

# Method Statement Omega Scaffolding

Incorporating, Assembly, Use and Dismantle Plan

**Customer:** INTERCLASS PLC – SITE COPY

**Date:** 26/02/2021

**Site:** Cadburys, Block C, Linden Road, Birmingham, B30 1JR

**Page:** 1 of 8

**Work Area:** Block C, External Scaffolding and Internal Birdcage for Roof Works

**Issue No:** 001

## SCOPE OF WORKS

**DESCRIPTION OF WORKS** Independent Scaffolding, Internal Birdcage, Safety Netting + Haki Tower

- i. The supply, erect and dismantle of independent access scaffolding to external elevations.
- ii. The supply, erect and dismantle of independent access birdcage to internal rooms.
- iii. Haki tower to external elevation.
- iv. Safety netting to internal roof.
- v. All tube and fitting scaffolding shall be erected in compliance with TG20, all system scaffolds shall be erected to SYSTEMS MANUAL OR MANUFACTURERS INSTRUCTIONS and erected to appropriate standards BS 12810 5975

## Specification of the Works to be Carried Out.

<b>Quotation No:</b>	OSS/IC/3464B	<b>Item No:</b>	OSS/C/1-10	<b>Design No:</b>	COMPLIANCE
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**All scaffolds will be erected in accordance with The Work at Height Regulations 2005 and NASC TG20:13.**

## Supervision.

<b>Supervisor:</b>	Mark Stych	<b>Contact No:</b>	07981288983
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<b>Emergency Contact:</b>	Jason Newton	<b>Emergency Contact No:</b>	07974434866
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## Programme.

<b>Start Date:</b>	08/03/2021	<b>Working Days &amp; Hours:</b>	Mon-Fri	0800 – 1630	Please note that the program is indicative only
<b>Duration:</b>	As Per Program		Sat	0700 – 1300	

## Equipment to be Used and Conformity Requirements

The scaffold will be constructed of scaffold tube, scaffold fittings, scaffold boards, ladders and ancillary equipment.

- i. All materials will be in accordance with a relevant British Standard or its equivalent i.e scaffold tubes to BS EN 39, scaffold fittings BS1129, BS2037 or BS EN 131, system scaffolds as per manufacturers guidance etc.
- ii. Materials will be free from visual damage that will foreseeably affect its performance whilst in use.
- iii. Materials are visually inspected prior to issue from the depot.
- iv. Materials will be visually inspected prior to use by the operative, defective materials will be segregated to prevent use.
- v. System scaffolds will be strictly in compliance with manufacturers recommendations

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## Work areas / storage / loading / unloading of materials and movement of materials

- i. Materials will be delivered and collected using designated traffic routes.
- ii. Dates and times to be arranged and agreed with **INTERCLASS PLC and CADBURYS**.
- iii. Materials will be delivered and collected utilising Rigid Trailer unit or similar HGV lorry flat bed, our HGV (HIAB)
- iv. Materials will be unloaded into a safe and correct storage area agreed on site and loaded from an agreed area on site.
- v. If the used vehicle is crane mounted (HIAB) Then lifting plans will be utilised and agreed by Omega Scaffolding Solutions Ltd and Main contractor
- vi. All lifting equipment working in partner with HIAB crane will be **LOLER CERTIFICATION**. And fully trained competent personal only
- vii. Any unloading our loading situations that is man handling from a wagon, safe working zones e.g. Demarcation boundary to be erected, as a protection to yourself and other parties ie contractors and management and site operatives and public
- viii. All activities under manual handling unloading and loading from man to man, from wagons to stillages, wagon to forklift must be in a controlled environment and assessed to produce maximum safety
- ix. If vehicle mounted crane (HIAB)used, the lifting plan will be carried with driver

## Unloading and Loading Arrangements.

Materials will be unloaded/loaded utilising the following methods: -

- i. Manual handling.
- ii. Using on site forklift
- iii. Chaining from person to person
- iv. Using a gin wheel and rope with **LOLER CERTIFICATES**

## METHOD TO BE USED TO SEGREGATE THE WORK AREA

**Work area to be segregated by purpose designed barriers**

**Tube and fittings system**

**Red and white warning tape**

**Warning signs will be displayed at prominent locations**

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## Omega Scaffolding Solutions Ltd PPE Requirements

