

Construction Services UK



### ELIMINATE – MINIMISE – MITIGATE

#### SCOPE

This procedure applies to all Company projects, offices and facilities and Joint Venture projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party's Management System then the requirements of Joint Venture/Alliance BMS Assessment (BSEF-PC-0001) must be followed in relation to assessing the validity of 3rd party management systems.

#### PURPOSE

The purpose of this procedure is to define and monitor the health and safety controls associated with Work at Height including Mobile Elevated Working Platforms, Independent Scaffolding, Prefabricated Mobile Towers, Podium Steps, Roofs, Fragile Surfaces, Stepladders, Loose Ladders and Delivery Vehicles.

#### DEFINITIONS

Anti-Surf	a device that ensures the equipment cannot be moved when in use.
Working Platform	defined by Regulation 2 of the Work at Height Regulations as 'any platform used as a place of work or as a means of access to or egress from a place of work'
MEWP	<p>Mobile Elevated Working Platforms classified by IPAF as follows:</p> <ul style="list-style-type: none"> <li>1a Static Vertical</li> <li>1b Static Boom</li> <li>3a/3a+ Mobile Vertical</li> <li>3b/3b+ Self Propelled Boom</li> <li>Push Around Vertical (PAV)</li> </ul> <p>And/or classified by CPCS as follows:</p> <ul style="list-style-type: none"> <li>A25 Mobile Elevated Work Platform – Scissor</li> <li>A26 Mobile Elevated Work Platform – Boom</li> <li>A27 Mobile Elevated Work Platform – Mast Climber</li> </ul>
SG4	NASC Scaffold Guidance – (current version)
TG20	NASC Technical Guidance – (current version)
Loose Ladders	a ladder which does not form part of a proprietary access system (e.g. prefabricated mobile access tower or integrated trench box access system)
Podium	A mobile, low level access platform complete with edge protection
Openings	Any hole in or through ground, floors or structure that persons or materials can fall through causing personal injury, e.g., Manholes, cored holes, small steps/recesses, service risers, lift shafts, stairwells, skylights/roof lights, raised flooring, pumping chambers, gullies

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Collective Fall Protection	a system that provides fall protection e.g. guardrails on leading edges, MEWPs, Scaffolding and Mobile Towers.
Personal Fall Protection	a work restraint system that provides fall protection for an individual e.g. harness and lanyard
NASC	National Access and Scaffolding Confederation
CISRS	Construction Industry Scaffolders Record Scheme
PASMA	Prefabricated Access Suppliers and Manufacturers Association
IPAF	Independent Powered Access Federation
FASET	Fall Arrest Safety Equipment Training
CPCS	Construction Plant Competence Scheme
IRATA	Industrial Rope Access Trade Association
LANTRA	National Training Organisation for the Land Based Industries
AFAG	Arboriculture and Forestry Advisory Group (UK)
NPTC	City and Guilds Land Based Services

### COMPETENCIES

The Project Lead must ensure that anyone involved with designing, planning, supervising, organising or the carrying out of work at height is competent to do so.

Supervisors of work at height must have an SMSTS qualification as a minimum with additional competency qualifications as appropriate to the nature of work they are supervising e.g. scaffold appreciation, temporary works appreciation, etc.

MEWP Coordinator	must have IPAF MEWPs for Managers Training.
MEWP Operators	must have IPAF or CPCS training applicable to the item of plant to be used. In addition, the operator must be given familiarisation training on the particular equipment on delivery to site. This familiarisation must include machine specific emergency lowering information.
PAV Operators	PAV Operators must have familiarisation training on the particular equipment. This familiarisation must include machine specific emergency lowering information. All PAV operators must receive the Company briefing on MEWP – Push Around Vertical Platforms – Briefing Documents. By 31 December 2015 all PAV Operators must have IPAF or CPCS training applicable to the item of plant to be used.
Scaffold Design	All tube and fitting scaffold must be designed by a competent person (in terms of training, certification and experience e.g. temporary works designer, scaffold designer).
Scaffolding:	Scaffolders must hold a current and valid CISRS qualification, relevant to the type of scaffold being erected / dismantled  A person who has passed a CISRS Basic Scaffold Inspection Course is deemed competent to inspect basic scaffold structures (as defined by

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TG20). All other scaffold structures must be inspected by one of the following:

- An Advanced Scaffolder who was not involved in erection of the structure
- A person who has passed a CISRS Advanced Scaffold Inspection course
- A temporary works designer, scaffold designer or structural engineer

Scaffolders who erect system scaffolds must have received training in the system they are erecting.

Persons who are required to carry out inspections of System Scaffolds must, in addition to the above, attend a product training course for the specific system and hold certification for that scaffolding system.

#### Mobile Scaffolding

Prefabricated mobile tower scaffolds must only be erected, altered, and dismantled in accordance with the manufacturer's instructions by those holding a valid PASMA erectors competency. The Project Lead must ensure that there is a sufficient PASMA qualified resource available at all times to meet the erection, alteration and dismantling demands on site. Users of towers who do not hold a PASMA qualification must receive the Company Safe Working from Mobile Towers briefing and the restrictions relating to the erection, alteration, re-positioning and dismantling of them.

#### Harnesses:

Pre-Use/Weekly inspections of harnesses (HSEN-SF-0198) must be undertaken by a competent person who is trained in harness use and holds a recognised harness qualification from IRATA or IPAF in accordance with the PPE procedure (HSEN-PC-0004).

Thorough Examinations of harnesses to be undertaken by competent person who is trained in harness use, holds a recognised harness qualification from IRATA or IPAF and SMSTS in accordance with the PPE procedure (HSEN-PC-0004).

IRATA or IPAF Harness Training must be undertaken by an accredited training provider.

#### Safety Nets:

Safety net installers/providers must be members of FASET.

Safety netting installation must be carried out by a holder of the CSCS/ FASET Safety Net Rigger Card.

