from Scaffolding" recommendations.

Alternative safe methods of work shall be considered at all times.

The Company shall agree any rescue plans locally, as appropriate.

### **System of Work at Height**

\* Delete as necessary

MEWP – STEP SYSTEM - ADVANCED GUARDRAIL SYSTEM (AGS) - COLLECTIVE FALL ARREST (CFA) - HARNESSSES – OTHER (State)

## **6. Handover Certificates**

A designated competent person shall hand over scaffold structures to the Client; this handover will confirm that the scaffold complies with the requirements of NASC TG20:08 and the Work at Height Regulations.

*The client should note that thereafter the scaffold would require inspecting every seven days, after adverse weather conditions or after substantial alterations, by a competent person.* The findings of these inspections should be recorded in writing and any adverse conditions found must be reported to the Company immediately.

## **7. Personal Protective Equipment**

Operatives shall wear and use appropriate PPE at all times whilst at work (See S4 above)

## **8. Access and Egress**

Operatives shall have safe access and egress to / from their place of work at all times.

## **9. Safety Notices**

Incomplete scaffolds will have a suitable notice situated on the structure. *The client will ensure that no persons are allowed to access the scaffold whilst incomplete.*

## **10. Reporting of Accidents/Incidents**

Operatives shall report accidents and incidents to the Company and the client, as appropriate.

In the case of an accident or incident occurring that requires notification under the RIDDOR Regulations, the relevant Company shall undertake the HSE notification.

## **11. Design Control**

The Company shall appoint a suitably qualified Design Engineer to design and commission drawings, where appropriate.

A suitably qualified and experienced competent person, prior to handover, shall inspect design Scaffolds.

*The Client shall "approve" any preliminary drawings submitted by the Company, before work can commence. Once approved working drawings should be issued.*

## **12. Housekeeping/Site Tidiness**

All excess materials shall be removed from the work-face as soon, as is reasonably possible. No excess materials shall be left on platforms or in working areas. The Client shall ensure that platforms are clear of materials and debris prior to dismantle.

*Scaffolds with materials and waste left on the platforms by other trades will not be dismantled and lost production time will be at the cost of the Client*

## **13. First Aid**

The client shall provide first aid personnel and facilities on site.

The company will provide competent first aid trained staff, as appropriate.

## **14. Operatives Awareness**

Operatives have been informed of the contents and requirements of this method statement and will have received the Company guidance information on safe working, scaffolding safety and working at height.