- i. Standard equipment is: SAFTEY BOOTS, SAFTEY HELMET, SAFTEY HARNESS AND LANYARDS, HIGH VISIBILITY VESTS, AND GLOVES, GLASSES TO MAIN CONTRACTORS POLICY
- ii. All PPE to be in line with current British standards.
- iii. Additional items of PPE will be determined by type of scaffolding, area surrounding scaffolding, electrical hazards around area of structure, and Risk assessment
- iv. Recorded inspections of all fall arrest equipment should take on a daily and recorded on a three-month basis.
- v. Risk assessments based on the environment issues dictate a different period.

## Additional REQUIREMENTS

### Please state additional equipment

Gloves – Cut Level 5 – PU Palm coated gloves – EN388:2016+A1 2018-4x43D  
Safety Helmet c/w Full face visor – CE EN397:2012+A1:2012 ANSI Z89.1:2009

## Environmental Impact.

- i. All our materials will be removed from site on completion of our works and recycled.
- ii. Scaffold boards will be FSC or PEFC certified, other timber will be certified subject to specific contract conditions.
- iii. Packaging materials will be segregated into the appropriate onsite disposal bins or be removed from site.
- iv. Noise may be an issue if work is outside of the agreed site working hours.
- v. Where plant or equipment is serviced or fueled on site, COSHH assessments will be available for the substances in use.
- vi. Plant refueling will be undertaken in agreed areas, spill kits will be available.
- vii. No other substances that are subject to the COSHH regulations will be used on site.

## Guidance for the Users of the Scaffold

- i. Users of the scaffold are directly responsible for ensuring the structure is used only for its intended purpose and within its specified loading limits.
- ii. Users must ensure the scaffold is not interfered with e.g. removal of ties, guardrails or platform boards, overloaded with materials, modified e.g. by sheeting a scaffold that is not suitable for extra wind loading this imposes on the structure.  
**Any modifications to the scaffold must be carried out only by our competent trained scaffolders**
- iii. Every user of a scaffold must check the structure before use "Regulation 13 The Work at Height Regulations 2005"
- iv. Ensure that the statutory 7-day inspection is carried out and recorded.
- v. Any queries or concerns relating to use of this scaffold should be raised with the Supervisor or Manager responsible for the project.
- vi. Toolbox talks to be carried out weekly by Omega Scaffolding Solutions Ltd and understood and signed onto

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## Emergency Procedures-summary of NASC SG19:17 SITE EMERGENCY PROCEDURE

- 1, We will comply with the site emergency procedures as detailed in the construction phase health and safety plan
- 2, In the event of fall involving a safety harness, refer to the site-specific fall recovery plan.
- 3, The customer will provide first aid personnel and facilities on site.
- 4, Operatives will carry travelling first aid kit in their vans.
- 5, Operatives will initially report any incident/accident to their immediate supervisor.
- 6, A scaffold Operative who falls and is suspended in their safety harness, must be rescued extremely quickly by the most appropriate means, and utilising such plant / equipment and personal on site at the time.
- 7, **It is imperative that suspension time be kept to an absolute minimum and strongly recommended that no person remains suspended in a harness for no longer than 10 MINUTES.**
- 8, First priority must be to recover a suspended person as quickly as possible without, unnecessarily endangering the safety of rescuers or casualty.
- 9, A scaffold operative will therefore take control of the situation and will remain in control, until such time as the incident is successfully dealt with.
- 10, Or it is dealt with, or it is handed over to a higher authority or to the emergency services
- 11, CLIENT / SITE MANAGER must contact the emergency services as soon as practical, informing the controller, that the casualty is requiring immediate treatment from suspension trauma (**MEDICAL TERM: ORTHOSTATIC SHOCK or INTOLORANCE**)
- 12, If the casualty is conscious, (or assisted) rescue may be possible and the casualty should endeavour to support themselves on part of the structure to take the weight out of the harness and / or keep all four limbs moving until rescued thus aiding blood circulation and reducing the risk from suspension trauma
- 13, Once safe the casualty will be seated in an upright position and prevented from trying to walk.
- 14, **THE CASUALTY RESCUED FROM SUSPENSION MUST NEVER BE LAID FLAT IN HORIZONTAL POSITION.**
- 15, **A unconscious casualty must be laid in an inclined position with patient's head at the highest point**, at about 20 degrees and ensure their **AIRWAY** is open.
- 16, All persons suspended in an arrested fall must be treated as a medical emergency, and seek urgent medical attention
- 17, **AS A LAST RESORT**, additional scaffold platforms will be built to assist in the help of operative rescue.
- 18, All rescue procedures are individually assessed to accommodate the scaffolders and work area

## Monitoring and Compliance.

- i. Supervision will implement, monitor and enforce this method statement by periodic visits to site.

