

MVH25023 – Scaffolding Services

Appendix 3.1 Specification

Competence

1. Scaffolding companies must maintain current insurances of a minimum of £10million for Employers Liability and £5 million for Public Liability.
2. All scaffolding operations must be supervised by competent persons from both the contractor and the scaffolding contractor to ensure at all times that the scaffolding is erected in accordance with TG20:21 (latest edition).
3. The supervisor from the contractor shall, as a minimum, have undertaken the 5 day SSSTS Supervisor/Scaffolding Supervisors (or equivalent¹) training course and hold the appropriate card to demonstrate this.
4. All gangs/squads of scaffolders must be supervised by a competent person who holds a CISRS Advanced Scaffolders card and who will direct practical operations on site.
5. All scaffolders must be competent for the type of scaffolding to be undertaken on site and must hold a relevant CISRS Scaffolders card.
6. The contractor will maintain a register on each site where scaffolding will be used of management, supervision and operatives working involved with the erection and dismantling of that scaffolding. For each individual that log will contain, as a minimum, their name, type of CISRS card they hold and the card number. A copy of the card will be held on file at the site for the duration of the project.
7. Management, supervision and operatives must have received relevant training and demonstrate regular update training on scaffolding erection and working at height e.g. to NASC TG20:21, SG4:22 and SG6:22 (Latest Editions).
8. The contractor must have access to and use competent scaffold designers.
9. The contractor must ensure that all deliveries of scaffolding materials are undertaken in a safe manner and consideration is given to the risk of falls from vehicles and work is undertaken in line with NASC SG30(Latest Edition) Road Haulage, NASC SG30:17,(Latest Edition, (Management of Road Haulage for the Scaffolding Contractor).

Supervision

1. Merthyr Valleys Homes require that scaffolding delivery, erection, use, dismantling and removal from site is fully managed by the contractor who has responsibility to ensure the operation is carried out safely.
2. The responsibility for statutory inspections and maintaining the scaffolding register will remain with the contractor.
3. Merthyr Valleys Homes require when the loading/unloading of scaffold impacts on the use of the public highways and pavements, temporarily or permanently during the project, the contractor is responsible for providing full and safe segregated routes from the delivery lorry to site and *vice versa*. The contractor must also provide a traffic and pedestrian road safety management plan for Merthyr Valleys Homes' acceptance, detailing how the general public will be segregated and protected in accordance with the requirements stipulated in the "Safety at Street Works and Road Works Code of Practice".
4. Each individual scaffold structure must have a job and site specific risk assessment and method statement, recorded in writing, which describes the safe system of work and which is approved by the Principal or Main Contractor that the Scaffolding contractor is working for before work commences to erect, alter or dismantle a scaffold.
5. Risk Assessment and Method Statements must be available on site at all times and communicated to operatives. Evidence of this communication must be held on site (e.g. records of toolbox talks). Copies of all Risk Assessments and Method Statements must be held as a minimum for the duration of the contract.
6. Where scaffolding contractors are engaged directly by Merthyr Valleys Homes, the risk assessment and method statement must be reviewed and approved by a suitably qualified and experienced member of Merthyr Valleys Homes' Health & Safety Team. Alternatively, a suitably qualified and experienced person must be engaged to carry out this role on behalf of Merthyr Valleys Homes and be independent of the scaffolding contractor carrying out the work.

