



Access Solutions Ltd

Company Information



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COMPANY HISTORY UK Access Solutions Ltd can trace its trading roots to the early 1950's. The company has been involved with some renowned PLC's (Interserve Plc, GKN Plc) who have invested considerable resources to help establish the company as it is today.

COMPANY SERVICES UK Access Solutions Ltd is a market leader in the provision of *Access Services* to the Construction, Industrial and Maintenance markets. The access services the company provides are:

- **Contract Scaffolding**

The company is one of the largest contracting scaffolding companies in the Midlands and Northwest. The company has the resources to undertake the largest projects in the region, together with a comprehensive engineering and safety resource. The company has invested substantially in scaffolding equipment over the years and now holds a multi-million stock of traditional and system scaffold equipment.

- **Powered Access**

The company have a comprehensive range of powered access equipment for hire. The range covers Booms and Scissor lifts in a variety of multi-fuel, 2 and 4 wheel drive.

- **Scaffolding Hire & Sale**

The company offers a comprehensive range of traditional, system and alloy tower scaffolding equipment for hire and sale.

- **Alloy Tower Systems**

The company have a dedicated department offering alloy tower erection services to clients who need a speedy service for those small, 'quick turnaround' access situations, or where a light loading is important.

Insurance Details	Employers liability £10.0m Public Liability £10.0m
NASC membership number	060854 Valid to April 2011
Health and Safety Consultants	Safety and Access Ltd
Construction Industry Scheme	CIS Number 86935 00806 301
Unique tax reference Nr	8693500806
CITB registration number	3266158
Vat registration number	808 4457 17
Company registration number	4835444
C.H.A.S. Registered company	Verification Tel 02085453838

www.ukaccessolutions.co.uk

■ **CONTRACT SCAFFOLDING** ■

■ **POWERED ACCESS RENTAL AND SALES** ■

■ **ALLOY TOWER SYSTEMS** ■

■ **SCAFFOLDING HIRE AND SALES** ■



Health & Safety Policy Statement

It is the intention of this Company that this policy sets down the organisation and arrangements within UK ACCESS SOLUTIONS Ltd for ensuring effective implementation throughout the Company's undertakings.

UK ACCESS SOLUTIONS Ltd is committed to ensuring the Health, Safety and Welfare of its employees. We fully accept our responsibility for ensuring the Health and Safety of others who may be affected by our activities.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of individuals whilst at work.

It is the duty of management to ensure that all processes and systems of work are designed to take into account Health and Safety and are properly supervised at all times.

Every employee must co-operate with us to enable successful implementation of this policy. Commitment is required at all levels of employee, from the boardroom to the site workplace.

Each individual has a legal obligation to take reasonable care for his own Health and Safety, and for the safety of others who may be affected by his acts or omissions.

Safety is considered as an integral part of our business and is incorporated into all activities from initial planning to final completion of operations.

This Policy will be regularly monitored to ensure the objectives contained within are achieved. The policy will be reviewed and, if necessary, revised following relevant legislative or organisational changes.

Signed  Date 22/9/11
BRYN JONES
Managing Director



Environmental Policy Statement

The board of directors of UK Access Solutions Limited recognise that its activities present a low risk to the environment. However, we aim to maintain the highest standards of environmental care, for both Company and Client.

This will be achieved by:

- ❑ Increasing and maintaining a high level of environmental awareness of all employees, so that environmental protection becomes a collaborative effort.
- ❑ Senior Management demonstrating a commitment to environmental protection by active involvement and providing adequate resources.
- ❑ Complying with all relevant environmental legislation, guidance and good practice.
- ❑ Adhering to our Clients Policies and Procedures.
- ❑ Pro-actively monitoring and developing innovative means of minimising environmental impact.
- ❑ Encouraging close liaison with the enforcing authorities, such as the Environment Agency and Local Authority.
- ❑ Assessing the impact on the environment from all aspects of our operations to ensure that all suitable preventative and protective measures are taken to protect the Environment, inline with the concepts of Best Practicable Environmental Option, BATNEEC and Duty of Care.
- ❑ Development and implementation of systems to support this policy, based on continuous improvement.
- ❑ Monitoring, measuring and reviewing all arrangements against objectives to ensure they remain effective and current with changing legislation and knowledge.

To maintain effective environmental management UK Access Solutions Limited requires the full support and co-operation of all employees and contractors and that they share these Company values as common beliefs.

A handwritten signature in black ink, appearing to read 'Bryn Jones', is positioned above the printed name.

Bryn Jones
Managing Director

22nd September 2011

5. INSURANCE CERTIFICATION



14 September 2011

Romero House
1 Featherbank Court
Horsforth, Leeds, LS18 4QF

T: 0113 281 8110
F: 0113 281 8120

www.romeroinsurance.co.uk
enquiry@romeroinsurance.co.uk

To Whom It May Concern:

UK Access Solutions Ltd: 1 Bilport Land, Wednesbury, West Midlands. WS10 0NT.