#### Podium Steps:

The nominated competent person who inspects podium steps must review the manufacturer's guidance/instruction documentation and undertake familiarisation training by the hire company.

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### PROHIBITIONS


- ❖ The use of the following items is prohibited on all Company properties and projects for work at height:
  - Low Level Access Systems (Metal Trestles/Bandstands/Ironmen)
  - Stilts
  - Hop Ups (Not Scaffolding Hop Ups)
  - Kick Stool Steps
  - Plastic/GRP Modular Crash Deck/Working Platform System
- ❖ Exiting or entering a MEWP when it is in an elevated position or operating at height is prohibited.
- ❖ Driving MEWPs from outside the platform without a prior task specific risk assessment and where not allowed through the manufacturer's instructions is prohibited
- ❖ The use of step up devices when erecting/dismantling scaffolding is prohibited.
- ❖ The throwing ("bombing" ) of materials or objects from height is prohibited
- ❖ "Unprotected traversing at an exposed edge" whilst erecting, dismantling and altering scaffolding is prohibited
- ❖ The use of Netlon for Work at Height Exclusion Zones is prohibited.

### REQUIREMENTS

#### 1. Working at Height

1.1. Project Leads must ensure that any work being carried out at height is:

- Properly planned, including the selection of work equipment
- Appropriately supervised
- Carried out in a safe manner

1.2. All temporary works must be managed in line with the Temporary Works procedures (ENGN-PC-4001). 

1.3. The Work at Height Regulations has no minimum height requirement for work at height. The Regulations cover all work activities where there is a need to control a risk of falling a distance liable to cause personal injury. This includes access to and from the place of work, loading/unloading deliveries, working in service/lift risers, roof work, excavations, etc. This is regardless of the:

- Work equipment being used.
- The duration of the activity.

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- The height at which the work is performed.
- 1.4. Risk assessments must be undertaken for all activities involving working at height so that controls can be identified for:
- Eliminating or minimising risks from working at height.
  - Safe systems of work for organising and performing work at height.
  - Using the hierarchy for selecting suitable work equipment for work at height.
  - Safe systems for protecting people from the hazards of work at height (Exclusion Zones) which must be a rigid, physical barrier
  - The working conditions and the risk to the safety of persons at the place where the work equipment is to be used.
  - The distance to be negotiated for access and egress.
  - Assess the distance and consequences of a potential fall.
  - The need for timely evacuation and rescue in an emergency.
  - Elimination of unauthorised plant/equipment modifications.
  - Elimination of control or safety device overriding/modifications.
  - Ensuring non-compliant or unserviceable plant/equipment is immediately removed from use, tagged and quarantined until made safe or repaired.
  - Some non-routine Work at Height activities, e.g. abseiling / rope access may require safety critical health checks to be conducted. Further advice can be gained from the HS&E Function and the procedure for Safety Critical Work – Medical Requirements (HSEN-PC-0072).
- 1.5. When carrying out a Work at Height Risk Assessment and producing a Work Package Plan (Method Statement) the following hierarchy of controls must be followed to identify the most appropriate methods for working at height.



**ELIMINATE** – avoid the risk by not working at height. At design stage, review the need to work at height and then apply the hierarchy of control. (i.e. prefabricate at ground level, pipe-jacking/moling, etc)

**MINIMISE** - where work at height is unavoidable, assess the risks to workers and provide suitable and sufficient measures to allow the work to be done whilst preventing people or objects falling. This will include choosing the right work equipment to prevent falls, e.g. guardrails, MEWPs, tool tethering etc

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MITIGATE - where the risk of people or objects falling still remains, steps must be taken to reduce the distance and consequences of such falls. This involves the selection and use of work equipment e.g. harnesses, netting, airbags, etc.

At all stages collective protective measures (e.g. guardrails, nets, airbags, etc.) must be given precedence over personal protective measures (e.g. safety harnesses).

With the aid of the hierarchy of controls the project will be able to:

- Assess the risk to help decide how to work safely.
- Follow the hierarchy for safe work at height – eliminate, minimise, mitigate, giving collective measures priority.
- Plan and organise work properly taking account weather conditions and the possibility of emergencies e.g. health conditions, entrapment, equipment failure.
- Make sure those working at height are competent.
- Make use of appropriate work equipment.
- Manage the risks from working on or around fragile surfaces and from falling objects.
- Inspect and maintain work equipment and inspect the place where the work will be carried out (including access and egress, ground conditions, overhead obstructions).

1.6. Following production of a risk assessment and Work Package Plan (Method Statement) the relevant risks and control measures must be recorded on a Task Briefing Sheet (HSEN-TF-0037) and the contents communicated to those who will undertake the work. 

2. Protection Measures(e.g. Guardrails, Toe-boards, Barriers or Other Similar Means of Protection)

2.1. A risk assessment must be carried out to determine the protection measures required to prevent people from falling or prevent the fall of any material or object from any place of work e.g. brick guards.

2.2. Suitable and sufficient risk control measures must be mandated (e.g. Tool tethering, fans, exclusion zones etc)where there is a significant risk of tools or materials being dropped from above head height onto people below

2.3. Guard Rails

2.3.1. Guardrails are to be used to make a working platform safe by preventing falls. When required guardrails must prevent a person from falling over, under or between them. If a permanent guardrail does not provide this level of protection effectively then additional physical measures must be provided.

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2.3.2. When guardrails are used they must be:

- Suitable and sufficient in strength and rigidity
- Placed and secured so as not to become accidentally displaced
- Strengthened when plant is operating within the vicinity.