Scaffolding Design

1. Where additional scaffolding design input is required (i.e.: those scaffolds that are not classified as a “Basic Scaffold” in NASC TG20:21 Latest Edition) the design shall be provided by a competent scaffold designer and the appropriate design standard followed. The costs of producing and amending design drawings (where required) will be reflected within the scaffold contractor’s quotation etc.
2. All system scaffolding is to be erected in accordance with the manufacturers design manual/erection guide or be subject to a specific design. Operatives and Inspectors to have attended a SSPTS (System Scaffolding Product Training Scheme) for the relevant system scaffolding in use.
3. Where design drawings are produced, they shall include the following as a minimum:
 - Type of scaffold (tube & fitting or system)
 - Maximum bay lengths
 - Maximum lift heights
 - Platform boarding arrangement (i.e. 5+2) and the number of boarded lifts that can be used at any one time
 - Safe working load/load class
 - Maximum leg loads
 - Maximum tie spacing both horizontal and vertical, and tie duty
 - Reference number, date etc to enable the recording, referencing and checking
 - Any other information relevant to the design, installation or use of the scaffold
 - Ensure scaffolding contractor is using a “Working Drawings/Green Light” to erecting the scaffolding
4. A system for the management of design variations shall be in place.
5. It is the responsibility of the contractor to review and approve the scaffold design drawings, risk assessments and method statements.
6. Where there is a risk that tools or materials may fall from the scaffold structure the design must incorporate suitable debris netting or sheeting to mitigate this risk. In such cases the design must take account of the additional wind loading presented by the debris netting/sheeting. Consideration of the use of Brick-guards must also be considered taking into consideration of the intended use of the scaffold installation, this must be confirmed by the commissioning ‘officer’ at Merthyr Valleys Homes.

7. All scaffold installation & designs must consider and comply with the requirements of Gas Regulation 8, (Gas Safety, (Installation & Use), Regulations 1998. Assurance of compliance with Regulation 8 must be provided and details of compliance demonstrated as part of the Scaffold Installation Risk assessment & Method statement, (Supervision, Point 4).
8. Consideration must be given to the re-positioning of Merthyr Valleys Homes CCTV cameras and intruder alarm detectors where the scaffolding structure might interfere with the intended operation of these devices.

Access/Egress to Scaffolds

1. Access/egress to scaffolds must be provided in order to comply with the Work at Height Regulations 2005, HSE guidance and NASC SG25:20, (Latest Edition) "Access and egress from Scaffolds via Ladders & Stair Towers, etc", with regard to the hierarchy as follows:

In line with the Hierarchy of Safe Access~:

- Merthyr Valleys Homes prefer, where it is practicable, that prefabricated stair tower systems are provided to gain access to the upper levels of a scaffold structure or roof rather than ladders in scaffold towers.
2. Merthyr Valleys Homes require that ladder access points both through platforms and external handrails will be protected by ladder gates and ladder trap doors to control risks from falls from height and to comply with working at height regulations. Merthyr Valleys Homes further require that the appointed contractor pro-actively ensures these fall protection devices are kept closed at all times other than when not in use.
 3. Where scaffolding is erected to accommodate an access to roof level *only*, and no intermediate working platforms are installed, then the requirement for trap doors on intermediate lifts is not necessary subject to the approval of the Merthyr Valleys Homes.
 4. The Merthyr Valleys Homes appointed contractor must ensure the security of the scaffold when not in use. The ladder access should be removed or rendered inaccessible to unauthorized persons if the scaffold is to be left unattended for more than 20 minutes.
 5. Considerations that need to be made regarding the assessment of suitable access and egress from scaffolds include:
 - Height and width of scaffold.
 - Number of people using the scaffold at any one time.
 - Duration of scaffold hire.
 - Local emergency requirements. (Fire, evacuation etc.).

- Type of work to be undertaken on scaffold (e.g. access to confined space entry work and asbestos removal enclosures whilst using full face respirators etc. requires a higher degree of assessment for access and egress).

Scaffold Handovers and Statutory Inspections

1. When being erected, adapted or dismantled scaffolding must have prominently displayed “DO NOT USE” and “Incomplete Scaffold” signage with access to the areas prevented with guard rails and access removed. These must stay in place until the area has been inspected and handed into service.

Scaffold Handover

1. When each scaffold is erected, adapted or dismantled, a competent employee of the Scaffolding Contractor must inspect the scaffold for compliance with regulations, codes of practice and this policy and then complete a Scaffold Handover certificate. Merthyr Valleys Homes appointed recipient is to attend the inspection and countersign the Handover to confirm acceptance the structure provided is suitable and sufficient for its intended purpose.
2. In addition where a scaffold has been erected in accordance with TG20:21, each scaffold installation must be accompanied by the ‘Compliance sheet’ which is applicable to the site address.