## Procedures for Changing this Method Statement.

This method statement may be modified to reflect changes in the working procedures by the rising a revised version in this format or by utilising the On-Site Risk Assessment and Method Statement Revision Form.

## Assessment of Significant Risks.

**This Method statement to be read in conjunction with the attached risk assessment.**

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## Erection Procedure /work method / sequence

### ALL OPERATIVES TO ATTEND SITE INDUCTION BEFORE ANY WORK COMMENCES ON SITE.

- i. Operatives will attend site office and sign in
- ii. Operatives will attend a site induction for information on site rules, site emergency procedures, site traffic management system, site fire protocol and assembly point.
- iii. Operatives will be briefed on location of scaffold, and purpose of scaffold for works to commence,
- iv. All scaffolds to be erected under certificate of conformity to **NASC TG20:13 OUR SPECIFIC DESIGN**.
- v. Operatives will be briefed at the point of works, and the relevant hazards and control measures will be explained.
- vi. All Omega Scaffolding Solutions Ltd scaffolders will sign onto site RAMS
- vii. No work is to proceed until the surface on which the scaffold is to be constructed on, has been inspected and accepted as being fit for purpose, and capable of withstanding the loads to be placed upon it, Operatives will work with due care and consideration of the surroundings.
- viii. All materials will be inspected on an item for item basis and will only be used if clean / serviced and fit for use.
- ix. Setting out shall be the responsibility of the foreman scaffolder with datum lines or measurements given by the client.
- x. Construction of any structure shall at all times be carried out STRICTLY in accordance with, The latest version of NASC document SG4. This guidance shows the method of work that comply with the requirements of the Work at Heights Regulations 2005 and to comply with guidance on "COLLECTIVE SAFETY"
- xi. When operatives take a break, all incomplete scaffolds will be made safe and unable to access (**WARNING SIGNS INCOMPLETE TO BE ATTACHED TO SCAFFOLD AND VISABLE TO SITE PERSONNEL**)
- xii. For structures such as safety edge protection or laydowns our operatives, must work within a safe zone, or must ensure they use a safety fall arrest equipment that is suitable for the job.
- xiii. Once completed it will have a final inspection by a competent and trained inspector BASIC our ADVANCED, depending on spec of scaffold
- xiv. All loose materials to cleared up and stacked in the correct stillages .and moved into a safe area.
- xv. A scaffold tag id will be completed and fitted adjacent to the access point and, will record that the scaffold complies with the specification.
- xvi. After handover procedure is completed, **THE SCAFFOLD IS NOW THE RESPOSIBILITY OF THE USER.**

### INSPECTION PROCEDURE

The customer should then make arrangements for the scaffold to be inspected in accordance with the requirements of the Work at heights regulations 2005 and a record maintained

### Hand Over Procedure

On completion of the scaffold the Scaffold Inspector will carry out a visual inspection to ensure that the scaffold complies with the specification.

On satisfactory completion the Scaffold Inspector will issue a hand over certificate to the Customer.

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## Work method / procedure for modifications