We act as Insurance Brokers for the above and confirm they hold the following insurances:-

EMPLOYERS' LIABILITY

Insurer : Brit Insurance via Senior Wright
Policy Number : FB1441000H
Period of Insurance : 12 months effective from 1st October 2011
Limit of Indemnity : £10,000,000 any one occurrence

PUBLIC/PRODUCTS LIABILITY

Insurer : Brit Insurance via Senior Wright
Policy Number : FB1441000H
Period of Insurance : 12 months effective from 1st October 2011
Limit of Indemnity : £5,000,000 any one occurrence
(in the aggregate for Products Liability)
Excess : £5,000 each and every claim including costs and expenses in respect of Third Party Property Injury and/or bodily injury

EXCESS LAYER PUBLIC/PRODUCTS LIABILITY

Insurer : Brit Insurance
Policy Number : FD5731000F
Period of Insurance : 12 months effective from 1st October 2011
Limit of Indemnity : £5,000,000 in excess of Primary £5,000,000

CONTRACTORS ALL RISKS INSURANCE

Insurer : Zurich Insurance
Policy Number : 355320
Period of Insurance : 12 months effective from 1st October 2011
Contract Site Limit : £2,500,000 any one contract site
Hired in Plant Limit : £250,000 any one accident, £100,000 any one item

Please contact the under noted if you require any additional information.

Yours faithfully

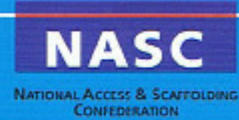
Mr J Land
Broking Director
Tel: 0113 205 4684



Reg No : 304872

Registered In England No: 3362403

Membership Certificate



This is to certify that

UK Access Scaffolding Ltd

Has been successfully audited as
a Registered Member of the

National Access & Scaffolding Confederation

and is therefore bound by the Bye-laws and Rules of the Confederation
and the NASC Code of Conduct

Membership No

60854

*Date of
Audit*

13th April 2010

*Date of
Next Audit*

13th April 2012

President

[Signature]

*Managing
Director*

Robin H. Sawyer

Approved by
Moody International Certification







This is to certify that

UK Access Solutions Ltd

Has successfully demonstrated the required level of competence and is accredited to the NHBC Health and Safety Competence Assessment Scheme (Safemark) for Contractors

This accreditation is valid from

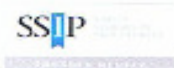
04 March 2011

to

17 February 2012

Simon Mantle
NHBC Health & Safety Manager

Registration No: 112670/040311
Verification: www.nhbc.co.uk/safemark





This is to certify that the Health & Safety documentation supplied by

UK Access Solutions Ltd

has been checked by Safety Management Advisory Services Limited
and the Company named above has been awarded a

Worksafe Contractor Membership Certificate

The process was undertaken in line with,
The Health and Safety at Work Act etc 1974,
The Construction Design & Management Regulations 2007
The Management of Health & Safety at Work Regulations 1999

The process followed the CDM Regs: **Core Criteria Stage 1 process,**
evaluating the designated elements of Health and Safety Management documentation



SMAS Verification	08/06/2011
Certificate expiry date	17/02/2012
Certificate Number	15394
Directors Signature	<i>Joe Laverick</i>

Safety Management Advisory Services Limited is a full Member of the SSIP scheme

To check the validity of this certificate please contact SMAS Ltd direct by phone 01752 697370 or email info@smasltd.com
SMAS Ltd, Office 42A Estover Close, Forrester's Business Park, Estover, Plymouth, PL6 7PL Website: www.smasltd.com

SMAS operates two NATIONAL H&S ASSESSMENT SCHEMES: WORKSAFE CONTRACTOR and WORKSAFE CONSULTANT www.smasltd.com

The Safety Schemes in Procurement Competence Forum (SSIP) is an umbrella organization to facilitate mutual recognition between health and safety pre-qualification schemes wherever it is practicable to do so

Certificate

This certificate confirms that

UK Access Solutions Ltd

have appointed

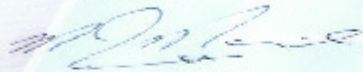
Safety & Access Ltd

as designated
Health & Safety Consultants

Date issued: January 2012

Date expires: January 2013

Signed:



Mike Morris JP CFIOSH
Director





This is a certificate awarded to

BRYN JONES

on successfully completing

Directing Safely for Small to Medium Enterprises

a course approved and validated by the

Institution of Occupational Safety and Health

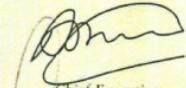
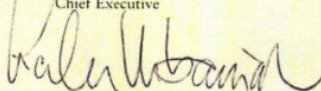
in association with

CHARLES SAFETY CONSULTANCY LTD

in partnership with:



Signed on behalf of IOSH


Chief Executive

Course Organiser



Date: 14 April 2011

Cert No.: 6359

Possession of this certificate does not confer exemption from accredited qualifications which lead to membership of IOSH.

8. SAFETY OFFICER - CURRICULUM VITAE

Name: Simon Young STEPHEN Tech IOSH

Position: Safety Advisor & Trainer

Relevant Qualifications

- _ Advanced Scaffolder 442213
- _ Scaffolding Part 1
- _ Scaffolding Part 2
- _ CITB Instructional Techniques course
- _ Diploma in Construction Studies
- _ NEBOSH Construction Certificate No. F5198
- _ CDM 2007
- _ FASET Safety net training
- _ IPAF Cherry picker/scissor lift training
- _ Passport to Safety No. 307126
- _ PASMA Instructor No. A00292
- _ Confined Spaces training
- _ Basic Scaffold Inspection course
- _ Advanced Scaffold Inspection course
- _ 'O' level English, Maths, Geography, Woodwork, Art

Relevant Employment Experience

January 2002 – Present

Employer: Safety & Access Ltd

Position: Training/Safety consultant

Responsibilities: Undertaking scaffolding training courses. Inspections, audits etc on scaffolding sites. Carry out safety consultancy work for various clients.