Scaffold Inspection

1. Regular statutory inspections of the scaffolding shall take place at least every 7 days or after any event likely to have affected the scaffolds stability and recorded in the scaffold register (See appendix F). The tag type system insert (if used) will also be updated to record the inspection. (Where applicable).

Note: Any tag system is a supplementary check only and does not replace the statutory inspection and report as required within the Work at Height Regulations 2005.

2. All initial and weekly scaffold inspections must be undertaken by a competent person who has attended a nationally recognised scaffold inspection training course. (e.g. CISRS Scaffold Inspection Training Scheme (SITS) Basic or Advanced), alternatively a CISRS Scaffold or Advanced card holder can be deemed competent to inspect structures up to the grade of their card i.e. CISRS Scaffold Basic Structures, and Advanced Scaffold all structures.



CISRS Basic and Advanced Scaffold inspection Cards

Basic Scaffold Inspector is responsible for carrying out statutory scaffold inspections on basic scaffold structures in line with training and in accordance with Working at Height Regulation 2005.

Advanced Scaffold Inspector is responsible for carrying out statutory scaffold inspections on basic and more complex scaffolding structures.

Only CISRS Scaffolders and Advanced card holders whose cards are endorsed with Inspection training earned through core scheme or CPD training will be eligible to inspect scaffolds.

Merthyr Valleys Homes Specific Requirements

1. The responsibility to obtain pavement licenses etc. will rest with the Merthyr Valleys Homes appointed contractor. All licenses required must be in place prior to the delivery of scaffolding materials and equipment to the site. Allowance is to be made for site visits required by the issuing Authority and all notice periods required for license to be issued.
2. All scaffolding erected to undertake works contracted by the Merthyr Valleys Homes which overlook roads, footpaths or other thoroughfares are to be erected in line with NASC SG34 – Guidance on Protection of the public. LPS 1215/TS62 specifications.
3. The scaffolding delivery route and working area is to be maintained by a physical barrier to prevent entry by unauthorised persons. Work areas barriers must be SB-suitable positioned to protect against the falls of materials from height.
4. Where a building has only one entrance and this will be affected by the works the contractor will provide a non-working person to stop works while the entrance is being used. Risk assessment may determine if works are required to be conducted during weekends or at lower building user frequency period.
5. Barriers must be of a suitably robust construction, typically a plastic type with stable supports. Tape and warning cones are not acceptable.
6. Glazed roofs, roof lights or fragile roofs must be protected prior to erecting scaffolding around these areas. The protection must remain in place until the scaffold has been dismantled. The provision of the protection shall, be project dependant and must be discussed prior to erection with the repairs or planned services manager
7. Copies of current Thorough Examination certificate for Gin Wheels are to be available on site and provided by the contractor on request. SB-Gin Wheels must be inspected every 12 months and all accessories, including ropes, bags and buckets must be inspected every 6 months.
8. Copies of safety arrangement documentation must be in the possession of the Merthyr Valleys Homes prior to commencement of works. (See appendix)
9. Scaffolding contractor will be required to arrange for all necessary permits for example pavements, not Merthyr Valleys Homes.
10. Scaffold company to supply and fit rubbish shoots when instructed by Merthyr Valleys Homes

11. Scaffold company to supply and fit lifting gear when authorised by Merthyr Valleys Homes, this may include the provision of Gin Wheels or an Electric Hoist for the removal of such items as Solar Panels.
12. Contractor to be responsible for the testing and certification of both Gin Wheel and Electric Hoist as well as all related equipment.
13. Brick guards, netting and foam tube protection to be added to all scaffold structures.
14. Loading bays to be erected for the storage of solar panels when needed
15. Scaffolding to be removed within 7 days of work being concluded.
16. Scaff Tags to be checked and updated every 7 days or after a period of adverse weather.
17. Property specific (address added) TPG 20/21 to be completed and forwarded to Merthyr Valleys Homes before works commence.
18. Any issues, or problems with structure need to be rectified within 2 hours of contractor being notified.
19. All scaffolds must be removed from properties over the Christmas break.

