# Freedom of Information – Response – 27140

*I am writing to make a request for information under the Freedom of Information Act 2000. This request relates to scaffolding currently in place at the Suffolk Highways Rougham Depot, located at Rougham Industrial Estate, Rougham, Battlies Green, Bury Saint Edmunds, IP30 9ND.*
*I visited and observed this scaffolding on Tuesday 31st March 2026.*

*Please provide the following information:*
*1. The purpose of the scaffolding currently installed at this site.*
Scaffolding has been erected in response to a leaking roof that has caused water ingress into the first-floor office area. The scaffolding provides a temporary waterproof roof and enables safe access for inspection to establish the cause of the leak and identify appropriate repair solutions and carryout the repair. As the site is an operational depot, the immediate priority was to protect the first-floor area to safeguard the building fabric and contents, followed by investigation and remedial works.

*2. Details of the project or works being undertaken (including scope and nature of works).*
As above

*3. The total cost of the scaffolding, including hire, installation, and any associated costs.*
£26,781.37 which is inclusive of up to 12 weeks initial hire, and weekly safety inspections. Should the scaffolding be required beyond this period additional hire will be charged at 2.50% of the value, per week, inclusive of inspections.

*4. The contractor(s) responsible for erecting the scaffolding and/or carrying out the works.*
M Group Ltd

*5. The start date of the project and the expected completion date.*
The scaffolding was fully installed on the 19/03/2026. Completion date and subsequent removal depend on the extent of damage found and subsequent repairs required.

*6. Any risk assessments, method statements, or safety considerations relating to the scaffolding.*
Please find attached *"TBF6133 Roughan Depot Offices.pdf"*

*7. Whether the works were subject to a tender process, and if so, details of the awarded contract.*
The works were arranged through our term service contract with M Group which was procured through a competitive tending process commencing on the 1st October 2023. M Group are also the lease holder for the site as required through the Term Service Contract.

Redacted Information
All information released in response to a Freedom of Information Act 2000 (FOIA) or

Environmental Information Regulation 2004 (EIR) request is deemed to be in the public domain. As such we must consider whether or not the requested information qualifies as personal information and should therefore not be released into the public domain.

The council has determined that this is personal information and is therefore exempt from disclosure under **section 40** of the FOIA and **regulation 13** of the EIR.

The Council considered the following, including the possible consequences of disclosure for the data subjects concerned and their reasonable expectations as to the use of their data:

- expectations of the individuals concerned about personal information being put into the public domain;
- reasonable expectations - the data subjects concerned would have a legitimate expectation of privacy concerning their personal information and would not have anticipated this being put into the public domain;
- whether or not the requested information could be anonymised; and
- balancing the individual's rights and the legitimate interests - In past cases the Information Commissioner has weighed the individual's rights to privacy against the public interest in disclosure. There is no presumption in favour of releasing personal data.

This is an absolute exemption, which means that if the condition is satisfied there is no additional public interest test to consider.

In assessing fairness, the Council considered the likely consequences of disclosure of the requested information. Personal information should not be used in ways that have unjustified adverse effects on the individuals concerned. The council also considered whether such disclosure would be within the reasonable expectations of the individuals, given that any response to a request under the FOIA or EIR is deemed to be in the public domain. The council believes that in this instance it is not fair to disclose personal data and is therefore withholding the requested information under section 40 of the FOIA and regulation 13 of the EIR.

# Risk Assessment & Method Statement (RAMS)

**Unit 23 Boss Hall Road, Boss Hall Industrial Estate, Ipswich, Suffolk, IP1 5BN**
**Office Tel: 01473 487150 Mobile: [redacted] e-mail: enquiries@tbfscaffolding.com**

| | | | |
|---|---|---|---|
| **Customer:** | M Group Limited | **Quote Number:** | TBF6133 |
| **Site:** | Roughan Depot Offices | **Issue Number:** | 001 |
| **Work area:** | | **Issue Date:** | 06/02/2026 |
| **Programme start date:** | 09/02/2026 | **Duration:** | As per programme |
| **Working days/hours:** | Mon-Fri 7am-5pm | **Client/other Design Drawing:** | D3363 – 01 – 01 – 0<br>D3363 – 01 – 02 – 0<br>D3363 – 01 – 03 – 0<br>D3363 – 01 – CAL – 0 |
| **Operations Manager:** | [redacted] – [redacted] | **TG20:21 Compliance Sheet No:** | |
| **Projects Manager:** | [redacted] – [redacted] | **tbf Scaffolding Drawing No:** | |
| **Emergency Contact:** | [redacted] – [redacted] | | |

