

Job Number
VS1319
Assessment Carried Out By
Adam Gage, Chris Hilton, Shaun Hughes
Method Statement Date
08/01/2024

Programme Start Date	01/02/2024
Working Days	7
Duration	TBC
Working Hours	8:00am - 5:00pm

Director

Adam Gage

[07810866858](tel:07810866858)

adam@vision-scaffolding.co.uk

Charge Hand

Lee Johnson

[07964 053227](tel:07964053227)

johnson27.lj59@gmail.com

Customer Details

Highfield Construction Southern Limited

Site Address
London Rd Waterlooville, PO7 7EB
Project Site
VS1319 - Highfield Construction Southern Limited - Shopping Wellington Way

Customer Contact

Name	Leigh Seymour
Phone	07867 303134
Email	leighseymour007@gmail.com
Position	Director

Method Statement

Works to be Carried Out

To erect and subsequently dismantle independent scaffold for access to provide safe working area for Highfield Construction Southern Limited. This method statement must be read in conjunction with all supporting documents in order to obtain a full understanding of the works to be carried out.

Guidance For The Users of The Scaffold

- Users of the scaffold are directly responsible for ensuring the structure is used only for its intended purpose and within its specified loading limits
- Users must ensure the scaffold is not interfered with e.g. removal of ties, guardrails 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 only be carried out by our competent trained scaffolders.
- Every user of the scaffold must check the structure before use "Regulation 13 The Work at Height Regulations 2005"
- Ensure that the statutory inspections as required by the Work at Height Regulations 2005 are carried out and recorded.
- Any queries or concerns relating to use of this scaffold should be raised with Supervisor or Manager responsible for the project.

Scope of Work

The supply, erection and dismantling of scaffolding materials to form independent free standing scaffold with edge protection all as defined in BS/EN 12-8-11 and further detailed in NASC document TG20:21. All structures will be classed as "BASIC SCAFFOLDS" and will therefore require no design other than that of the erectors who are fully trained in accordance with TG20:21 work scopes. Where design input is required then this will need a separate addendum to this plan to cover that work.

Personnel / Qualifications

All operatives engaged in this work activity will contain a balance of qualified and competent operatives in accordance with the type of scaffolding required. CISRS card numbers and grade, a copy of which is held in H/O

Scaffold inspector will hold a scaffold inspection certificate and will have experience in inspecting this type of scaffold. Plant operators will hold relevant qualifications for the particular item of plant to be used and will carry their card with them (either CPCS or similar).

Equipment to be Used and Conformity Requirements

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

- All materials will be accordance with a relevant British Standard or its equivalent i.e. scaffold tube to BS EN 39, scaffold boards BS2482 (MG) or Grade A scaffold fittings BS EN 74, ladders BS1129, BS2037 or BS EN 131 etc.
- Materials will be free from visual damage that will foreseeably affect its performance whilst in use.
- Materials are visually inspected prior to issue from the depot.
- Material will be visually inspected prior to use by the operative, defective materials will be segregated to prevent use.
- System materials (if used) will be used strictly in compliance with manufacturers recommendations.

PPE Requirements

Standard Equipment is – Safety Footwear, Safety Helmet, Safety Harness, high visibility vests and gloves, all in line with the British standards and our risk and use discussions with operative where appropriate. Additional items of PPE will be determined by risk assessment.

Record inspections of all Fall Arrest Equipment on a 3 monthly basis. Daily inspection before use by each operative.

Work area / Storage / Loading / Unloading of Materials and Movement of materials

- Materials will be delivered and collected using designated traffic routes, at dates and times to be agreed with the customer.
- Materials will be delivered and collected utilising Rigid HGV lorry.
- Materials will be unloaded into an agreed area on site and loaded from an agreed area on site.
- Where it is necessary to leave the trailer unit on site, it will be left in a designated area on site.
- Material storage will be subject to good housekeeping and barrier separation if required.
- If Hiab lorries used, then lifting plan carried with driver.

Unloading and Loading Arrangements

Site Craneage	No
Site forklift or Telehandler	No
Vehicle mounted crane (HIAB)	No
Manual Handling	Yes

Materials will be distributed around site or vertically lift to lift utilising the following methods

Using on site forklift	No
Using on site craneage	No
Using on site manual handling	Yes
Using goods hoist	No
Chaining from person to person	Yes
Using a gin wheel and rope (suitable for purpose)	No

Method to be Used to Segregate the Work Area

Work area to be segregated by physical barriers, warning signs will be displayed at prominent locations.

Emergency Procedures

- We will comply with the site emergency procedures as detailed in the construction phase health and safety plan including access / egress routes.
- In the event of fall involving a safety harness, refer to the site specific fall recovery plan.
- The Customer will provide first aid personnel and facilities on site.
- Operatives will carry a basic travelling first aid kit in their vans.
- Operatives will initially report any incident/accident to their immediate Supervisor on site.

