

**W S C L Ltd .**

**Method Statement / Scaffold Plan**

**Erection, Alteration and Dismantle of  
Independent scaffolding**

**At: Bournemouth – Giltown**

**For: RGCM Ltd**

**Customer:** RGCM Ltd

**Quotation No:** 00178

**Site:** Oxford Road, Bournemouth

**Start Date:** 25/01/2019

**Work Area:** Site roof lvl 14 upwards

**Duration days:** As per  
program

**Activity:** Full Independent scaffold to roof  
levels 14 -17.

**Completed By:** Lewis Hughes

**Scope of Work**

Supply, erect and dismantle independent scaffolding.

**Programme Start Date:** TBC **Duration:** TBC

**Working Days:** Mon – Fri

**Working Hours:** 07.30-18.00

**Programme is for guidance only**

**Operatives names**

**Tom Peters** zak Ledbitter

**James Goodman**

**Rob Featch**

**Supervision**

**Manager:** Tom Peters

**Contact No:** 07710522198

**Emergency Contact:** Lewis Hughes

**Emergency Contact No:** 07766456851

**Personnel**

All squads engaged in this work activity will contain a balance of qualified operatives in accordance with the type of scaffolding required.

Refer to skills training matrix for evidence of qualifications i.e. CISRS/CSCS card numbers and grade.

Scaffold Inspector (where applicable) will hold a scaffold inspection certificate or CISRS Scaffold card.

Plant operators (where applicable) will hold relevant qualifications.

**Equipment to be used In Work Activity**

Scaffolding tubing and couplers to BS EN 39: 2001. Scaffold couplers to BS1139/EN74. Scaffold boards to Grade "A"

Ladders to BS1129 or BSEN131.

All the above will be in good working order and fit for purpose.

**PPE Requirements**

Standard Equipment is:- Safety Footwear, Safety Helmet, Safety Harnesses, high visibility vests and gloves, all in line with British standards.

Additional items of PPE will be determined by risk assessment or by client requirement.

**Work areas/storage/Loading/Unloading of Materials and Movement of materials**

Work areas will be segregated by mean of physical barrier with signs designating such.

Materials will be stored in designated lay-down areas (by client) and will be kept in good order.

Materials will be loaded/unloaded by either of: Manual Handling & crane

Materials will be moved during scaffolding operations by either: Hand to Hand, Gin Wheel and Rope. Or Crane

Materials will be delivered and collected form site by Rigid lorry and will obey site speed limits/rules.

**Emergency Procedures WSCL** will comply with Clients site emergency procedures.

Client will provide on site first aid facilities.

All operatives will report any accidents or near misses to WSCL Ltd and Client immediately.

**Environmental Impact**

All Scaffolding materials will be removed from site upon completion of works.

Any substances that are subject to COSHH will have appropriate COSHH assessments and will only be used on site at Clients discretion.

**Notes for scaffold users**

Users of scaffold are directly responsible for ensuring that the scaffold is only used for its intended purpose and loadings.

Users must ensure the scaffold is not interfered with in any manner by unauthorised persons.

Modifications must be carried out by our trained and competent Scaffolders.

All users must check the structure before use as per Regulation 13 of the Work at Height Regulations 2005.

Users must ensure that the scaffold is inspected before 1<sup>st</sup> use, after substantial alterations, after any event that may affect its stability and every 7 days. (WSCL Ltd to conduct visual inspections)

Any queries regarding this structure to be raised with WSCL Ltd.

### **Work Method / Procedure**

Erect tube and fitting Independent scaffolding as per BSEN12811/NASC TG20:13 and site requirement using trained and competent Scaffolders working in accordance with NASC guidance note SG4:15 'Preventing Falls in Scaffolding' and by use of "Scaffstep" to provide collective fall protection as follows: e.g.:

#### **Independent scaffold on roof.**

The scaffolding will be transported to the designated area by either, manual handling, rope and wheel or crane.

Sole boards and plates to be used on the foundation.

Standards to be upright, followed by ledgers and bracing on alternate bays.

Standards to be at a maximum 2.00m spacing's

All joins in the scaffold to be staggered for added strength.

Handrails to be erected first using scaff step, followed by boards and toe boards.

Brick Guards to be erected to the inner face of the scaffold at all times.

The scaffold will be erected in a safe manner with the use of harnesses to provide fall protection at all times.

Built in accordance with manufacturers specifications.

Scaffold will be built in accordance with design no ; 7216-18-01 – 04. Drawn by engineer C. Burch of scaffold designers.

All scaffolding will be Scaffolding tubing and couplers to BS EN 39: 2001. Scaffold couplers to BS1139/EN74.

The scaffold will be erected in a safe manner with the use of harnesses to provide fall protection at all times.

All scaffolding will be erected in accordance to NASC; TG20;13

All scaffolding will be placed into working area and erected in situ.

### **Dismantle Scaffold**

- Scaffold will be inspected prior to dismantle commencing to ensure that ties and bracing are in place and that no debris is on scaffold.
- The green tag will be removed to show the scaffold incomplete “do not use” sign.
- Working in reverse of the erection process Scaffolders will dismantle progressively (normally in reverse of the erection procedure) leaving the Intermediate handrail behind on each lift to be dismantled from below using the “Scaffstep”.
- Ties and bracing will be removed progressively in line with the dismantle procedure.
- Working Foreman to ensure that scaffold does not get overloaded with dismantled materials and that the scaffold remains stable during all dismantle activities.

All materials will be passed hand to hand or where possible lifted off the scaffold by fork truck/crane (where applicable).

**Monitoring and compliance**

Working Foreman will ensure that this Method Statement is adhered to by means of regular monitoring.

**Work Method / Procedures**

**I confirm that I have been instructed on the method of work, the hazards and risks involved and the necessary control measures.**

| Name | Signature | Date/time | Name | Signature | Date/time |
|------|-----------|-----------|------|-----------|-----------|
|      |           |           |      |           |           |
|      |           |           |      |           |           |
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**Procedures for Changing this Method statement**

If necessary this Method statement can be changed by immediate Foreman/Manager only.

**WSCL Ltd Quotation Number 00178**

**WSCL Ltd Design Drawing Ref. Number: N/A**

**Client Or Other Design Drawing Reference Number:**

**Handover Procedure**

Following completion of the scaffold a suitably qualified inspector will carry out a visual inspection of the structure accompanied by a representative of the client. Upon satisfactory completion of this WSCL will issue a handover certificate.

**Inspection procedure**

If contracted to do so, WSCL will carry out statutory inspections in accordance with the Work at height regulations 2005 and record their findings accordingly. **WSCL to undertake statutory scaffold inspections: yes**

|               |  |          |            |        |                    |                 |            |                 |
|---------------|--|----------|------------|--------|--------------------|-----------------|------------|-----------------|
| Review Period | Review / inspection period to be executed in line with requirements of statutory inspections |          |            |        |                    |                 |            | Yes / <b>No</b> |
|               | If 'no' state specific site requirements:  |          |            |        |                    |                 |            |                 |
|               | Client to undertake statutory inspections.   |          |            |        |                    |                 |            |                 |
| Distribution* | Manager  | Designer | Contractor | Client | Safety Consultants | Working Foreman | Operatives | Job File        |

\*Delete as necessary