- i. All modifications to existing scaffolds should be carried out in such a way, that the stability of the scaffold is not impaired.
- ii. As a general rule, supplementary components should be added before those, which have to be removed are uncoupled, and taken away
- iii. Modifications **WILL NOT TAKE PLACE UNTIL TRADE DEBRIS IS REMOVED BY TRADES OUR MAIN CONTRACTOR.**
- iv. **DO NOT TURN BOARDS TO REMOVE TRADE USED MATERIALS AND DEBRIS.**
- v. Modification shall be systematic and progressive.
- vi. Platforms shall not be overloaded with surplus materials.
- vii. Adding sheeting our debris netting to an existing {unclad} scaffold structure, shall need a scaffold design, and erected to the design specifications only!!!!
- viii. All scaffolds that undertake any modifications, **MUST STAY IN COMPLIANCE** with nasc tg20:13 regulations.
- ix. All scaffolds that undertake any modifications, **MUST STAY IN COMPLIANCE** with the certificate of conformity.
- x. All scaffolds that undertake any modifications, **MUST STAY IN COMPLIANCE** with the working at heights regulations 2005.
- xi. All scaffolders and personnel will be toolbox talked and signed on task of the modification to be undertaken.
- xii. Components must only be loosened prior to removal and never left unsecured.
- xiii. All materials shall be stacked safely prior to removal, all materials will be moved promptly.
- xiv. **Modifications must be carried out by a competent and trained scaffolder only.**
- xv. On completion scaffold must be re/handed over to the main contractor.
- xvi. **Inspection procedure** the customer should then make arrangements for, the scaffold to be inspected in accordance with the requirements of the Work at Height regulations 2005 and a record maintained.
- xvii. **THE SCAFFOLDS IS NOW THE RESPONSIBILITY OF THE USER.**

## Notes to take into consideration at planning stage of erecting / modification / dismantle of TWP structures

It is recommended that clients, principal contractors, designers, users and scaffold contractors consider, the erecting, modification, and dismantle elements at planning stage, to ensure that all parties are aware of the scaffold contractor's requirements, including safe access/egress for operatives, and operatives' suitable arrangements for lowering, many tones of scaffold safely (e.g., Ideally cranes/hoists to remain in position for the scaffold dismantle operation)



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## Work method / procedure of dismantle

- i. All scaffolds to be inspected before dismantle procedure begins to ensure the scaffold is ready for dismantle and all other trades materials and surplus is removed, **THIS IS NOT THE SCAFFOLD CONTRACTORS RESPONSIBILITY.**
- ii. Main contractor should always ensure scaffold is cleaned prior to dismantle.
- iii. Close off all access routes if necessary, and install DO NOT USE SIGNS, SCAFFOLD INCOMPLETE SIGNS.
- iv. Ensure all scaffold ties and bracing, and all other components are in correct position, and not compromising scaffold integrity
- v. Dismantling the scaffold should be orderly and well planned and proceed from the top working usually in reverse order from erecting the scaffold, all loose and stacked materials to be cleared from working platform on a regular basis.
- vi. Platforms should never be overloaded with dismantled materials.
- vii. Materials shall be lowered from lift to lift eventually to ground, using hand to hand motion, **SG6 MANUAL HANDLING MANUAL AND USER GUIDE HAS BEEN ISSUED TO OMEGA SCAFFOLDING OPERATIVES FOR GOOD WORKING GUIDELINES.**
- viii. All fittings will be bagged and passed from lift to lift.
- ix. All tube / boards must be laid safe and tidy and secured on floor, **NOT LEFT STANDING UN-MANNED AGAINST SCAFFOLD**
- x. **ALWAYS** check to make sure a clean and cleared working route on platforms is maintained at all times for safety to yourself as the scaffolder operative, and for any unseen operatives that may have to enter the working area.
- xi. Where sections of scaffolding, are left in place during dismantle, these must be left in safe condition, with stop end guardrails and toe boards on edges, and scaffold remaining suitably tied to the façade (design input may be required, and there may be a requirement for additional ties on the ends of the scaffolds, before the other sections are dismantled)
- xii. All handrails fixed to steels at heights will be dismantled using Mewps unless instructed otherwise.
- xiii. All scaffolds will be dismantled methodically
- xiv. Always have health & safety forefront to your work process
- xv. On completion all materials will be cleared from the work area and stored in an agreed area/position or removed from site.
- xvi. A final visual check will be made by the chargehand prior to leaving site.

### Method Statement Prepared By.

<b>Name:</b>	Mark Stych	<b>Signature:</b>	
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**Distribution.**

**Copy to be submitted to our Customer for approval.  
Operatives to sign onto the method statement.  
Chargehand to be issued with a copy to be retained on site.**

*I confirm that I understand and will work in accordance with this method statement and its attached risk assessment*

Name:	Signature:	Date:	Name:	Signature:	Date:

