

GD02 Scaffold planning and work at height activities checklist

Company name		Project title		
Location		Contract no.		
Design stage				
Element	Yes	No	N/A	Comments
Considerations at design stage (pre-construction information/temporary works design brief)				
Have discussions taken place with scaffold designers?				
Has the building design considered work at height issues?				
How will the building be maintained? Are the high-level services (such as lighting) easy to get to?				
Will ground conditions be suitable for the scaffold and supporting elements?				
Will steel sections allow fixing of load-bearing scaffold components?				
Will site access suit heavy vehicle deliveries?				
If a high-rise project, have climbing screens been considered in the floor slab designs?				
If a fully glazed building, is an external scaffold required and can it be fixed to the façade?				
What scaffold standard will be required? (BS EN 12811 (TG20 guidance))				
Tender stage				
Element	Yes	No	N/A	Comments
Provisional design				
Procedure for ensuring only final design used (pre-construction information/temporary works design brief)				
Quotations - scaffolding tender stage (Criteria required from sub-contractors to be invited to tender)				
Membership of relevant trade association:				
▪ NASC				
▪ Scaffolding Association				
▪ FASET				
▪ Other (<i>please specify</i>)				
Industry safety record (for example, HSE enforcements and RIDDOR reportable incidents)				
Previous experience of this application				
Resources (no. employees/assets)				
Qualifications of workforce				
Good safety management system				
Financial stability				
Access to designers				

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Scaffold design				
Element	Yes	No	N/A	Comments
Is a scaffold design needed?				
Is it a standard configuration? (<i>refer to Work at Height Regulations</i>)				
Is it designed to a TG20 compliance sheet or equivalent?				
Is it a basic scaffold, to TG20?				
Does BS EN 12811 apply?				
Is it a system scaffold?				
Does it meet the manufacturer's data sheets, standard configuration?				
Have you seen the manufacturer's data sheets?				
Wind code				
Eurocode 1 (BS EN 1991-1-4:2005)				
Third party/in-house temporary works checking scaffold design?				
Means of access				
What type of access to working levels? (<i>see NASC Access and egress from scaffolds</i> (hierarchy) (SG25))				
What is the height to top working area?				
What is the duration of project that requires access?				
How many people using it?				
Preference: staircase				
Otherwise: internal or external ladders (<i>delete as necessary</i>)				
Any edge protection details where BS EN 13374 applies?				
Has scaffold design drawing been received?				
Are tie loadings and positions shown?				
Is edge protection rating suitable for scaffold load class shown?				
Are loading bays designed?				
Are loading bay gates included?				
Anchorage systems/scaffold ties				
Element	Yes	No	N/A	Comments
Method anchoring/securing				
Types of anchoring or ties to be used:				
<ul style="list-style-type: none"> ■ compliant to BS 8539:2012 (Code of Practice for selection and installation of post-installed anchors for use in concrete and masonry) ■ NASC anchorage systems for scaffolding (TG4) ■ ring (Hilti) (concrete, not brickwork) ■ screwplug (concrete and suitable brickwork) ■ chemical anchors (concrete and suitable brickwork) ■ self-tapping (Excalibur) (concrete and suitable brickwork) ■ through ties ■ reveal ties ■ rakers and butt ties ■ if buttress to be used, has design been requested? ■ Kentedge blocks and scaffold counterweights 				

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Anchorage systems/scaffold ties <i>continued</i>				
Element	Yes	No	N/A	Comments
Tie testing				
Confirm requirements for testing reports				
Minimum of 5% to be tested (see TG4)				
Regular calibration of tie test equipment				
Timber-frame construction				
Contract awarded				
Element	Yes	No	N/A	Comments
Scaffold sub-contractor appointed - Scaffold details				
Procedure to ensure final drawing is issued to replace provisional				
Review scaffold design <i>(confirm to TG20, manufacturer's design data, or bespoke design)</i>				
If system scaffold, check manufacture source (for example, international standards (ISOs), manufacturer's guidance or NASC <i>System scaffold Code of Practice</i>)				
Internal edge protection details (NASC SG29)				
Need for securing of scaffold boards? Criteria stated? <i>(Tying down of scaffold boards (TG12))</i>				
Specify permitted gaps				
Internal service gap				mm
Between main and inside platform				mm
Between boards/decking				mm
Gaps in guard-rail/edge protection				mm
Confirm start date			Programme timings	
Delivery of scaffold materials				
Element	Yes	No	N/A	Comments
How will it be delivered and unloaded?				
Unloading <i>(Working from vehicles (SG30))</i>				
Signaller <i>(check qualification)</i>				
Safe unloading work at height methods:				
▪ site gantry/alsipercha				
▪ entirely crane/forklift handled				
▪ truck with edge protection/netting				
▪ personal fall arrest				
Lifting - all lifting operations undertaken in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) <i>(refer to GC14 Lift plan) (see NASC Use, inspection and maintenance of lifting equipment and accessories for lifting in scaffolding (SG9))</i>				