Feb 2002 – January 2003

Employer: McConnell Dowell, Australia

Position: Scaffold Co-Ordinator

Responsibilities: Management of all scaffolding access works around site and maintaining strict records of all hump-sum pricework activities and ensuring the project timescales/target/budgets are achieved at all

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times. Labour force in excess of 80 operatives dayshift and 20 operatives nightshift

1999 – 2002 On Plan UK/On Plan Pte Ltd, Singapore

Position: Supervisor

Responsibilities: Worked on projects throughout West Central Scotland and the North of England including BP Grangemouth, St James' Park new stands. Control of large formwork support scaffolding project including control of up to 40 scaffolders, meeting targets, achieving very high safety standards and ensuring the contract ran to budget

1997 – 1999 R J McDermott, Singapore

Position: Scaffolding Supervisor/Tower Operative

Responsibilities: Working in Total Bangkok, Marathon Indonesia, Total Myanmar, McDermott Fabrication Yard Batam Island. This included scaffolding access on platform construction/fabrication with

between 12-50 scaffolders and anchor handling during pipeline modes

1994 – 1997 Oilvest Engineering, Sn Bhd, Kuala Lumpur, Malaysia

Supervisor on board McDermott barges DB51, DB52, DB26, KP1. Work involved scaffolding access for the construction of various platforms for the following companies and fields. Total Bangkok (Thailand), Carigali Guntong (Malaysia), Carigaga off Sawawak, Shell Champion 8 (Brunei), Marathon (Indonesia). On many occasions duties involved the management of 40-50 scaffolders on hook-up work

1993 – 1994 Quebeisi SGB, UAE

Contracts Supervisor on maintenance contracts in Bahrain (Asry Shipyard), shutdown contracts in Abu Dhabi (Zakum Field, Das Island and Fertil Ruwais). These contracts included surveying, cost/stock control and management of between 25-120 operatives

1980 – 1993 SGB, Glasgow

Trainee scaffolder through to Advanced scaffolder, foreman and supervisor on contracts in west central Scotland, Offshore (North Sea) and other locations throughout the UK. This included contracts on the Ninian Field, Murchison Field, offshore and on oil refineries and pharmaceutical sites such as BP Grangemouth, Conoco Humberstone, SmithKline Beecham Irvine, Roche Chemicals Dalry and ICI Ardeer

9. ACCIDENT AND SAFETY STATISTICS

	2006	2007	2008	2009	2010
Injury - First Aid	1	1			
Injury- Medical Treatment	1				1
Injury- Restricted work					
Injury- Notifiable	1	1	3	1	2
Manpower - Staff	16	19	20	16	17
Manpower – Operatives	73	84	75	85	103
Manpower – Total	89	104	95	101	120
Hours- Staff	29,077	39,246	38,712	33,858	34210
Hours- Operatives	159,755	179,948	153,673	174,100	175439
Hours- Total	188,832	219,194	192,385	207,958	209649
Safety Audits	43	47	41	40	168
HSE Prosecutions	0	0	0	0	0

- ALL OPERATIVES MUST ATTEND THE CLIENTS SITE SPECIFIC INDUCTION BEFORE COMMENCING WORKS.
- ALL OPERATIVES MUST SIGN THE SITE REGISTER UPON ARRIVAL AND DEPARTURE FROM SITE.
- FIRST AID AND WELFARE FACILITIES TO BE ARRANGED BY MAIN CONTRACTOR/CLIENT.
- ALL OPERATIVES HAVE RECEIVED TRAINING AND DOCUMENTATION IN WORKING TO SG4:LATEST REVISION. WORKING TO SG.4 IS MANDATORY AT ALL TIMES.
- LADDERS MUST ONLY BE USED FOR ACCESS / EGRESS AND SHOULD NEVER BE USED FOR WORKING FROM DURING ERECTING OR DISMANTLING OPERATIONS UNLESS OF A SHORT TIME DURATION. LADDERS SHOULD BE PLACED ON A FIRM AND LEVEL BASE, WITH BOTH STILES MUST BE SECURELY TIED AT THE TOP.
-

JOB SPECIFIC SCOPE OF WORK

TO CARRY OUT WORKS IN ACCORDANCE WITH OUR JOB QUOTE

DECRPTION:

- 1 INDEPENDENT ACCESS SCAFFOLD TG 20 BASIC SCAFFOLD (SEE MATRIX BACK PAGE)
- 2 LOADING BAYS
- 3 LADDER ACCESS TOWERS

TYPE OF SCAFFOLD CONSTRUCTION; INDEPEMDANT SCAFFOLD. STANDARD SPACINGS @ MAX 2.10m, TO TAKE A GENERAL LOADING OF 2KNM2. WITH LOADING BAYS TO BE DESIGNED STAIRCASES

LIFT HEIGHTS @ 2.0m.

SETTING OUT AND LOCATIONS FOR THE ABOVE WORKS TO BE AGREED ON SITE BEFORE ANY WORKS ARE CARRIED OUT.