**All operatives to sign acknowledgement of understanding of the contents of this RAMS**

# Risk Assessment

| Hazard | Those at risk (effect) | Initial Risk Assessment | Control Measures | Residual Risk Assessment |
|---|---|---|---|---|
| Unknown site hazards | All Scaffolding operatives (Major Injury) | **High** | ***Point of work risk assessment to be carried out by scaffolding gang in the following circumstances (this list is not exhaustive)***<br>***1. Prior to starting work on a new structure.***<br>***2. If there is any significant change in weather***<br>***3. If there is any significant change in working environment***<br>***4. If there is a change in operatives working on site*** | **Low** |
| Substances hazardous to health **ASBESTOS** | Scaffolders, supervision, site personnel and the general public | **High** | Written confirmation from client that an asbestos survey has been carried out and no asbestos is present that could cause risk to tbf Scaffolding Ltd operatives prior to tbf Scaffolding Ltd commencing works!! tbf Scaffolding Ltd operatives who attend sites with an asbestos risk to have attended an asbestos awareness training course. | **Low** |
| Contact with delivery/collection vehicles. | Scaffolders, supervision, site personnel and the general public (Fatal Injury) | **High** | Materials to be delivered/collected from site by Lorry utilising an agreed traffic route. Banksman to be used for reversing, and in areas where driver's vision is restricted. | **Low** |
| Manual handling during unloading/loading and during movement of materials on site. | Scaffolders (Major Injury or long-term health problem) | **Medium** | Materials to be unloaded/loaded into an agreed storage area by forklift, or man handled (last resort). Materials to be transported to the work area by forklift or man handled (last resort). Scaffolding materials to be raised or lowered by passing hand to hand **or** utilising a gin wheel and or rope. When handling Scaffolding materials good manual handling techniques to be utilised as per CISRS training. Client to co-operate with reduction of manual handling by provision of mechanical means of unloading and transport around site. ***All operatives hold up to date manual handling training.*** | **Low** |
| Abrasion, splinters from handling scaffold boards, lubricant from handling scaffold fittings | Scaffolders (Major or Minor Injury) | **Medium** | All site personnel to wear suitable gloves whilst handling scaffold materials. | **Low** |
| Trips and slips over our materials whilst being stored on site or whilst being used during erection/dismantle. | Scaffolders, supervision, site personnel and the general public (Major or Minor Injury) | **Medium** | Work area to be cordoned off by suitable means to prevent access, storage of materials within the work area will be subject to good housekeeping.<br>Client to ensure general access and egress on site remains suitable, and that access is available for Scaffolders to manoeuvre Scaffolding materials.<br>***Ensure area is adequately lit.*** | **Low** |
| Fall of materials during movement on site and during erection and dismantle. | Scaffolders, supervision, site personnel and the general public (Fatal injury, major Injury) | **High** | The work area is to be cordoned off using suitable means to prevent access. Materials to be stored by suitable means to prevent inadvertent movement i.e., scaffold fittings to be bagged. Scaffolding materials to be passed from hand to hand. Scaffold to be fully boarded from below before placing scaffolding materials and have toe boards (if a working platform) as soon as possible. | **Low** |