Key Performance Indicators

KPI	Definition	Measured	%
1	Confirmation to be sent to contracts manager when Scaff tags are checked every 7 days or after adverse weather.	All Documentation to be saved in a specific project folder (identified by address) and held within a central site, Contracts Manager to check 10% of folders monthly.	95%
2	Property specific (address added to the document) TPG 20/21 (or variations of during the term of contract) to be completed and forwarded to contracts manager and schedulers, prior to work starting.	All Documentation to be saved in a specific project folder (identified by address) and held within a central site, Contracts Manager to check 10% of folders monthly.	95%
3	Scaffolding to be taken down and removed from site within 7 working days of contractor being notified work being concluded.	Photographic evidence to be received of scaffolding being dismantled. Telephone confirmation from contract holder that structure has been removed. Property visits by supervisor to confirm scaffolding has been removed.	95%
4	Scaffolding to be erected within 14 working days of work ticket/confirmation of order being received by contractor.	Photographic evidence to be received of completed structure. Telephone confirmation from contract holder that structure has been removed. Property visit by supervisor or health and safety officer on proposed date structure is due to be erected.	95%
5	Any issues, or problems with structure reported by Merthyr Valleys Homes staff need to be rectified within 2 hours of contractor being notified.	Contracts Manager to record any identified problems by Merthyr Valleys Homes employees, as well as time taken to rectify, any issues to be discussed at monthly meeting.	90%

All contract KPI's will be reviewed during quarterly meetings to be held between, Merthyr Valleys Homes representative and a representative from the successful contractors.

APPENDIX A – LIST OF NASC REFERENCE GUIDANCE DOCUMENTS

Note: Refer to NASC website at [NASC - National Access & Scaffolding Confederation](https://www.nasc.co.uk) for latest editions of the guidance listed below.

Health & Safety Guidance Notes

Guidance No.	Title
SG1	Control of Substance Hazardous to Health in Scaffolding (COSHH) (UR)
SG2	Asbestos Licences and Ancillary Work Involving the Scaffolding Contractor (UR)
SG3	Asbestos Awareness for the Scaffolding Contractor
SG4	Preventing Falls in Scaffolding Operations (UR)
SG5	Overhead Power Sources and Earthing of Scaffold Structures
SG6	Management of manual handling in the scaffolding industry
SG7	Risk Assessments & Method Statements
SG8	Reporting of Accidents Procedure and RIDDOR
SG9	Use, Inspection and Maintenance of Lifting Equipment [...] in the Scaffolding Industry
SG10	Use of Brick guards
SG11	Noise (UR)
SG13	Health Surveillance in Scaffolding
SG15	Substance Abuse
SG16	Management of Fall Protection Equipment (UR)
SG18	Welfare Facilities for the Scaffolding Contractor (UR)
SG19	A Guide to Formulating a Rescue Plan
SG20	Consultation & Participation with the Workforce
SG21	Entry into Confined Spaces
SG22	Induction Training
SG25	Access and Egress from Scaffolds
SG26	Scaffolding and Hoists
SG28	Safe System of Work for Scaffolding Associated with Timber Frame Building Construction
SG29	Internal Edge Protection on Scaffold Platforms
SG30	Management of Road Haulage for the Scaffolding Contractor
SG31	Management of Slips and Trips
SG32	Provision of Extended and Telescopic Transoms and Board Brackets
SG33	Guide to the Construction of Scaffold Loading Bays and Loadbearing Platforms (UR)
SG34	Guidance on Protection of the Public
SG35	Handover of Scaffold Structures and First Scaffold Inspection
SG36	Unauthorised Modifications to Scaffolds
SG37	Effective Supervision
SG38	Guidance on Mental Health & Wellbeing
SG39	Guidance on Appointing a Scaffolding Contractor
SG40	Scaffolding Yard Operations
SG41	Long Standing Scaffolding Structures
SG42	Working over or near water
SG43	Lone Working in the Scaffolding Industry
SG44	Five Key Occupational Health Risks in Scaffolding
SG45	Management of Scaffolding Operations to BS 5975:2019