PERSONNEL

VISITING SUPERVISOR:	MOBILE NO.
VISITING SAFETY OFFICER: MR BRIAN COOKE	MOBILE NO. 07909885798
CHARGEHAND:	MOBILE NO.
SCAFFOLD SQUAD:	

C.I.S.R.S. / C.I.T.B. QUALIFIED ADVANCED / BASIC SCAFFOLDER.
C.I.T.B. QUALIFIED / TRAINEE SCAFFOLDER.
MULTI SKILLED OPERATIVES , LABOURERS.

PROOF OF COMPETENCE FOR ALL OPERATIVES INVOLVED IN CARRYING OUT OUR WORKS WILL BE PROVIDED UPON REQUEST.

- ALL SQUADS ENGAGED IN THIS WORK ACTIVITY WILL CONTAIN A BALANCE OF QUALIFIED OPERATIVES IN ACCORDANCE WITH THE TYPE OF SCAFFOLDING REQUIRED.
- NEW TRAINEES MUST BE SUPERVISED BY A TRAINED AND COMPETENT PERSON AT ALL TIMES.
- AN ADDITIONAL SITE SPECIFIC RISK ASSESSMENT AND IF REQUIRED CLIENTS SITE INDUCTION MUST BE COMPLETED FOR YOUNG PERSONS UNDER 18 YEARS OLD.

EQUIPMENT TO BE USED IN WORK ACTIVITY MUST COMPLY WITH THE CURRENT RELEVANT BRITISH STANDARDS.

STANDARD EQUIPMENT: TUBE (BS EN 39:2001), COUPLERS (BS EN 1139-2.1:1991), BOARDS (BS 2482-1:2004), KWIKSTAGE SYSTEM SCAFFOLD / EASIFIX UNITS / LADDERS / UNIT OR LADDER BEAMS (BS EN 1139-5:1990) , GIN WHEEL AND ROPE (BS EN 13889:2003 / BS EN 698:1995), POLE LADDERS (BS 1129 / BS 2037).

TEST CERTIFICATES FOR EQUIPMENT USED TO CARRY OUT OUR WORKS WILL BE PROVIDED UPON REQUEST.

POWER TOOLS: CORDLESS HAMMER DRILLS, CORDED HAMMER DRILLS, RECIPROCATING SAWS, PETROL CUT OFF SAWS CAN ONLY BE USED IF YOU ARE TRAINED AND AUTHORISED TO DO SO AND HAVE THE RELEVANT PERMITS AND P.P.E. IN PLACE.

POWERED ACCESS UNITS: IF THE USE OF A MEWP IS REQUIRED TO ENABLE CERTAIN ITEMS OF WORK TO BE CARRIED OUT SAFELY, YOU MUST COMPLY WITH THE FOLLOWING GUIDELINES:

- A POWERED ACCESS UNIT CAN ONLY OPERATED BY A TRAINED UKAS OPERATOR.
- THE UNIT MUST BE SITED ON A FIRM AND LEVEL BASE AND MUST NOT BE OVERLOADED WITH MATERIALS.
- OPERATIVES WORKING FROM THE BASKET MUST USE THE SHORT RESTRAINT TYPE LANYARDS WITHOUT THE BUILT IN SHOCK ABSORBER AND MUST BE CLIPPED OFF AT ALL TIMES.

P.P.E. REQUIREMENTS MUST COMPLY WITH THE CURRENT RELEVANT BRITISH STANDARDS.

Hi visibility vests	EN471
Gloves	EN388
Safety goggle	EN166
Safety helmet	EN397
Safety harness	EN361 /EN 358
Lanyard	EN354 /EN355

SAFETY GLASSES AND EAR DEFENDERS IF REQUIRED.

ALL APPROPRIATE P.P.E EQUIPMENT ISSUED, MUST BE WORN ON SITE AT ALL TIMES. FAILURE TO DO SO WILL RESULT IN YOUR DISMISSAL FROM SITE!

RISK ASSESSMENT:

UKAS REFERENCE NUMBER: TBA

TRANSPORT.

10 TON HIAB AND / OR FLAT BED LORRY WILL BE USED TO LOAD / UNLOAD TO / FROM AN AGREED SUITABLE DESIGNATED STORAGE AREA ADJACENT TO THE WORKPLACE. WHERE THIS IS NOT POSSIBLE ASSISTANCE WILL BE REQUIRED FROM THE SITE MANAGEMENT TEAM AND THEIR MECHANICAL LIFTING EQUIPMENT EG. FORKLIFT / SITE CRANEAGE ALONG WITH THEIR OPERATORS, BANKSMEN AND SLINGERS. SHOULD OPERATIVES NEED TO WORK FROM THE BED OF THE VEHICLE, PROTECTION AGAINST FALLS EG. AIRBAGS OR GUARDRAILS MUST BE EMPLOYED.

SHOULD UNLOADING BE CARRIED OUT IN PUBLIC AREAS BARRIERS, SIGNAGE AND BANKSMEN MUST BE EMPLOYED. **ACCESS FOR DELIVERIES; OFF PUBLIC ROADS**

UPON ARRIVAL ALL DELIVERY DRIVERS MUST PARK UP WHERE IT IS SAFE AND LEGAL TO DO SO BEFORE SIGNING THE SITE REGISTER AND REPORTING TO THE SITE MANAQQER. A BANKSMAN WILL BE REQUIRED WHEN REVERSING ON SITE.

TEST CERTIFICATES AND OPERATORS CERTIFICATES FOR HIABS, CHAINS AND SLINGS WILL BE PROVIDED UPON REQUEST.