Additional Emergency Procedures**Environmental Impact**

- All our material will be removed from site on completion of our works and recycled.
- Scaffold boards will be FSC or PEFC certified, other timber will be certified subject to specific contract conditions – BS2482
- Packaging materials will be segregated into the appropriate onsite disposal bins or be removed from site.
- Noise may be an issue if work is outside of the agreed site working hours.
- Where plant or equipment is serviced or fuelled on site, COSHH assessments will be available for the substance in use.
- No other substances that are subject to the COSHH regulations will be used on site.

Sequence / Work Method / Procedure for Erection

- Operatives will be briefed at the point of work and the relevant hazards and control measures will be explained.
- NO work is to proceed until the surface on which the scaffold is to be constructed on has been inspected 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.
- All material will be inspected on an item for item basis and will only be used if clean / serviced and fit for use.
- Setting out shall be the responsibility of the foreman scaffolder with datum lines or measurements given by the client.
- Harris fencing to be erected (if being used) before any scaffold is erected.
- Construction of any structure shall at all times be carried out STRICTLY in accordance with NASC documents SG4-15 and TG20-21. This guidance shows the methods of work that comply with the requirements of the WAH Regs 2005 and to comply with guidance on "COLLECTIVE SAFETY".
- For structures of more than one lift then operatives will use a "SCAFFOLDERS STEP" (or similar) to fix the guardrail in place prior to accessing the next lift.
- Each lift shall be completed as work goes and will be fitted with a single guardrail to offer the operatives a safe working area known as the "SCAFFOLDERS SAFE ZONE".
- If work goes past daily break times, the scaffolds will be closed and "INCOMPLETE" signs fitted
- Ladders will be fitted, tied as required and left in place for safe access throughout the works
- For structures such as safety edge protection or laydowns, our operatives will work within a safe zone or must ensure the used of safety fall arrest equipment that is suitable for the job.
- When the work is completed to the satisfaction of the Foreman Scaffolder then the following will be carried out.
- All sky lights will be boarded over by an operative from Vision scaffolding before any work commences.
- Only Drop Forged fittings to be used when using an impact wrench.
- The working area is to be segregated from the general public with warning signs present in prominent locations.

1. A full and final inspection by the foreman to ensure all spare materials are cleared and placed back in the agreed area or removed from site.

2. A handover certificate will be completed (countersigned by the user) and a copy to the user.

THE SCAFFOLD IS NOW THE RESPONSIBILITY OF THE USER.

The customer should make arrangements for the scaffold to be inspected in accordance with the requirements of The Work at Heights Regulations 2005 and a record maintained.

Additional Sequence / Work Method / Procedure for Erection Requirements

Work Method / Procedure for Dismantling

- Check the area and remove all authorisation signs
- Check that bracing and ties are still in place
- Close off access routes if necessary and install incomplete signs
- Check the scaffold has been cleaned down so as to cause no injuries to operatives
- Scaffold can be dismantled as a handed operation from the above erection procedure ensuring that guardrails remain in place at all times and then dismantled using Scaffold Step (or similar) as detailed in SG4 (in general, scaffolds are dismantled in a reverse handed order to the erection procedure)
- When all works are complete then materials will be stacked neatly in stillages and the area will be tidied up and left safe for other persons

Additional Work Method / Procedure for Dismantling Requirements

Rescue Plan

- All operatives will work at all times to comply with SG4-15 and work within a "scaffolders safe zone", thus reducing the risks or the need to rescue
- Should the need arise to initiate a rescue then the following must be followed
- For operatives working on an independent scaffold and there is a need to rescue after a fall then they will be accessed from / on the lift below. There may be an urgent need to place boards, this will be done by other operatives. An immediate assessment of the operative will be made by the nearest first aider as to call the emergency services
- If the operative is conscious then he will be advised to sit for a moment and regain his composure and a safe egress route will be made. If the operative is injured then he will be made comfortable and his injuries tended by the first aider until the emergency services arrive
- If the operative is unconscious then he will be put in the recovery position, kept warm and monitored by the first aider until the emergency services arrive and they will control his removal from his position

Procedure for Changing this Method Statement

If necessary this Method Statement can be changed by immediate scaffold Manager / Supervisor / Site Safety Procedure only.

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Drawing Ref Number	
Client or Other Design Drawing Ref Number	

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, we will issue a handover certificate.

Inspection Procedure

If contracted to do so, we will carry out statutory inspections in accordance with the Work at Height regulations 2005 and record their findings accordingly.

Monitoring and Compliance

Working Charge hand will ensure that this Method Statement is adhered to by means of regular monitoring

Signature



Method Statement Confirmations

Added
No Data