| Hazard | Those at risk (effect) | Initial Risk Assessment | Control Measures | Residual Risk Assessment |
|---|---|---|---|---|
| Fall of persons during erection and dismantle. | Scaffolders and supervision (Fatal Injury) | **High** | Working at height to be avoided where practicable. Scaffolders to wear a suitable full body safety harness & lanyard and work from a fully boarded wide properly supported working platform, with a single guardrail in accordance with SG4:22 “Preventing Falls in Scaffolding Operations” and using a “Scaffstep” to provide collective fall protection (as required), rescue in accordance with tbf Scaffolding Ltd rescue plans. ***All safety harness and lanyards to be inspected by a competent, certified inspector every 3 months.*** | **Low** |
| Collapse of scaffold during erection and dismantle | Scaffolders, supervision, site personnel and the general public (Fatal or Major Injury) | **High** | Scaffold to be erected/dismantled by CISRS qualified Scaffolders on an appropriate grade of card in accordance with, TG20:21 compliance sheet AND/OR the scaffold design drawing. The scaffold will be erected and dismantled progressively. Ties & bracing will be erected/dismantled progressively with the scaffold. Storage of Scaffolding materials on the scaffold will be kept the minimum required to build the section of the scaffold being worked on, during dismantling Scaffolding materials brought down to ground as soon as possible. | **Low** |
| Access to scaffold by non-Scaffolders during erection prior to formal handover inspection and during dismantling. | Site personnel and the general public (Fatal or Major Injury) | **High** | On commencement of erection and dismantle an “incomplete” scaffold sign to be displayed adjacent to the access routes. Physical barriers to be erected to prevent access to scaffold or working area by non-Scaffolders | **Low** |
| Collapse of scaffold when erected. | Site personnel and the general public (Fatal or Major Injury) | **High** | Customer to use the scaffold in accordance with the loading specified on the hand-over certificate/scaffold tag. No modifications to made to the scaffold, especially removal of ties or structural members. Customer to ensure that the scaffold is inspected weekly, and a record maintained. | **Low** |
| Contact with scaffolding when erected. | Scaffolders, supervision, site personnel and the general public (Major Injury) | **High** | Where scaffolds are erected on access routes the 1st lift is to be erected at a height that allows free access under the scaffold. In circumstances where this is not reasonably practicable the scaffold is to be hand railed off utilising suitable means to prevent access. Care to taken to ensure that no projecting tubes or boards are left in an area that could cause injury. | **Low** |
| Environmental conditions (wind, rain etc.) during erection/dismantling | Scaffolders and supervision (Major or minor injury) | **Medium** | Supervision will monitor the environmental working conditions to ensure that employees are not put at risk. Wet weather gear may be utilised; however, Supervision will determine when work ceases due to environmental conditions eg: high wind, snow, frost, heavy rain, heat etc. ***Scaffolds to be checked post adverse weather conditions to ensure that the structure’s integrity has not been compromised. Point of work risk assessments to be carried out if there is a significant change in weather conditions.*** | **Low** |

| Hazard | Those at risk (effect) | Initial Risk Assessment | Control Measures | Residual Risk Assessment |
|---|---|---|---|---|
| Substances hazardous To health | Scaffolders, supervision, site personnel and the general public (Major injury, long term health problems) | **High** | Client contacted by Manager to Identify any substances that are planned to be used by client or other sub-contractors that could cause risk to Scaffolders on site. Refer to the relevant COSHH assessment for the substance and follow the control measures and PPE requirements. Very low risk for Scaffolding on site from Scaffolding works. | **Low** |
| Lack of competence and/or supervision | Scaffolding operatives, Supervisors, scaffold users and members of the public (Fatal or Major Injury) | **High** | Scaffolders will hold CISRS Registration or certification at the appropriate level, for the scaffold to be worked on. Labourers are not issued with fall arrest equipment or spanners and are only permitted to work on the ground or a fully completed and handed over scaffold moving materials.<br>Trainee Scaffolders must work under the direct and immediate supervision of a Scaffolder or Advanced Scaffolder at all times. When working on an advanced Scaffolding structure a Scaffolder must work under the direct and immediate supervision of an Advanced Scaffolder at all times.<br><br>The person handing over and/or inspecting the scaffold shall be a Scaffolder qualified to the level of the structure he is to inspect and not be a member of the gang who erected the scaffold or has attended a suitable scaffold inspection training course. | **Low** |
| Noise and Vibration risk use of cordless impact wrench on scaffold couplers. | Scaffolders (Noise or vibration related long term health effects) | **Medium** | Noise and vibration tests carried out using HSE calculator tools that indicate a maximum of 20 minutes “trigger time” per Scaffolder per day, this equates to approx. 1200 uses per day. Hearing protection and gloves MUST be worn when using the impact wrench. Toolbox talks to be delivered on the operation of impact wrench that includes detail of user guide. Copies of user guides to be kept with each impact wrench. | **Low** |
| Noise, vibration and/or dust risk on use of battery hammer drill for drilling for masonry anchors for ties. | Scaffolders (Noise, vibration or brick/concrete dust related long term health effects) | **Medium** | Hearing protection, eye protection, dust mask (with face fit testing for each operative) and gloves MUST be worn when using the battery hammer drill. Toolbox talks to be delivered on the operation of impact wrench that includes detail of user guide. Copies of user guides to be kept with each impact wrench.<br><br>Actual use of drills to be shared between all dust mask face fit tested operatives on site to keep individual exposure to a minimum. tbf Scaffold Ltd operatives with beards or facial hair NOT to use drills. | **Low** |
| Electricity. | Scaffolders and supervision (Fatal or Major Injury) | **High** | Site visited by Contracts Manager or Supervisor to identify any overhead, underground (eg: if using ground anchors) or other electrical hazards and discuss with client actions to be taken (eg: isolation) prior to any works commencing. Client to Identify electrical hazard and be responsible for any isolation work that may be required. Client to be responsible for obtaining all work permits and authorisations from suppliers. **No overhead electrical hazard identified on site.** | **Low** |

| Hazard | Those at risk (effect) | Initial Risk Assessment | Control Measures | Residual Risk Assessment |
|---|---|---|---|---|
| Safe use of Ladders | Scaffolders and site personnel (Fatal or Major Injury) | High | All ladders are to be inspected prior to being installed to ensure there is no ware or damage. Ladders are only to be used on a firm base, up to a 75° angle and fixed securely using ladder clamps or scaffold fittings ensuring that they extend the working platform by a minimum of 1m and that the fixing point is higher than the working platform to prevent tipping.<br><br>Ladders are only suitable for access to working platforms at no greater height than 4m as per company policy so should the working height exceed this additional landing platforms are to be erected.<br><br>When using the ladders all personnel are to ensure that there is no movement prior to ascend/descending, ensuring to ask for assistance should there be any issues to ensure the ladder is secure. Whilst on the ladder operatives are to keep 3 points of contact at all times. | Low |
| Leptospirosis / Weil's Disease | Scaffolders and Supervision | Medium | Wear gloves whilst working, wash hands before eating, drinking, or smoking. Wash any cuts or grazes immediately with soap and water and cover all broken skin with waterproof plasters. | Low |
| Use of hop ups | Scaffolders, other site operatives, members of the public (major or minor injury) | Medium | Ensure ground is solid, compact, level, and stable. If not, seek an alternative method. Ensure hop up is not being used near a trench. Inspect equipment before use and ensure equipment is inspected on a periodic basis (minimum weekly). Do not use equipment if it is faulty. Operatives should only use hop-ups for low level work. Operatives must not overreach when using hop up platforms, and move the hop up along as required. Operatives using hop ups should have suitable working at height training and be familiar with the SSOW. All work should be appropriately supervised. | Low |
| Sun Safety | Scaffolding operatives, Supervisors, scaffold users and members of the public (Minor injury, long term health problems) | High | Continue to wear full PPE inclusive of t-shirt underneath with the addition of safety sunglasses in order to limit direct exposure to UV rays. Apply sunscreen of at least factor 30, liberally and reapply as per manufactures instructions (at least every 2 hours). Avoid, where possible, working in direct sunlight between the hours of 11am-3pm between March and October, keeping well hydrated ensuring you have plenty of drinking water and taking frequent breaks. | Low |

| | | |
|---|---|---|
| **Risk assessment Undertaken by:** | [redacted] **Commercial Manager** | **Date:** 06/02/2026 |

# Method Statement

**Activity**
Erect, Alter and Dismantle Independent Tied Scaffold to design, to facilitate re-roofing of offices whilst providing weather protection in the form of a temporary roof.

**Scope of Work**
Supply, erect and dismantle an independent scaffold to the perimeter of the steel building, erected to 4 boards wide, with 2 inside boards as per NASC TG20:21. Scaffold is to be erected in max bay lengths of 2.0m and lift heights of 2.5m and raised to approximately 200mm below roof level and provided with the top lift fully boarded and complete with double guardrails and toeboards accessible via internal ladders with landings/hatches. Scaffold is then to be raised an additional lift with beams laced over the building approximately 2m above roof level prior to being fitted with tin to provide a temporary roof. Monoflex sheeting is to be fitted to the external face of the structure down to the working platform to provide weather protection and the entire structure is to be supported by a series of buttresses constructed to the perimeter utilising IBC units as kentledge, except for the north elevation which will be securely butted against the adjacent building. A loading bay is also to be constructed on the west elevation of the building, raised to roof height to enable the safe loading/unloading of materials supplied with gate (for telehandler) or rope and wheel.

**Scaffolding Operatives**
All Scaffolders engaged in this work activity will contain a balance of CISRS qualified operatives in accordance with the type of scaffolding required. Refer to skills training matrix for evidence of qualifications i.e., CISRS card number and grade of card (eg: Advanced Scaffolder, Scaffolder, Trainee Scaffolder or Scaffolding Labourer. All Scaffolding Operatives to attend Principal Contractors or Clients site induction prior to starting work on site.

Scaffold Inspector (where applicable) will be a Scaffolder or Advanced Scaffolder (who was not in the gang that constructed the scaffold) or be a person who has attended an approved scaffold inspection training course.

**BEFORE SCAFFOLDING IS ERECTED, PLEASE ENSURE THAT EXCLUSION ZONES ARE SET UP BEFORE WORK COMMENCES.**

**Equipment to be used in the work activity**
The scaffolding will be constructed with steel scaffolding components and fittings that comply with TG20:21, BS EN 39:2001 and BS EN 74-1:2005. Scaffold boards will be to BS 2482. Ladders will comply with BS EN 131.

All components used in the scaffold will be inspected prior to use at tbf Scaffolding Ltd yard before being taken to site, in addition to this all equipment is visually inspected by Scaffolding Operatives before building into a scaffold, any components having defects identified during the materials inspection will be withdrawn from service and segregated on the company delivery vehicle for repair or disposition back at the company premises.

**PPE Requirements**
Standard Equipment is: - Safety Footwear, Safety Helmet, Safety Harness/Lanyard (**Twin Lanyard for Temporary Roof Construction),** high visibility vests and gloves, hearing protection (for Impact wrench and drill use), FFP3 facemask (for drill use), all in line with relevant British standards.

Safety Harness and Lanyard will be inspected quarterly by competent inspectors. In addition to this operatives are required to inspect their kit daily, prior to commencing works, and are to report any defects to the Health and Safety advisor or line manager.

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 and moved during scaffolding operation by
(**BOLD/underline)** all those that apply from following list:

- HIAB
- Forklift/Telehandler (Supplied by client with qualified Driver)
- Site crane (Supplied by Client with qualified Operator)
- **Manual Handling**

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

**Emergency Procedures**
Scaffolding Operatives will attend the clients site induction and will comply with Clients site emergency procedures.
Client will provide on site first aid facilities.

Scaffolding Operatives will report any accidents or near misses to tbf Scaffolding 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.

**Access and egress to the scaffold**
Access to and egress on the scaffold (if printed in **BOLD AND UNDERLINED** items will apply to this site) will be by way of a:

- ALTO Universal Staircase Units (to user guide)
- Ladder access tower
- **Internal ladder access**
- External ladder access (1st lift only)
- **External ladder (max 2 lifts)**

All ladder access points are to be installed with ladder gates or ladder hatches.
Once completed it will be the main contractor's responsibility to ensure that all safety gates and/or trapdoors are closed by site operatives
At no point will Scaffolders climb up the scaffold facade as a means of getting to their place of work but will always use the permanent ladder or staircase.

**Raising of scaffold components**
The hoisting of materials by the Scaffolder Operatives to their work level will be by one or all of the following means (if printed in **BOLD AND UNDERLINED** items will apply to this site):

**●Passing from hand-to-hand e.g., Labourer to Scaffolder – Scaffolder to Scaffolder.**
●Gin wheel and rope, having a max SWL of 50 KG (18mm ø natural fibre rope).

- ●Electromechanical goods hoist used within certified load limits.
- ●By crane onto purpose built landing platform.
- ●All-terrain fork truck (provided by client with Driver) onto purpose-built loading tower.

Until the scaffold is complete and 'handed over' a "Scaffolding Incomplete" sign will remain attached, in such a position that it will be seen by persons approaching the scaffold from a logical direction

**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 inspection tbf Scaffolding Ltd will issue a handover certificate.

**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 1st use, after substantial alterations, after any event that may affect its stability and every 7 days.
Any queries regarding this structure to be raised with tbf Scaffolding Ltd.

**Inspection procedure**
tbf Scaffolding Ltd will carry out statutory inspections in accordance with the Work at Height Regulations 2005 and record their findings accordingly.

**Monitoring and compliance**
tbf Scaffolding Ltd will ensure that this Method Statement is adhered to by means of regular monitoring carried out as part of our Safety Management System by our Management and Health and Safety advisor.

**Procedures for Changing this Method statement**
If as a result of changes of client requirements and/or work methods this can't be followed as laid out, then work must stop, and the Contracts Manager contacted to carry out a risk assessment and new method statement that safely meets the revised requirements of site.

**Work Method / Procedure**
Erect tube and fitting Independent tied scaffolding to comply with NASC TG20:21 and site requirements using trained and competent CISRS Scaffolders working in accordance with NASC guidance note SG4:22 `Preventing Falls in Scaffolding Operations' and by use of "Scaffstep" or "short lift method" to provide collective fall protection as follows:

Supply, erect and dismantle an independent scaffold to the perimeter of the steel building, erected to 4 boards wide, with 2 inside boards as per NASC TG20:21. Scaffold is to be erected in max bay lengths of 2.0m and lift heights of 2.5m and raised to approximately 200mm below roof level and provided with the top lift fully boarded and complete with double guardrails and toeboards accessible via internal ladders with landings/hatches. Scaffold is then to be raised an additional lift with beams laced over the building approximately 2m above roof level prior to being fitted with tin to provide a temporary roof. Monoflex sheeting is to be fitted to the external face of the structure down to the working platform to provide weather protection and the entire structure is to be supported by a series

of buttresses constructed to the perimeter utilising IBC units as kentledge, except for the north elevation which will be securely butted against the adjacent building. A loading bay is also to be constructed on the west elevation of the building, raised to roof height to enable the safe loading/unloading of materials supplied with gate (for telehandler) or rope and wheel.

**1st lift level**

- Set up barriers to form exclusion zone, complete with signage.
- Base scaffold out on ground prepared by Client.
- Erect standards (on top of baseboards and base plates) and ledgers for 1st lift.
- Fix ledger bracing and face bracing
- Fix Scaffolders guardrail to next lift using “Scaffstep” (if required)
- Fix 1st lift transoms and install a minimum of 4 fleets of boards from ground level.
- Fix permanent ladder access at point agreed with contractor using same to gain access to next lift of scaffold. Sign or “Scafftag” will be attached warning that scaffold is incomplete.
- Fix intermediate guardrails.

**2nd and subsequent Lifts**

- Fix 2nd lift ledgers, braces, transoms, and boards from fully scaffolders ‘safe zone’
- Tie in scaffold as per the requirements as indicated by the scaffold design.
- Fix Scaffolders guardrail to next lift using “Scaffstep” (If required).
- Move boards from 1st lift and position on 2nd lift progressively starting at furthest point from ladder access and working back to ladder access (Clipping harness onto inside ledger at top of 1st lift to protect from fall in line with SG4:22).
- Extend ladder access.
- Fix intermediate guardrails.
- **These procedures will be repeated up to and including the top lift. Where working platforms occur they are to be fully boarded from the scaffolders safe zone on the previous lift and toebaords and external guardrails are to be installed with a handover completed and issued.**

**Temporary Roof**

- Upon raising scaffold to appropriate height carry out a full inspection of the scaffold ensuring that it is structurally sound and erected to fully comply with the design.
- Lace beams over the building, securing them to the standards of the external scaffolding and ensuring that they are fitted in spacings which comply with the design. (Clipping harness onto the highest available anchorage point at all times by utilising a twin lanyard)
- Install braces and purlins as per design to strengthen the structure and support the roofing sheets.
- Fix corrugated sheeting ensuring that they are overlapping and secure using roofing couplers.
- Install monoflex sheeting to external face of the structure.

**Scaffold Tying**

Method of tying this scaffold are ALL those methods which are printed in **BOLD AND UNDERLINED** will apply to this site:

- Rakers in line with TG20:21 or scaffold design
- Corner returns, fixed with load bearing fittings (including all guardrails) in line with TG20:21
- Excalibur type screw in bolts (must be pull tested minimum of 3 or 5% of total ties)
- Plastic anchor with screw in ring bolt (must be pull tested minimum of 3 or 5% of total ties)
- Drop-in Anchors (eg: Hilti HKD) (must be pull tested minimum of 3 or 5% of total ties) not to be used in brickwork unless prelim test carried out and approved by Scaffold Designer.
- **Buttresses (in line with Scaffold Design)**
- **Kentledge (in line with Scaffold Design)**

- **Other method (in line with Scaffold Design)**

**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 “Scafftag” (if used) will be removed to show the scaffold incomplete “do not use” sign.
- From the ladder access point on the lift below the top lift Scaffolder to clip his harness to the inside ledger above his head and remove boards on the lift above him and re-position on lift he is standing and work away from the ladder access point. At all times the Scaffolders should be either clipped (only unclipping to reposition his clipping on point when he is at least 1 metre inside the area that is boarded “safe zone”).
- Remove ledgers, braces, transoms from fully boarded scaffold platform and remove to ground as above
- Remove Scaffolders guardrail from lift above using “short lift method” or “Scaffstep”
- Continue with each lift down to ground level, using a temporary lift for reaching the last Scaffolders guardrail at the pavement lift level.
- Ties and bracing will be removed progressively in line with the dismantle procedure so that the scaffold remains stable during all dismantle activities.
- 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 forktruck/crane (where applicable). Under no circumstances will any materials be **BOMBED**!!

# RESCUE PLANNING

**The Rescue of Scaffolders suspended following the arrest of a fall from height:**
The introduction of SG4:22 has vastly reduced the chance of a Scaffolder having an arrested fall in a safety harness due to the introduction of the Scaffstep system of collective protection. We do however recognise that a fall is possible and as such have developed the following simple rescue plan, following the guidance contained in NASC SG19:17. When Scaffolders are working on an independent tied, tower, birdcage, or other scaffold where there is access adjacent to the suspended person the procedure below are to be followed:

- Priority is to recover the suspended Scaffolder as soon as possible.
- Send a gang member to raise the alarm with site and emergency services.
- If the Scaffolder is conscious, he may well be able to rescue himself by climbing into the scaffold structure adjacent to him.
- He may need some assistance to do this from his gang members, who should not put themselves at risk in helping him.
- He may be able to support his weight on the scaffold until a gang member can reach him and assist in getting to a place of safety.
- If the Scaffolder is not, without assistance, to get to a place of safety he needs to take step to prevent further injury by keeping all four limbs moving to aid blood circulation by flexing leg muscles or transferring weight from either side.
- Scaffolder's gang members can create a working platform adjacent to him, clip onto the guardrails or ledger and assist him onto the platform. If the lift is not boarded then the rescuer can create a fully boarded platform to facilitate the rescue ensuring that they are themselves clipped on when not protected by a guardrail.
- The fallen Scaffolders lanyard must not be released or cut until such time as he is in a place of safety.
- If conscious and mobile, the casualty should be seated in an upright position until fully recovered.
- If unconscious or semi-conscious, the casualty is best managed in the traditional recovery position and steps taken to ensure their airway is open.
- Where possible, the remaining Scaffolder(s) should assist the emergency services by providing safe access to the casualty e.g., positioning a ladder, installing temporary guardrails, securing the platform boards etc.
- The Emergency Services should then make their way to the casualty to administer treatment and make an assessment as to their condition before deciding on the next steps to be taken to get the casualty to ground level, using either the site emergency response team, or the external emergency services.

# SCAFFOLDING OPERATIVES' DECLARATION

**I confirm that this Risk Assessment and Method Statement (RAMS) has been explained to me by way of a pre-start toolbox talk and I confirm I understand the contents and agree to work in strict compliance to the working methods outlined:**

| Name (print clearly) | Date | Time | Signature |
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# INTENTIONALLY BLANK FOR NOTES

| Revision | Date | Comments |
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| 001 | 06.02.2026 | Issued to client |
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