MATERIAL HANDLING.

ALL OPERATIVES HAVE RECEIVED MANUAL HANDLING TRAINING AT INDUCTION STAGE VIA VIDEO, HANDOUTS AND COMPLETION OF MANUAL HANDLING QUESTIONNAIRE (EVIDENCE PROVIDED UPON REQUEST).

TO REDUCE THE RISK OF INJURY AND MINIMISE THE HAZARDS ASSOCIATED WITH MANUAL HANDLING. ASSISTANCE WILL BE REQUIRED FROM THE SITE MANAGEMENT TEAM AND THEIR MECHANICAL LIFTING EQUIPMENT EG. FORKLIFT / SITE CRANEAGE ALONG WITH THEIR OPERATORS, BANKSMEN AND SLINGERS.

NO OTHER MEANS OF HOISTING OR MOVING OF MATERIALS MAY BE USED OTHER THAN WHAT IS SPECIFIED ABOVE.

YOU MUST NEVER USE HOISTS OR ANY OTHER MECHANICAL LIFTING EQUIPMENT UNLESS YOU HAVE BEEN TRAINED AND AUTHORISED TO DO SO AND A SEPARATE RISK ASSESSMENT AND

WORK METHOD / PROCEDURE.

WORKS SHOULD BE CARRIED OUT TO AN AGREED WEEKLY PROGRAMME AND SHOULD BE SEQUENCED TO ALLOW OUR OPERATIVES TO CARRY OUT THE WORKS SAFELY AND EFFICIENTLY.

DESIGN:

- ALL SCAFFOLDS REQUIRING DESIGN SHALL BE DESIGNED BY AN ENGINEER APPOINTED BY UKAS.
- THE ENGINEER WILL PRODUCE WORKING DRAWINGS AND CALCULATIONS WHICH **MUST** BE APPROVED BY THE HIRER BEFORE WORKS CAN COMMENCE.
- ONLY DRAWINGS SPECIFICALLY MARKED “**WORKING**” SHALL BE USED FOR CONSTRUCTION.
- DRAWINGS TO THE LATEST REVISION SHALL BE ISSUED TO THE CONTRACTS SUPERVISOR WHO WILL ISSUE THE DRAWINGS TO THE CHARGEHAND SCAFFOLDER ERECTING THE SCAFFOLD.
- DESIGNED SCAFFOLDS SHALL BE ERECTED TO A WORKING DRAWING AND A DESIGN RISK ASSESSMENT.
- DRAWINGS MARKED “SCAFFOLD TO BE INSPECTED BY THE ENGINEER BEFORE USE” WILL REQUIRE AN ENGINEERS HAND OVER CERTIFICATE **PRIOR** TO A MANDATORY FIRST USE INSPECTION HAND OVER CERTIFICATE BEING ISSUED.

APPLICABLE WORKING DRAWINGS:

I.e. STANDARD LOADING BAY DESIGN

A. ERECTION PROCEDURES.

- **BEFORE ANY SCAFFOLD IS ERECTED THE USAGE MUST BE DETERMINED.**
- **SUITABLE/APPROVED ANCHOR POINTS MUST BE IDENTIFIED FOR HARNESS/LANYARDS TO BE INSTALLED & USED IN ACCORDANCE WITH THE CURRENT N.A.S.C GUIDANCE NOTES.**

1. SCAFFOLD TO BE ERECTED IN ACCORDANCE WITH THE DESIGN TO BE ISSUED.
2. WHERE ERECTED FROM BROKEN GROUND, GRAVEL AREAS ETC, SOLE PADS MIN 450MM SHALL BE USED UNDER BASE PLATES.
3. ALL SCAFFOLDS CONSTRUCTED SHALL CONFORM TO THE CURRENT CONSTRUCTION (HEALTH, SAFETY & WELFARE) REGS, THE CURRENT WORK AT HEIGHT AND N.A.S.C.REGS.
4. ALL SCAFFOLD EQUIPMENT SHALL BE IN GOOD WORKING ORDER AND CONFORM TO CURRENT BRITISH / EUROPEAN STANDARDS.
5. **SCAFFOLDING ERECTION SHALL BE CARRIED OUT USING SAFE WORKING PRACTICES, WITHIN THE SCAFFOLD STRUCTURE USING A MIN OF 4 BOARDS WIDE WORKING PLATFORM & A SINGLE GUARDRAIL . ALL SCAFFOLDERS SHALL CONFORM TO INDUSTRIESCURRENT N.A.S.C GUIDANCE NOTES.**
6. ALL SCAFFOLD MATERIALS WILL BE TRANSPORTED TO OR AS NEAR TO WORKPLACE AS POSSIBLE BY CRANE, TRAILER, FLT OR OTHER SUITABLE MEANS . MATERIALS WILL BE STACKED IN A NEAT AND TIDY MANNER USING STILLAGES AND BINS WHEREVER POSSIBLE. MANUAL HANDLING GOOD PRACTICE SHALL BE OBSERVED AT ALL TIMES.
7. STANDARDS WILL BE VERTICAL AND PLUMB AND AT CORRECT CENTRES FOR TYPE OF SCAFFOLD. ALL JOINTS SHALL BE STAGGERED USING SLEEVE / JOINT COUPLERS.
8. LEDGERS WILL BE HORIZONTAL, LEVEL, AT THE CORRECT LIFT HEIGHT AND FIXED TO STANDARDS USING RIGHT ANGLED LOAD BEARING COUPLERS. ALL JOINTS IN LEDGERS SHALL BE STAGGERED USING SLEEVE COUPLERS.
9. BRACING SHALL BE INCORPORATED THUS: SECTION BRACING TO ALTERNATE PAIRS OF STANDARDS EACH LIFT TO FULL HEIGHT OF SCAFFOLD (BASE LIFT ONLY WHEN USING PREFABRICATED EASYFIX UNITS – UNLESS SHEETED), FACADE BRACING EVERY ELEVATION AT MAXIMUM EVERY 5 BAYS OR 10m ALONG THE FACE OF THE SCAFFOLD.
10. SCAFFOLDS ERECTED WITHOUT PREFABRICATED EASYFIX UNITS WILL REQUIRE SECTION BRACING TO ALTERNATE PAIRS OF STANDARDS EACH LIFT TO FULL HEIGHT OF THE SCAFFOLD. BOARD BEARERS WILL BE INSERTED AT CORRECT CENTRES FOR WORKING PLATFORM.(MAX. 1.2m CENTRES).
11. AT ALL TIMES THE SCAFFOLD WILL BE TIED IN ACCORDANCE WITH THE REQUIREMENTS OF THE INDUSTRIES CURRENT REGS TG:20 OR UKAS SPECIFICATION USING TIES AS INDICATED BELOW:

THROUGH

Other:

Ties are required to be inserted at 16m² PER TIE as a minimum or as specified by UK ACCESS working drawings.

12. ANCHOR TYPE TIES SHALL BE INSTALLED BY A TRAINED COMPETENT AND AUTHORISED PERSON, AND **MUST BE TESTED** IN ACCORDANCE WITH UKAS PROCEDURES.
13. LADDERS WILL BE STEEL POLE LADDERS, PITCHED ON A FIRM LEVEL BASE , FIXED AT AN ANGLE OF 75 DEGREES (1 IN 4 SLOPE) WHEREVER PRACTICABLE AND WILL BE INSTALLED WITHIN THE SCAFFOLD IN AGREED LOCATIONS WITH THE SITE MANAGER. LADDERS SHALL BE FIXED SECURELY AT THE TOP USUALLY TO THE LEDGER OR GUARDRAIL. LADDERS TO BE INSTALLED AS SCAFFOLD IS ERECTED. LADDER ACCESS POINTS TO PLATFORMS WILL BE BUILT IN ACCORDANCE WITH PREFERRED SITE PRACTICE.
14. WORKING PLATFORM TO BE CLOSE BOARDED, FITTED WITH TOEBOARDS, STOP END BOARDS AND DOUBLE GUARDRAILS.

ERECTION PHASE COMPLETION:

- **JOB MADE SAFE. ALL SPARE EQUIPMENT REMOVED. FINAL HOUSEKEEPING CHECK DONE. HAND OVER INSPECTION COMPLETED BY AUTHORISED TRAINED PERSON. CLIENT PROVIDED WITH HAND OVER CERTIFICATE / INSPECTION REPORT.**

MANDATORY 7-DAY INSPECTION REPORTS ARE THE RESPONSIBILITY OF THE HIRER OF THE SCAFFOLD. THESE WILL BE COMPLETED BY A SUITABLY TRAINED REPRESENTATIVE FROM MORRIS

B. DISMANTLE PROCEDURES

1. FINISHED WORKS MUST BE INSPECTED BY THE HIRER AND A UKAS REPRESENTATIVE BEFORE DISMANTLING WORKS CAN COMMENCE.
2. ENSURE THAT ALL TIES AND BRACINGS ARE IN PLACE AND ALL TRADE DEBRIS HAS BEEN REMOVED FROM WORKING PLATFORM. DISMANTLING WILL NOT TAKE PLACE UNTIL TRADE DEBRIS ARE REMOVED BY OTHERS. **DO NOT TURN BOARDS TO REMOVE TRADE DEBRIS!**
3. **SCAFFOLDING DISMANTLING SHALL BE SYSTEMMATIC / PROGRESSIVE SHALL BE CARRIED OUT USING SAFE WORKING PRACTICES, WITHIN THE SCAFFOLD STRUCTURE USING A SUITABLE BOARDED WORKING PLATFORM & A SINGLE GUARDRAIL . ALL SCAFFOLDERS SHALL CONFORM TO THE INDUSTRIES CURRENT N.A.S.C GUIDANCE NOTES.**
4. . ALL SCAFFOLD MATERIALS WILL BE TRANSPORTED TO OR AS NEAR TO WORKPLACE AS POSSIBLE BY CRANE, TRAILER, FLT OR OTHER SUITABLE MEANS . MATERIALS WILL BE STACKED IN A NEAT AND TIDY MANNER USING STILLAGES AND BINS WHEREVER POSSIBLE. MANUAL HANDLING GOOD PRACTICE SHALL BE OBSERVED AT ALL TIMES. PLATFORMS **MUST NEVER** BE OVERLOADED WITH DISMANTLED MATERIALS.
5. MATERIALS SHALL BE LOWERED SAFELY TO GROUND LEVEL. **UNDER NO CIRCUMSTANCES CAN MATERIALS BE DROPPED OR THROWN TO GROUND LEVEL.**
6. ALL MATERIALS SHALL BE STACKED SAFELY WITHIN AN AGREED SUITABLE STORAGE AREA TO ALLOW ACCESS FOR OUR VEHICLES TO REMOVE THEM FROM SITE.
7. LADDERS AND SINGLE GUARDRAILS **MUST** BE LEFT INSITU TO AID DISMANTLING.