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Erection process				
Element	Yes	No	N/A	Comments
Who will build it?				
Qualifications of scaffolders				
Confirm client and principal contractor requirement of qualifications of scaffolders (<i>ratio of supervisor/advanced/scaffolder/trainee</i>)				
Traditional scaffolding qualification (CISRS <i>Part 1 Scaffolder</i>)				
System scaffold (<i>should be type specific</i>) (CISRS <i>System scaffold training</i>)				
Mobile aluminium/GRP towers (PASMA)				
Erectors' and installers' competency (<i>scaffolder CISRS card qualifications</i>)				
Cards seen:				
▪ Labourer				
▪ Trainee				
▪ Scaffolder				
▪ Advanced scaffolder				
Alternatives				
MEWPs (IPAF)				
Mobile towers (PASMA)				
How will it be built?				
Erection system of work (CISRS <i>Scaffolder (SG4)</i>)				
Erection system of work (PASMA <i>Mobile towers. 3T/Advanced guard-rail system</i>)				
SG4 <i>Toolbox talk training confirmation</i>				
Inspection of fall protection/fall-arrest equipment (NASC <i>SG16 and SG17 Management of fall protection equipment</i>)				
Evidence of working to SG4? (single guard-rail clearly visible on scaffolds)				
Safe system of work (NASC <i>Guide to risk assessments (SG7)</i>)				
Site-specific risk assessment				
Method statements				
Pre-start risk assessment				
Rescue plan				
Method statement				
Rescue plan (NASC <i>Guide to formulating a rescue plan (SG19)</i>)				
Evidence of training				
Confirm plan is not reliant on emergency services				

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Inspection regime				
Element	Yes	No	N/A	Comments
Inspection, qualifications and signing of scaffolding register				
Sub-contractor (<i>Advanced scaffolder or CISRS three-day scaffold inspection certificate?</i>)				
Independent safety consultant (<i>CISRS three-day scaffold inspection certificate?</i>)				
Own staff (<i>competent CISRS cardholder/advanced scaffolder/supervisor/CISRS three-day scaffold inspection certificate?</i>)				
More complex designed structures (<i>for example, CISRS Advanced scaffold inspection course or other (please state)?</i>)				
Retain record for three months				
Inspection of safety nets				
Who is inspecting nets? (<i>FASET management/inspection course</i>)				
Scafftag system to be used?				
PASMA tag system for mobile towers to be used?				
Completion of scaffold				
Scaffold handover certificate (<i>NASC Handover of scaffold structures (SG35)</i>)				
Other matters				
Element	Yes	No	N/A	Comments
Ongoing work at height control				
Scaffolders wearing harnesses?				
Regularly clipping on when required?				
Is scaffold being altered by non-scaffolders? (<i>NASC Unauthorised modification of scaffolds (SG36)</i>)				
Safety nets (<i>Safety nets (SG14)</i>)				
Installed by FASET qualified persons?				
Specification of netting? (<i>BS EN 1263-2</i>)				
Storage on-site arrangements made?				
Requirements for particular structures				
Steelwork				
Scaffolders accessing steelwork (<i>Edge Protection Federation Code of Practice 2014</i>)				
Timber frame (<i>NASC Safe system of work for scaffolding associated with timber-frame building construction (SG28)</i>)				
House building (<i>NASC Requirements for use of brickguards (SG10)</i>)				
Temporary roofs (<i>NASC Guide to the design and construction of temporary roofs and buildings (TG9)</i>)				
Traditional tube and fittings temporary roof				
System-type temporary roof				
Encapsulation or containment				
Debris netting				
Sheeting or shrink wrapping				
Back propping				
Protective fans				

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Element	Yes	No	N/A	Comments			
Materials compliance (NASC <i>Guide to risk assessments</i> (SG7))							
Equipment							
Tube (BS EN 39:2001)							
Fittings (BS EN 74 and TG17 <i>Identification of EN 74 fittings</i>)							
Scaffold boards (BS 2482 1.2 m and 1.5 m span)							
System scaffold (BS EN 12810)							
MEWPs							
Mobile towers (BS EN 1004)							
Podium steps (<i>draft PASMA document</i>)							
Edge protection (<i>system or tube and fittings</i>) (BS EN 13374)							
Ground conditions preparation							
Has the ground been prepared?							
Any heavy imposed loads?							
Scaffold (<i>soft and medium hard ground</i>)							
Mobile elevating platform (<i>hard surface such as concrete, tarmac</i>)							
Mobile access tower (<i>hard surface such as concrete, tarmac</i>)							
Protection of the public (<i>Protecting the public: Your next move</i> (HSG151))							
Pavement lifts or licences (Highways Authority notice)							
Areas to which the public have access							
Public excluded from the work area							
Warning notices and safety signs							
Barriers (a fenced off area and alternative routes provided)							
Protective fans, tunnels and/or sheeting required							
Lighting required (tunnels and traffic)							
Scaffold components do not project where there is a risk to people or vehicles							
Out of hours – scaffold enclosed and ladders removed							
Out of hours – debris chutes are protected by lids or covers							
Form reviewed and checked by							
Temporary works co-ordinator (BS 5975)							
Temporary works designer (BS 5975)							
Temporary works supervisor (BS 5975)							
Site manager							
Comments							
Name		Position		Signature		Date	

(Thanks to the National Access and Scaffolding Confederation, the Scaffolding Association and the Access Industry Forum for their help in producing this checklist.)