2.3.3. The top guard-rail or other similar means of protection must be at a height of at least 950 millimetres.

- 2.4. Any gap between any means of protection or any adjacent means of protection or work surface must not exceed 470mm.
- 2.5. Scaffolding Toe boards, where used, must be a minimum of 150mm high.
- 2.6. All Toe-boards or other similar protection on working platforms, including mobile elevated work platform and access ways must be suitable and sufficient to prevent the fall of any person, or any material or object.
- 2.7. Where working platforms are loaded above toe-board height, or where risk assessment shows the potential for materials or tools to fall, brick guards must be used. Guard rails fitted with brick guards must be capable of supporting the weight of any stored materials which could fall against them.
- 2.8. Brick guards are designed to prevent falls of material between the gaps in the guard rails and are not intended to protect against people falling. Therefore, the Project Lead must ensure that brick guards are used in addition to the required fall protection consisting of guard rails and toe boards.
- 2.9. If it is necessary to remove guardrails or other means of protection for short periods, then this can only occur when carried out by an authorised competent person, with a defined safe system of work in place.
- 2.10. Loading bays must have the appropriate up-and-over loading bay edge protection and display appropriate written and visual Safe Working Load (SWL) signs (including maximum number of pallet loads, where appropriate).
- 2.11. All guardrails, toe-boards and brick guards must be inspected by a competent person:
- after installation or assembly in any position;
  - after any event likely to have affected its stability, e.g. following strong winds or substantial alteration; and
  - at intervals not exceeding seven days.

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- 2.12. Any defective guardrails, toe-boards and brick guards must be taken out of service immediately, with the supporting structure being "tagged" as unfit for use. Warning signs identifying the areas where access is not permitted must be displayed at the access points to these areas. In addition, access to the defective areas must be prevented by suitable physical means (e.g. secure full-height barriers fitted to stairways, ladders removed to prevent access on to the platform, etc.).

### 3. Openings

- 3.1. Works must be planned and the risks assessed to ensure that protection is in place at openings during all phases of the works.
- 3.2. All openings in concrete slabs, floors, decking, risers and manholes must be effectively highlighted and protected with securely fixed covers to prevent persons or materials falling through them.
- 3.3. Lift Shafts must be protected by a physical barrier to prevent persons or materials falling into them and have an authorised person access control system established.

### 4. Requirements for Working Platforms

- 4.1. Any surface upon which a supporting structure rests must be stable and of sufficient strength to support the structure and any additional loading placed on it.
- 4.2. If a working platform is mobile it must be prevented from inadvertently moving during the work at height.
- 4.3. The supporting structure must be stable whilst being erected, used, altered, or dismantled.
- 4.4. When working at height the working platform must:
  - Be a minimum of 600mm wide.
  - Be secure and of sufficient dimensions to allow for safe passage and safe use of equipment and materials
  - Be free of hazards that could cause trips and of sufficient strength and built to prevent someone stepping through a gap
  - Be kept clean and tidy, ensuring that debris and other material does not build up on platforms
  - Clearly display the Safe Working Load of the platform and any supporting structures
  - Not be overloaded to give rise to a risk of collapse or to any deformation

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- 4.5. Ramps, walkways, stairs, etc must be a minimum 600mm wide. Platforms used for storage must be wide enough to provide 600mm clearance for access.
- 4.6. Exclusion zones must be established to prevent access to areas where there is a risk of being struck by falling objects.

### 5. Safety Nets and Soft Landing Apparatus

5.1. Safety Nets and Soft Landing Apparatus must be used in conjunction with fall prevention measures. These measures must be considered through a robust risk assessment. Personal protection such as harnesses and lanyards must only be used where collective protective measures are not suitable. In certain circumstances the use of a combination of both collective and personal protective systems may need to be considered.

5.2. All forms of Safety Nets and Soft Landing apparatus must be designed and inspected by a competent person in accordance with the manufacturer's training or instructions, relevant to each apparatus in use. Safety net companies must be members of Fall Arrest Safety Equipment Training (FASET) and installers must hold the relevant CSCS/ FASET Safety Net Rigger Card. Documented proof of CSCS/FASET qualification (original format only) must be provided and retained on site.

#### 5.3. Safety Nets

5.3.1. Safety netting and debris netting must have temporary works approval prior to erection.

5.3.2. The following hierarchy for safety nets must be followed:

- Install remotely without working at height
- Use Mobile Elevated Working Platforms
- Use mobile access towers
- Use footed and tied ladders where the above cannot be used

5.3.3. If installation is by a remote device, manufacturer's instruction must be followed.

5.3.4. Safety net deflection must be considered to ensure that the full working capacity of the net, if deployed, is not impeded by obstructions below.

5.3.5. A safety exclusion zone must be set up below netting erection works. Net clips must be securely fixed to the net to prevent accidental release during installation or dismantling.

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- 5.3.6. All safety netting must be overlaid with an appropriate fine-mesh debris netting. Consideration must be given to the type of materials likely to fall, eg fixings or tools, when choosing the overlay debris netting. Debris falling into the net must only be retrieved by a FASET trained operative.
- 5.3.7. FASET best practice guidance must be readily available for review on site. A copy is available from: <http://www.faset.org.uk>.
- 5.3.8. A handover certificate must be issued by the netting company before being put into service.
- 5.3.9. Project Leads must ensure a daily visual check is undertaken.
- 5.3.10. Safety netting must be thoroughly tested annually (off site) and immediately following a fall into the net. Safety netting must be formally inspected (in accordance with manufacturer's instructions/recommendations) by a trained and competent person (CSCS/FASET Safety Net Rigger card holder):
- after installation or assembly in any position;
  - after any event likely to have affected its stability, e.g. following strong winds or substantial alteration; and
  - at intervals not exceeding seven days.

#### 5.4. Soft Landing Apparatus (Air/Bean Bags)

5.4.1. Airbags, landing mats or similar safeguards must only be used as a last resort once other safer alternatives have been exhausted. If they are used then they must be suitable for the deployment circumstances, installed in accordance with the manufacturer's instructions and installers must be briefed on the installation procedure.