DISMANTLING PHASE COMPLETION:

- ALL EQUIPMENT REMOVED FROM SITE.
- FINAL HOUSEKEEPING CHECK DONE.
- CLIENT INFORMED.

ADDITIONAL COMMENTS

POINTS THAT MUST BE REPORTED TO YOUR IMMEDIATE SUPERVISOR:

- ANY FAILURE OF EQUIPMENT / COMPONENTS BEING USED IN THE WORKPLACE.
- ANY EVIDENCE OF INTERFERENCE THAT MAY AFFECT THE SAFETY / STABILITY OF THE SCAFFOLD OR THOSE USING IT.
- ANY CHANGES TO SITE CONDITIONS THAT MAY AFFECT THE RISK ASSESSMENT / METHOD STATEMENT.
- IF FOR ANY REASON SCAFFOLD MATERIALS CANNOT BE LEFT SAFELY AND SECUREY.

IT IS COMPANY POLICY THAT YOU MUST NEVER:

- BOMB SCAFFOLD MATERIALS OR ANY OTHER EQUIPMENT, EITHER PASS UP OR DOWN FROM LIFT TO LIFT OR USE A ROPE AND WHEEL.
- CARRY OUT WORK IN PEDESTRIAN AREAS WITHOUT FIRSTLY ERECTING A TEMPORARY BARRIER AND WARNING SIGNS.
- USE DEFECTIVE EQUIPMENT.
- DRIVE A FORKLIFT, DRIVE VEHICLES OR OPERATE MACHINERY UNLESS YOU ARE TRAINED AND HAVE BEEN AUTHORISED TO DO SO.
- ACCEPT INSTRUCTIONS FROM A CUSTOMER OR ANYONE ELSE THAT DOES NOT COMPLY WITH CURRENT SAFETY REGULATIONS.

BEFORE WORKS CAN COMMENCE ALL METHOD STATEMENTS MUST BE APPROVED BY THE PRINCIPAL CONTRACTOR AND A UKAS MANAGER / SUPERVISOR.

SIGNED.....PRINT...JIM COTTRELL..... (UKAS)

SIGNED.....PRINT.....(CONTRACTOR)

PLEASE CONTACT JIM COTTRELL SHOULD ANY CHANGES BE REQUIRED TO THIS METHOD STATEMENT (07966 555728).

UK Access Solutions - Safety Harness Emergency Procedures

Preparation/response

Scaffolding operatives will wear a safety harness at all times whilst erecting, altering and dismantling scaffolding and work to the NASC guidance note SG4:00

The foreman scaffolder or designated individual will:

- Be aware of the nearest telephone point, have use of a two way radio or have use of a mobile phone [Mandatory If working in a remote area] at all times.
- Know the exact location of the work area in full, for onward communication to the emergency services if required.
- Liaise with the client to ensure that access for emergency services are maintained at all times.
- Shall ensure that at all times the correct number of trained/competent operatives are maintained to provide a safe system of work.

If during the erection, alteration or dismantling of the scaffold structure, an operative falls and is suspended in a harness, the emergency services and the client *must* be summoned straight away.

In many cases involving a fall from a structure such as an independent scaffold, the work mates of the operative will normally be able to easily retrieve the operative immediately, by pulling the person into the structure.

When scaffold structures such as a slung, drop or cantilever scaffolds are to be erected, it may not be possible for work mates to rescue an operative that has fallen as they may be suspended in open air.

When the scaffold types mentioned above are applicable, the use of fall retrieval systems shall be considered.

Any person using a fall retrieval system must be trained in its use and application. Communication between the operative who is suspended should be maintained to assist rescue plans and determine any injury.

Under no circumstances should any operative place his welfare or the welfare of others in danger trying to attempt a rescue.

Operatives should assist in clearing access routes, erecting scaffolding structures/lifting points/ platforms or any other activity that would assist the recovery of a suspended person by the emergency services.

When an operative has been recovered [whether by direct operatives/emergency services] the operative must attend a hospital.

The administering of First aid shall only be undertaken by an appointed person/s.

All accidents/incidents must be immediately reported as per company procedures.

Any harness that has been used to arrest a fall shall be withdrawn from service at once.

CHANGES /ADDITIONS TO SCAFFOLDING PLAN.

REASON FOR CHANGES / ADDITIONS.

PREPARED BY		JIM COTTRELL	REFERENCE NUMBER		
DATE PREPARED		6.4.2011	DATE ISSUED		
REVIEW PERIOD:		AFTER ANY SIGNIFICANT CHANGE			
I confirm that I have been verbally instructed in the method and plan of work and that I understand the hazards and risks involved and the necessary control measures.					
NAM E	SIGNATURE	DATE	NAME	SIGNATUR E	DATE
I also confirm that if the work situation changes or other hazards / risks occur I will bring it to the attention of my immediate supervisor. * IF IN DOUBT ASK! *					

Scaffold structures that need to be designed

The list below is of those scaffolds that are not classed as '*Basic Scaffolds*' by the HSE and therefore require professional design.