Technical Guidance Notes

Guidance No.	Title
TG20:21	User Guide
TG20:21	Operational Guide
TG20:21	Design Guide
TG3:19	Erection, Use & Dismantling of Rubbish Chutes on Scaffolds
TG4:19	Anchorage Systems
TG5: 18	Timber Scaffold Boards
TG6:22	Care & Maintenance of Scaffold Boards
TG&:21	Scaffold Board Nail plates
TG8:21	Fire Damage
TG9:18	Guide to the design & construction of temporary Roofs and Buildings
TG12:22	Tying down of Scaffold Boards
TG14:20	Supplementary Couplers & Check Couplers
TG16:21	Anchoring to the Ground
TG21:20	Guide to Commissioning Scaffold Design

Competence Guidance Documents

- CISRS Cap 609 General Information Booklet

APPENDIX B – REGULATIONS, CODES of PRACTICE and BEST PRACTICE REQUIREMENTS

Regulations, Codes of Practice and best practice requirements

All scaffolding works shall be carried out in accordance with the following Regulations, Codes of Practice and industry best practice requirements:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999 – as amended.
- The Work at Height Regulations 2005 – as amended.
- The Construction (Design and Management) Regulations 2015
- BS EN 12811 2003 – Temporary Works – Scaffolds. Performance requirements and general design
- BS EN 12810 2003 – Facade scaffolds made of prefabricated components.
- NASC TG20:21 – User Guide to Good Practice for Scaffolding with Tubes and Fittings. (Latest Edition).
- NASC SG4:22 – Preventing falls in scaffolding (Latest Edition)
- CISRS CAP 609 General Information (Latest Edition)
- BS EN 13374: 2013 + A1:2018, Temporary edge protection systems
- Gas Regulation 8, (Gas Safety, (Installation & Use), Regulations 1998.
- HSG151 – Protecting the Public.

This list is not exhaustive.

APPENDIX C – PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

SCAFFOLDERS SAFETY AND PERSONAL PROTECTIVE EQUIPMENT The Personal Protective Equipment at Work Regulations 1992 (as amended)

As a minimum, scaffolding operatives must at all times wear the following PPE whilst working on site:

- Safety helmet
- Safety footwear
- High Visibility vest.
- Gloves
- Fall arrest harness

Other items of PPE as required by risk assessment or local site requirements.

Safety lines, Fall arrest systems, Safety anchorages, Safety harnesses, Restraint systems, Safety devices etc. (list is not exhaustive) must be thoroughly checked prior every single use as well as frequently as stated in BS EN 365:2004 standard.

Fall arrest harness and lanyards serial numbers and relevant inspection documentation must be recorded by the contractor and records of which must be kept on site readily available for inspection by relevant persons.

All scaffolding **must** be erected and dismantled in strict accordance with NASC SG4 (Latest Edition) and contractors must adhere to recommended methods of work within the guidance, giving priority to collective fall arrest systems over personal fall arrest systems.

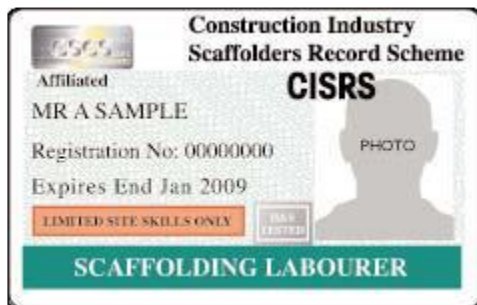
All Scaffolding materials must be passed from hand to hand or raised and lowered in a controlled manner (e.g. light line or Gin Wheel & Rope etc).

The uncontrolled passing or dropping of any scaffolding materials is not permitted.

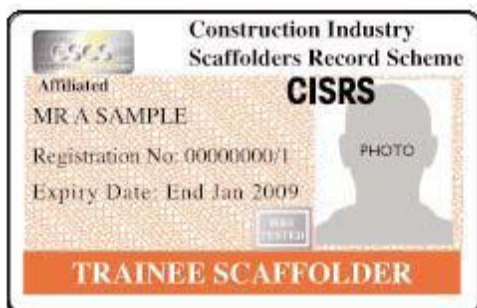
Note: NASC Guidance Note SG6 Manual handling in the Scaffolding Industry contains further guidance.