#### 5.4.2. Soft Landing Apparatus:

- Must only be used if no safer alternative exists.
- Must have fall distances kept to a minimum but never greater than 2m.
- Must be secured in accordance with the manufacturer's instructions which must be readily available on site.
- Must be inspected by a competent person before first use to ensure that it has been correctly installed.
- Must be inspected at the start of each shift and correctly maintained by a competent person.

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- Any component parts found to be damaged or degraded in any way must be replaced immediately and reported to the Supervisor.

#### 6. Mobile Elevated Working Platforms (MEWPs) including Push Around Verticals (PAVs)

- 6.1. Operation and use of MEWPs must be carried out in compliance with a safe system of work and the manufacturer's operating instructions.
- 6.2. Where MEWPs are used a MEWP Coordinator must be appointed to plan and control their use. If the number of MEWPs operating cannot be effectively controlled by one individual additional MEWP Coordinators must be appointed and specific areas of responsibility defined.
- 6.3. MEWP operators must provide documentary proof of CPCS or IPAF card (original format only), relevant to the category/type of MEWP being used. Copies of proof must be retained on site.
- 6.4. A Pre-Start checklist (HSEN-SF-0105/a) must be completed prior to first use. SF
- 6.5. The Project Lead, in conjunction with the MEWP Coordinator, must ensure that site specific risk assessments and safe system of works are in place, with due consideration given to the following:
  - delivery planning
  - ground conditions, ensuring machines can only access approved areas;
  - physical exclusion zones where personnel are prevented from entering unless under the control of a Plant and Vehicle Marshal.
  - any lone working requirements;
  - overhead/adjacent hazards (utilities, overhead structures etc.);
  - access routes, ensuring avoidance of objects and third parties;
  - traffic and pedestrian management arrangements to prevent individuals and members of the public being put at risk from MEWP operations;
  - the need for competent Plant and Vehicle Marshal(s) to control movement of MEWPs.;
  - emergency response and rescue arrangements (e.g. rescue provided by in-house personnel, specialist contractors or the emergency services by prior arrangement);
- 6.6. A Daily/Weekly MEWP checklist (HSEN-SF-0011) must be completed. SF

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- 6.7. The safe systems of work associated with the use of MEWPs (including MEWPs provided by/used by subcontractors) must be reviewed by the MEWP Coordinator.
- 6.8. Emergency rescue drills must be undertaken on a quarterly basis and recorded on the Fire Evacuation and Emergency Drill Response Record Sheet (HSEN-SF-0098) 
- 6.9. Emergency lowering procedures must be demonstrated to the MEWP Coordinator(s), Operator(s) and nominated ground personnel by the hirer and recorded on the MEWP Recovery Checklist (HSEN-SF-0018). Refresher training must be provided throughout the project and at intervals not exceeding 12 weeks by the MEWP Coordinator and a new MEWP Recovery Checklist completed. 
- 6.10. All individuals in a MEWP must remain on the basket floor.
- 6.11. MEWP operators must gain authorisation from the MEWP Coordinator to traverse outside the defined MEWP work area.
- 6.12. All boom & scissor lifts (MEWP category 1a, 3a & 3b) must have shrouded protection to the platform controls designed in such a way as to guard against sustained involuntary operation of the MEWP
- 6.13. All Boom type MEWPS (IPAF category 3b) must be fitted with a CE certified device to reduce the risks associated with crushing / trapping of the operator in the platform. These systems may be electronic such as SkySiren or SiOPS pressure sensitive systems or mechanical systems such as Sanctuary Zones.
- 6.14. The issue and wearing of full body harnesses (BS EN 361) and restraint lanyard (BS EN 354), which restricts the limit of travel to the confines of the basket, is mandatory in Boom Type MEWPs (only exception to this being where working over or adjacent to water that presents a risk of drowning should the MEWP inadvertently overturn - life jackets must be worn in such cases).
- 6.15. Lanyards must be attached to a suitably designed anchorage point within the confines of the basket.
- 6.16. Any defective MEWP/PAV must be taken out of service immediately and 'tagged' as unfit for use with relevant warning signs being displayed at the access points. In addition, the equipment must be quarantined in such a way that it cannot be used by mistake until it has been inspected by a competent person e.g. the ignition keys removed and held in a secure location within the site office.
- 6.17. Specific control measures must be recorded on a Task Briefing Sheet (HSEN-TF-0037) and the contents communicated to the relevant employees in accordance with the Risk Management Procedure (HSEN-PC-0040).  

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6.18. The Project Lead, in conjunction with the MEWP Coordinator, must ensure that during periods or in locations of high wind speeds MEWP operations are assessed and suspended where necessary. Instruction manuals should provide safe operating guidance.

### 7. MEWPs Working on the Network Rail Managed Infrastructure – Additional Requirements

7.1. Network Rail Standard NR/L2/RMVP/0223 – Thorough Examination of Demountable MEWP and Lifting Equipment shall be referred to when the use of demountable MEWPs and/or lifting equipment/modules are fitted to any on-track machine (OTM) or on-track plant (OTP) – the base vehicle. All OTM or OTP shall be provided by holders of a Plant Operators Scheme Licence in accordance with NR/L3/INI/CP0073 – Supplier Licensing Requirements. The Project Lead must ensure the supplier of the OTM or OTP completes the following checks and is in receipt of the correct paperwork.

7.2. Some examples of equipment covered by the above Network Rail standards are:

- Baskets fitted to excavators or cranes
- MEWPs on modular systems
- Knuckle boom cranes on modular systems.

7.3. Project Leader must ensure that:

- Only combinations of base vehicle and module/attachment type as detailed on the Certificate of Engineering Acceptance of the base vehicle are permitted on site.
- The LOLER Thorough Examination certification shall include the base vehicle and module/attachment by serial number
- Where the base is capable of using more than one module/attachment a LOLER Thorough Examination certificate is required for each individual module/attachment and its associated base vehicle.

7.4. The fitting of a module or attachment to the base vehicle must be undertaken in accordance with the manufacturer's instructions. A thorough examination of the connection points comprising the checks listed in NR/L2/RMVP/0223/F014 must be carried out. This thorough examination must be undertaken by a competent person.