1. Dead Shores
2. Flying shores
3. Raking shores
4. Cantilevered scaffolds
5. Truss-out Scaffolds
6. Access Birdcages
7. Façade retention
8. Access scaffolds with more than the 2 working lifts allowed with TG20 'Basic Scaffolds'
9. Buttressed free-standing scaffolds
10. Temporary roofs and temporary buildings
11. Support scaffolds
12. Loading Bays founded on the ground
13. Mobile and static towers outside base/height limitations
14. Free standing scaffolds outside base/height Limitations
15. Temporary ramps and elevated roadways
16. Staircases and fire escapes
17. Spectator Terraces and Seating Stands
18. Bridge scaffolds
19. Towers requiring guys or ground anchors
20. Offshore scaffolds outside Offshore Contractors Association (OCA) handbook
21. Pedestrian footbridges or walkways
22. Slung and Suspended scaffolds
23. Protection fans, Nets and Pavement Frames
24. Marine scaffolds
25. Boiler scaffolds
26. Power line crossings
27. Lifting gantries and towers
28. Steeple scaffolds
29. System scaffolds outside users guide parameters
30. Sign board supports
31. Sealing end structures
32. Temporary Storage on Site
33. Masts, Lighting Towers and Transmission Towers
34. Advertising hoardings/banners
35. Any scaffold structure subject to:
 - Vibration
 - High Loading
 - Long term duration
 - High risk areas
 - Loading from passenger/goods hoists

1. **Note:** The above list is not exhaustive and any scaffold that does not comply with manufacturers guidelines as published in handbooks will require a specific design produced by a competent person.

	Safety, Health and Environment RISK ASSESSMENT REPORT SAMPLE	PROJECT DETAILS Name: _____ Location: _____ Number: _____ Date: _____
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(Risk Assessments will remain null and void until the Job Specific section is completed)

Assessor (print name): _____

Location on site: _____

Principal Activity: _____

Type of work to be undertaken: _____

Appointed person for lifting operations: N/A

WORK PHASES		
1	Erecting	X
2	Adapting	
3	Dismanting	X
4	Testing	
5	Repair	
6	Cleaning	
7	Commissioning	
8	Sub-Contract	
9	Reconductoring	
10	Cable Laying	
11	Fitting	
12	Switching	

Note: Risk Assessment is a continuous process. Significant changes in the work or environment will require a re-assessment to be undertaken.

CODE	GENERIC HAZARDS (see over)	POTENTIAL RISK			RESIDUAL RISK		
		High	Medium	Low	High	Medium	Low
A	Falling up to and including 2 metres	X					X
B	Falling over 2 metres	X					X
G	Injury whilst handling (lifting, pulling or carrying)			X			X
H	Slip, trip or fall on same level		X				X
Z	Access & egress to work place			X			X
AI	Public / other persons			X			X
AC	Weather conditions		X				X
JOB SPECIFIC HAZARDS							
1	CONTRACTOR KNOWN HAZARDS AT INDUCTION		X				X
2	PROTECTION TO GENERAL PUBLIC		X				X
3	FALLS FROM SLAB EDGE	X					X
4							

EXISTING CONTROL MEASURES:-

A & B, Company safety procedures for scaffolding/NASC SG4:LATEST EDTION Clients site rules MANDATORY)

G, Basic manual handling techniques as per CITB and company training

H, Work areas to be clear of obstructions or debris.

Z, Safe access and egress routes to be observed

AI, Scaffolding work must NOT IF ANYONE IS BELOW THE AREA OF WORK MAIN CONTRACTOR TO BARRIER OFF THE AREA

AC, WORK TO BE SUSPENDED IN HIGH WINDS OR RAIN

JOB SPECIFIC CONTROL MEASURES:-

1 Must attend COLEMAN induction job specific indentified here to be added to risk assessment

2 ENSURE AREAS BARRIERED OFF

3 CLIP OFF TO SCAFFOLD TO ERECT HANDRAIL

RESIDUAL RISK (After control measures implemented) Delete as appropriate

ACCEPTABLE RISK

NOTE: DO NOT SIGN THIS ASSESSMENT UNTIL ALL SECTIONS ARE COMPLETED

Date Completed: _____ Signature: _____

11.**RECENT PROJECTS UNDERTAKEN**

Customer	Site	Value (£)	Work Type
Balfour Beatty	Spring Gardens	684k	Commercial Offices
Carillion plc	Amber Valley	80k	Leisure Centre
Crest Nicholson	Park Central	1800k	Apartments & Houses
George Wimpey	Westbury Gardens	155k	New Build Housing
ISG Totty Construction	Holiday Inn	141k	New Build Hotel
Morgan Ashurst	Police HQ	131k	New Build Offices
Morgan Ashurst	Loveday Street	438k	Student Accommodation
Morris Homes	Gower Street	166k	New Build Housing
Moss Construction	City College	531k	New Build College
Moss Construction	UWAC	159k	Student Accommodation
Persimmon Homes	Tame Village	435k	New Build Housing
Persimmon Homes	Newlands Park	480k	New Build Housing
Thomas Vale	Sutton New Road	111k	Commercial Offices
William Davis	The Wharf	193k	Student Accommodation
Interserve Projects	Sandwell College	200k	New build College
Mansell Construction	The Lenches	150k	New build Care home
Colman Demolition	New Street Station	156k	Demolition of Station
Thomas Vale	Alexander Stadium	55k	New build Grandstand

12.**CONTACTS**

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