All lifting operations must be undertaken within the scope of the Lifting Operations & Lifting Equipment Regulations (LOLER).

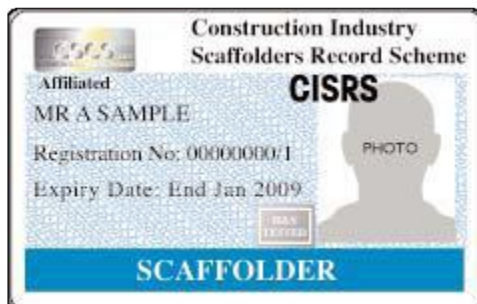
APPENDIX D – EXAMPLE OF CISRS SCAFFOLDING CARDS



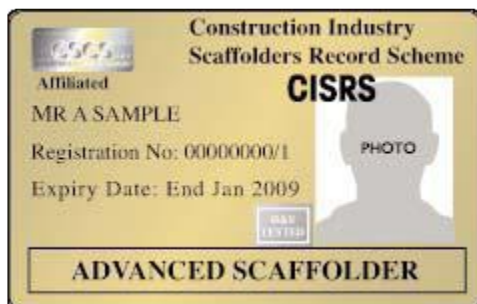
Scaffolding Labourers are only permitted to work from a safe and secure location, i.e. the ground, building floor/fully protected roof or a fully completed section of a scaffold platform..



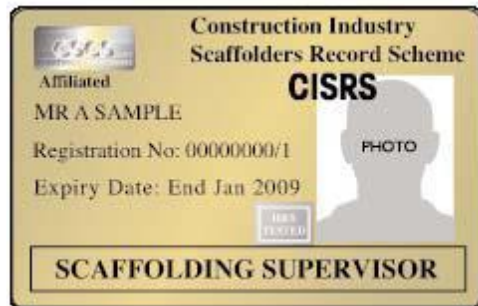
CISRS Trainee Scaffolders card holders will be considered a Trainee Scaffolders regardless of the experience they have within the scaffolding industry. Accordingly, they should not undertake any scaffolding activities unless they are under the direct supervision of a qualified scaffolder..



The operative is now deemed a qualified Scaffolders and can lead a scaffold gang in basic scaffold operations as defined in TG20. It should be noted that the operative is only deemed a scaffolder when using scaffold materials that have been endorsed on their card. When using other scaffold materials, the operative will still be deemed to be a Trainee Scaffolders and should not work unsupervised.



The operative can now be deemed to be an Advanced Scaffolders and will be able to erect complex design structures.



Card is used to provide proof that the Scaffold Supervisor is trained and competent.

APPENDIX E – MINIMUM SAFETY ARRANGEMENT DOCUMENTATION

The contractor shall hold the following documentation (as a minimum) on site at all times

- Risk Assessment, Method Statement (RAMS) and Rescue Plan.
- Signed off Scaffold Designs or TG20 Compliance Sheet (where applicable)
- Contractors' competency qualifications including updates.
- Log of scaffolders including their name, CISRS qualification, CISRS card number and copy of CISRS card.
- Fall arrest harness and lanyards serials numbers.SB-Copy of the 3 monthly thorough examination of Harness & Lanyard and Scaff steps (if used).
- Pull test certificate.
- Pull tester calibration certificate.
- System user guides.
- PST (Prefabricated Structural Transom (if used)) user guide.
- Impact wrench user guide and inspection schedule.
- Data sheets for any products used on the structure (netting, sheeting, etc...)
- Public and Employer liability Insurances.
- Signed copy of Safety Rules for Contractors Employed on Merthyr Valleys Homes Premises.
- Traffic and pedestrian road safety management plan.
- Public Highway Licence (where applicable).
- Copy of current Thorough Examination certificate for gin wheels SB-and ancillary equipment.
- Estates Safety Services advice.
- Scaffold handover certificate, (for erect, adaption and dismantle).
- Copies of the statutory inspection report and competency of the inspector.