7.5. A function check of the base vehicle and module/attachment must be carried out to confirm correct functionality


7.6. The thorough examination must be recorded in the log book for the base vehicle and also the base vehicle history file with the information in NR/L2/RMVP/0223/F014.

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- 7.7. The person conducting the Thorough Examination must be competent to carry out the inspection of the base vehicle and module/attachment.
- 7.8. The module/attachment must only be fitted to the base vehicle by a person trained and competent to do so.

### 8. Harnesses, Lanyards and Inertia Reels

- 8.1. The wearing of full body harnesses and restraint lanyards is mandatory in Boom Type MEWPs and as determined by the Safe System of Work for all other types of MEWP.
- 8.2. Anchorage points are mandatory in Boom Type MEWPs and as determined by the Safe System of Work for all other types of MEWP.
- 8.3. A work restraint system for use on a MEWP must be a combination of a full body harness (BS EN 361<sup>2</sup>) and a restraint lanyard (BS EN 354<sup>3</sup>) which must be of a length shorter than the working height of the MEWP.
- 8.4. Safety harness systems must not be used unless a suitably positioned and fully secure anchorage is specified.
- 8.5. Safety harness users must receive IRATA or IPAF Harness training which enables them to check, wear and adjust their harness before use and how to connect themselves to the structure or anchor point.
- 8.6. A certificate of conformity with the relevant BS EN standard must be provided with all new safety harness, lanyard and inertia reel equipment. Equipment must carry a CE mark.
- 8.7. Safety harnesses, lanyards and inertia reel equipment must be used according to the manufacturer's instructions. The equipment must only be used for its intended purpose.
- 8.8. Users must check all equipment for excessive wear, damage or defects before each use. If the user is at any point unsure about a component, it must be immediately removed from service, quarantined in such a way that it cannot be used by mistake until it has been inspected by a competent person.
- 8.9. Weekly inspections of equipment must be recorded in the Weekly Inspection of Safety Harness/Lanyard/Inertia Reels Register (HSEN-SF-0198) and equipment 'thoroughly examined' by a 'competent person' every 3 months. Defective equipment must be immediately withdrawn from use and destroyed. 
- 8.10. Safety harnesses, lanyards and inertia reel equipment must be maintained and stored in accordance with manufacturer's instructions. Wet equipment must be dried thoroughly before storage, e.g. in a well-ventilated environment away from any direct heat source.

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- 8.11. The Project Lead must ensure emergency and rescue procedures are included within the safe system of work. These may include relief step safety devices to alleviate the effect of suspension trauma and aerial rescue procedures. The safe system of work must also identify contact and specific location information for the emergency services, e.g. a grid reference, a designated meeting point, the distance from the main road, ground conditions for emergency vehicles, etc. In urban areas, street names and postal codes are essential.

### 9. Independent Scaffolds

- 9.1. All scaffolding contractors must be members of the NASC.
- 9.2. All scaffolding companies responsible for designing scaffolding must hold Professional Indemnity insurance or have employed a design engineer who holds PI insurance. In both cases the validity of the insurance must be checked before the contract is awarded.
- 9.3. All tube and fitting scaffold must be designed by a competent person (in terms of training, certification and experience), unless it is a basic scaffold as described in NASC document TG 20.
- 9.4. Erection of a designed scaffold must be done under the direct supervision of a CISRS (Construction Industry Scaffolders Record Scheme) Advanced Scaffolder.
- 9.5. Scaffold structures and all tube/fitting independent scaffold edge protection, must be erected and inspected by an appropriately qualified CISRS operative with the appropriate grade of training/competence (this includes handrails tube/fitting scaffolding around lift shafts, openings, prefabricated staircases, etc).
- 9.6. Completed scaffold must be in accordance with BS EN 12811-1, TG20 or to a specific engineered design.
- 9.7. The Project Lead must ensure all scaffolds (TG20) have a basic installation drawing.
- 9.8. Scaffolds must be designed, erected, altered and dismantled by a competent person in line with a documented safe system of work. A competent person(s) must also supervise the work. System scaffolds must be installed in accordance with the manufacturer's instructions.
- 9.9. Any scaffold erected for more than 7 days must have a proprietary staircase access installed for all primary access routes. Non primary access can remain in place where steps are impractical

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- 9.10. The hierarchy of access onto scaffolding, which is managed by the Company, must be applied as follows:
- Passenger hoist
  - Proprietary staircase. Ladders must only be considered to access onto and to ascend/descend through scaffolding as a last resort – their necessity must be demonstrated through risk assessment. Their approval must be authorised by a Director. See Stepladders and Loose Ladders section of this procedure for full details.
  - External Ladder Tower with Landing
  - Internal Ladder (with gated hatch)
  - External Ladder (with gates)
- 9.11. Ladders must be inspected at the same time as scaffold inspections.
- 9.12. During the erection or dismantling of scaffolds a temporary scaffold platform must be fully boarded with at least a single guardrail in order to create a “safe zone” in accordance with SG4 (latest issue). A proprietary vertical advanced guardrail system, as a minimum, must be deployed.
- 9.13. Everyone erecting scaffolding must ensure that measures are taken to prevent the risk of people, materials or objects falling.
- 9.14. Scaffold must be close boarded to prevent people, material or tools falling, and must be kept clear at all times to allow clear access of at least 600mm. No gaps in the platform greater than 25mm are allowed. All gaps must be physically covered using ply or proprietary products where access to the area below the working platform cannot be excluded.
- 9.15. Boards exposed to potentially high winds, and at least the top lift, must be secured to prevent movement in accordance with the Scaffolding Design.
- 9.16. Timber scaffold boards and battens must be clearly marked showing that they are graded to BS2482, normally located on the end bands. The letter ‘M’ or ‘V’ denoting ‘Machine’ or ‘Visual’ grading should also be clearly marked. Boards and battens must not exceed the maximum support centres marked e.g. ‘Support 1.2 m’.
- 9.17. Laminated Veneer Lumber and Composite Plastic scaffold boards and battens as defined in TG20 are also acceptable for use.
- 9.18. Edge protection must be installed without gaps over 470mm. The top rail height will be preferably 1000mm high, but at least 950mm high. Where scaffolds are loaded above toe board height, or where risk assessment shows the potential for materials or tools to fall, brick guards must be in place.

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- 9.19. Monoflex or other flexible materials used to clad scaffolding must conform to LPS 1215 (Flame Retardant Certification) and, following risk assessment, specify whether debris or weather protection is required (determines the type of lap). Refer to Temporary Works (ENGN-PC-4001) procedures to determine additional loading on the temporary structure. PC
  
- 9.20. Tube and fitting scaffold standards must not be humped above waist height. System scaffold humps must be as small as practicable (dependent upon the system's smallest unit) but must not be more than 4m (i.e. the largest available unit).
  
- 9.21. Where there is a requirement to tie scaffolding to a building's structure, the Temporary Works Coordinator must ensure coordination between the Scaffold Designer and Building Designer/Structural Engineer to confirm the correct tie type, tie points and testing regime. Reference to the Design Drawings or NASC compliance sheet and tie details must be given to the Project Team prior to scaffold erection.
  
- 9.22. A hand over certificate (HSEN-SF-0136) or an equivalent form provided by the scaffolding contractor handing over the scaffold (stating scaffold type, loading(s), intended use and pull out test results including tie counts, design and/or the relevant NASC Compliance Sheet as applicable) is required for all scaffold taken into possession, including after adaptation. It must refer to any relevant drawings and shall be referenced as part of subsequent scaffold inspections. All hand over certificates must be accompanied by a completed Scaffold Inspection Checklist (HSEN-SF-0014)/Mobile Tower Inspection Checklist (HSEN-SF-0019) or an equivalent form provided by the company handing over the scaffold. SF  
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- 9.23. All scaffolding must be inspected prior to first use, following any event or inclement weather which may have affected the integrity of the scaffold, and at least every seven days. All inspections (except daily/pre-use visual) must be recorded using the Scaffold, Working Platform and Mobile Tower Inspections Register (HSEN-SF-0013) or an equivalent form provided by specialist technical support where they have been engaged to carry out inspections. SF
  
- 9.24. Erection drawings and/or NASC Compliance Sheet must be on site and in the possession of the erection Supervisor prior to commencing the work and must be available at the time of handover and when any inspections are undertaken.
  
- 9.25. At times when the site is not occupied or when a scaffold is not available for use during its erection, dismantling or alteration it must be marked with warning signs (e.g. Scaffoldtag). Secure full-height barriers must be fitted to stairways or ladders removed to prevent access on to the scaffold.
  
- 9.26. Precautions must also be taken during changing weather conditions that may adversely affect the safety of the scaffold.
  
- 9.27. Any defective scaffold must be taken out of service immediately, tagged accordingly, access prevented and replaced with more suitable scaffolding.

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- 9.28. The Scaffold WPP must contain suitable and sufficient detail regarding the safe system of work for dismantling the scaffold including the planned sequence, resource and methodology for safely passing component parts from their installed location to ground level. A specific TBS must be produced and delivered to the workforce involved in this operation so they are aware of the risks involved.

### 10. Prefabricated Mobile Towers



- 10.1. Prefabricated mobile tower scaffolds must only be erected, altered, and dismantled in accordance with the manufacturer's instructions by those holding a valid PASMA erector competency. The Project Lead must ensure that there is a sufficient PASMA qualified resource available at all times to meet of the erection, alteration and dismantling demands on site. Users of towers who do not hold a PASMA qualification must be briefed on the use of prefabricated mobile towers and the restrictions relating to the erection, alteration, re-positioning and dismantling of them. Consideration must always be given to the type of mobile scaffold being built as "stair towers" require specific PASMA certifications.
- 10.2. All prefabricated mobile towers must be erected using the advanced guardrail system. All platforms must have two handrails and toe boards in place to the correct spacing in accordance with the manufacturer's instructions and defined within the Work at Height Regulations.
- 10.3. An inspection and tag (e.g. Scaffoldtag) must be completed and fixed to the tower before first use. If the tower is erected for more than 7 days then a weekly inspection must be carried out by a PASMA erector trained competent person and recorded on the Scaffold, Working Platform and Mobile Tower Inspections Register (HSEN-SF-0013) and the Scaffoldtag updated. 
- 10.4. The stability of any mobile tower scaffold can be easily affected. The Project Lead must ensure, unless the tower has been specifically designed for such use, the following activities are never carried out from a mobile tower:
- fixing of sheeting, or other similar materials, during high wind speeds;
  - grit blasting or water jetting;
  - using the tower to hoist materials or support rubbish chutes.
- 10.5. Specific control measures must be recorded on a Task Briefing Sheet (HSEN-TF-0037) and the contents communicated to the relevant employees in accordance with the Risk Management Procedure (HSEN-PC-0040).  

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- 10.6. Project Lead must ensure that the following checks are carried out prior to mobile scaffold towers being moved:
- height of tower is reduced (where appropriate) to 4m or less;
  - location of power lines or other overhead obstructions ;
  - the ground is firm, level and free from potholes;
  - there are no people or materials on the tower.
- 10.7. Any defective towers that cannot be rectified immediately must be dismantled by a competent person.

### 11. Podium Steps

- 11.1. Podium steps are commonly used as a safer alternative to stepladders as they offer the additional protection of an enclosed platform. Podium steps that are used must meet the PAS 250 Standards.
- 11.2. Podium steps must have a unique identification number and be tagged with an inspection tag e.g. Scafftag.
- 11.3. Only Anti Surf podiums are permitted for use.
- 11.4. Podium step must be inspected weekly by a nominated competent person who must complete the inspection tag and the Weekly Podium Inspection Report (HSEN-SF-0015). 
- 11.5. Users must check podiums for excessive wear, damage or defects before each use. If the user is at any point unsure about a component, it must be immediately removed from service, quarantined in such a way that it cannot be used by mistake until it has been inspected and signed off as fit for use by a competent person.
- 11.6. All personnel using podium steps must receive regular awareness briefings from the nominated competent person. There is a Company [Safe use of Podium steps](#) briefing document. 
- 11.7. Manufacturer's instructions must be read and understood by the user.
- 11.8. All podiums must have the contractor's/owner's name clearly displayed.

### 12. Roof Working

- 12.1. A specific risk assessment and Work Package Plan (method statement) must be produced before any roof work is undertaken.
- 12.2. Edge protection must be provided at all leading edges before work commences in accordance with BSEN 13374 (Temporary Edge Protection) and in conjunction with the Temporary Works Coordinator

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- 12.3. Leading edge protection must be provided as roof construction progresses in preference to other means of fall prevention.
- 12.4. All roof openings, including roof lights, must be adequately protected to prevent falls of persons or materials e.g. covered, signed and fenced. Protection against slips and trips from roof penetrations or equipment must be provided.
- 12.5. Fragile roofs and roofs with fragile roof lights must only be accessed under a Permit system.
- 12.6. On fragile roofs, crawling boards must be provided, being at least 600 mm wide, secured to prevent movement and fitted with handrails and toeboards.
- 12.7. Roof sheets stored at roof level must be safely stacked and secured so they will not move in high winds or slide down the pitch of the roof under their own weight.
- 12.8. Roof trusses must be securely stored and, if scaffold is being used to hold roof trusses, the scaffold design must specifically accommodate this.
- 12.9. Roof designs must consider roof truss spacing to reduce the potential for falls e.g. 400 mm/450 mm in preference to 600 mm.
- 12.10. Parapet walls must not be used as a working platform.

### 13. Rope Access

- 13.1. The Project Lead must ensure that rope access techniques are NOT used unless a site specific Risk Assessment has demonstrated that the use of other types of work at height equipment is not justified e.g. arboriculture works etc. Where rope access techniques have to be used, discussions must be held with the HS&E Function and approval for use must be authorised by a Director.
- 13.2. The Project Lead must ensure that a site specific risk assessment and safe system of work is in place, with due consideration given to the following:
  - Selection of ropes and equipment that provide a high margin of safety e.g. ropes suitable for tree climbing must have a minimum diameter of 10 mm and are not normally larger than 14 mm. When selecting a rope, carefully consider the compatibility of any friction hitches or mechanical devices used.
  - equipment must only be erected and used under the supervision of a competent person and then a pre-use check must be carried out;
  - anyone supervising or using rope access techniques must be trained, competent and provide documentary proof of an accredited qualification e.g. IRATA, AFAG or Lantra/NPTC (original format only), relevant to the type and complexity of the technique being used. Copies of proof to be retained on site;

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- access and positioning must only be used if there are at least two separately anchored lines – a working line and a safety line. The user must be connected to both lines using a suitable harness;
  - the working line must be equipped with a safe means of ascent and descent and have a self-locking design to prevent the user falling if they lose control;
  - the safety line must be equipped with a mobile fall protection system connected to, and travelling with, the user of the system;
  - all equipment must be checked carefully before each use and maintained to a high standard;
  - any tools which are needed for the work must be attached to the operator with a suitable lanyard, e.g. a rope or chain, so that they cannot be dropped; and
  - where a risk of dropped tools or falling materials remains, the area beneath the work must be fenced off or protected by fans, covered walkways or similar.
- 13.3. It is recognised that arboriculture techniques and tree form and species will mean that it is not always reasonably practicable to have either two climbing lines or to be attached to the tree by two separate systems. A single rope can be used if a risk assessment has shown that the use of a second line would entail higher risk, and appropriate measures have been taken to ensure safety. In such cases, the Project Lead must seek further guidance e.g. the Arboriculture Association’s “A Guide to Good Climbing Practice” which sets out techniques and systems of work that can be considered as best practice guidance in arboriculture.
- 13.4. A minimum of two people must be present during all rope access operations. One of the team must be available on the ground, competent and equipped to maintain effective communication with others engaged in the activity, initiate an aerial rescue without delay and in the case of emergency, be able to provide the emergency services with adequate information, e.g. a grid reference, a designated meeting point, the distance from the main road, the type of access (suitable for car/four-wheel drive/emergency service vehicles etc.). In urban areas, street names and postal codes are essential.
- 13.5. Ground personnel must be appropriately instructed / briefed to ensure:
- climbing and work ropes on the ground are kept free of knots, kinks, tangles, and clear of plant/machinery;
  - ropes are kept in safe positions, e.g. away from obstructions, vehicles, equipment and the public;
  - precautions that have been taken to exclude the public and traffic from the work area are maintained while work is in progress;

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- 13.6. Rope access personnel, as a minimum, must carry a personal first aid kit, incorporating a large wound dressing, barrier gloves, plasters and a whistle.
- 13.7. On all reasonably foreseeable approaches to the work area, erect warning and prohibition signs conforming to the Health and Safety (Safety Signs and Signals) Regulations 1996, indicating a hazardous worksite and that unauthorised access is prohibited. In areas of high pedestrian access, additional controls, e.g. physical barriers and /or extra personnel must be used.
- 13.8. Rope access personnel not specifically trained in utility work must observe the appropriate minimum distances for work adjacent to overhead power lines. Work may only proceed under the authority and guidance of the appropriate utility authority.
- 13.9. Everyone engaged in rope access operations must be fit to undertake the task. Problems that could affect performance must be reported to management.
- 13.10. Rope access personnel must be familiar with a range of techniques to improve their efficiency and reduce the risk of muscular and skeletal strain. When selecting specific work techniques, physical constraints must be taken into account.
- 13.11. Rope access techniques are physically demanding. The Project lead must encourage and allow suitable time for rope access personnel to warm up and stretch before starting work. Rope access duties, wherever possible, must be shared between two or more persons.
- 13.12. The Project lead must allow enough breaks during the work to minimise the risk of impaired judgement. In certain conditions, e.g. hot weather, it may be necessary to change the work method, climbing techniques or introduce further breaks to avoid physiological stress.
- 13.13. A certificate of conformity with the relevant BS EN standard must be provided with all new items of rope access equipment. Equipment must carry a relevant CE mark.
- 13.14. All items of rope access equipment must be used according to the manufacturer's instructions. The equipment must only be used for its intended purpose.
- 13.15. Rope access personnel must check all equipment for excessive wear, damage or defects before each use. If the user is at any point unsure about a component, it must be immediately removed from service, quarantined in such a way that it cannot be used by mistake until it has been inspected by a competent person.
- 13.16. A certificate of conformity with the relevant BS EN standard must be provided with all new rope access equipment. Equipment must carry a relevant CE mark
- 13.17. Weekly inspections of equipment must be recorded in the Weekly Inspection of Safety Harness/Lanyard/Inertia Reels Register, and equipment 'thoroughly examined' by a 'competent person' every 3 months. Defective equipment must be immediately withdrawn from use and destroyed.

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13.18. All rope access equipment must be maintained and stored in accordance with manufacturer's instructions. Wet equipment must be dried thoroughly before storage, e.g. in a well-ventilated environment away from any direct heat source.

#### 14. Fragile Surfaces

14.1. A specific risk assessment and Work Package Plan (method statement) must be produced before any work on fragile surfaces is undertaken.

14.2. Any surface from which work at height is to be carried out must be strong and stable enough so that any foreseeable loadings will not lead to collapse.

14.3. Secure guardrails or coverings must be installed to provide collective fall protection. If a risk of falling remains then suitable fall arrest equipment must be used.

#### 15. Stepladders and Loose Ladders

15.1. Stepladders and loose ladders must only be used as a last resort.

15.2. All projects and locations will commence with a prohibition on the use of stepladders and loose ladders

15.3. Project Leads must ensure that a stepladder or loose ladder is NOT used unless a site specific Risk Assessment has demonstrated that the use of other types of work equipment is not practicable, justified and the safest option. Where stepladders and loose ladders have to be used their approval must be authorised in writing by a Director.

15.4. A Daily Permit to Use Stepladders/Loose Ladders (HSEN-SF-0016) must be completed and issued to the ladder user. A record of the permit must be recorded on the Register (HSEN-TF-0001)

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15.5. Any stepladder or loose ladder must have a unique identification number, have a ladder tag (if it is not part of a scaffold) and be subject to weekly inspections by a competent person. The inspection must be recorded on the Weekly Inspection of Stepladders/Loose Ladders (HSEN-SF-0017).

SF

15.6. Users must check stepladders and loose ladders for excessive wear, damage or defects before each use. If the user is at any point unsure about a component, it must be immediately removed from service, quarantined in such a way that it cannot be used by mistake until it has been inspected by a competent person.

15.7. Stepladders and loose ladders must be maintained and stored in accordance with manufacturer's instructions.


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15.8. Stepladders and loose ladders that are used on site must be industrial grade and comply with the following:

- Timber BS 1129 : 1990 Kite marked Class 1 Industrial
- Aluminium BS 2037 : 1994 Kite Marked Class 1 Industrial
- Glass Fibre BS EN 131 : 1993 Kite marked Industrial

### 16. Loading and Unloading Deliveries/Plant and Equipment

16.1. Work at height on vehicles must be avoided whenever possible (refer to People and Plant Interface procedure HSEN-PC-0033) 

16.2. Where access to the delivery vehicle is necessary, fall protection must be planned to include either a vehicle-based edge protection system or a location-based edge protection systems.

16.3. The Project Lead must ensure that delivery planning includes the following:

- the load is packaged to ensure the shape and size of materials can be offloaded safely;
- the vehicle used is appropriate and properly equipped for the load;
- any site specific off-loading restrictions are taken into account e.g. overhead lines;
- public interfaces are reviewed and additional control measures taken e.g. traffic management controls and/or the use of plant and vehicle marshals;
- a safe place for waiting (holding point) is provided;
- a safe place for loading/unloading is provided.

16.4. Where access to the delivery vehicle is unavoidable, the following hierarchy of controls must be ;

- vehicle-based edge protection systems; or alternatively, location-based edge protection systems;
- fall restraint systems (e.g. safety harness and restraint lanyard);
- fall protection systems (airbags and/or mats).

16.5. Personnel must not be permitted to gain access to areas of a vehicle at height unless a risk assessment has been carried out and a safe system of work is in place.

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- 16.6. If a safe means of unloading/loading is not achievable, then the activity must not proceed and the vehicle must be turned away until a safe method of unloading/loading is provided.
- 16.7. Three points of contact must be used at all times when accessing or climbing on/off a vehicle.
- 16.8. Where identified as required by a risk assessment or safe system of work, slip-resistant footwear must be worn by personnel when working on vehicles at height.

### 17. Active Monitoring

- 17.1. Frequency of monitoring of high risk work at height must be identified at project prestart HS&E meetings in conjunction with the HS&E Function.
- 17.2. Frequency of monitoring by subcontractor supervision of high risk work at height must be identified at subcontractor prestart HS&E meetings.

### 18. Guidance

18.1. Guidance is also available from [IHS](#) (formally Technical Indexes):

- Work at Height Regulations
- Lifting Operations and Lifting Equipment Regulations
- Management of Health and Safety at Work Regulations
- GE700 Construction Site Safety
- Health and Safety in Construction [HSG150](#)
- Balfour Beatty Working at Height [Standard 001](#)
- HSE GEIS6



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