

SG40:20

Scaffolding Yard Operations

1. PURPOSE

This guidance is for people who have management, supervisory or other health and safety responsibilities in scaffolding yards and it is intended as an aid to health, safety and environmental management, to help reduce the number of injuries, cases of occupational ill health or harm to the environment.

Although most of the information in this guidance will apply to processes in a range of premises, some scaffolding yards may find parts less relevant (e.g. bunded fuel tanks), whereas larger scaffolding yards may find they will require additional sources of information (e.g. on storage of dangerous substances). However, most of the chapters will be relevant to scaffolding yards and storage facilities of all sizes.



2. HAZARDS

Types of workplace hazards include:

- Safety hazards such as those caused by inadequate machine guards, unsafe workplace conditions, unsafe work practices.
- Biological hazards caused by organisms such as viruses, bacteria, fungi and parasites.
- Chemical hazards caused by a solid, liquid, vapour, gas, dust, fume or mist.
- Ergonomic hazards caused by physiological and psychological demands on the worker, such as repetitive and forceful movements, awkward postures arising from improper work methods, and improperly designed workstations, tools, and equipment.

- Physical hazards caused by noise, vibration, energy, weather, heat, cold, electricity, radiation and pressure.
- Psychosocial hazards that can affect mental health or well-being such as overwork, stress, bullying, or violence.

3. RISK MANAGEMENT

The NASC recommends scaffolding contractors carry out health and safety risk assessments which involves considering the yard operations hazards, and implementing suitable control measures to eliminate, reduce or minimise the risk of loss, damage or injury in the workplace. Risk assessments are to be communicated effectively to all employees, contractors and others who may be subjected to potential risk. To further reduce risk, the NASC recommends that the NASC Toolbox Talk suite is utilised to raise employee awareness.

Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts. Employers must reduce the risk of injury to staff by carrying out manual handling risk assessments avoiding those manual handling tasks that could result in injury, where reasonably practicable.

Scaffolding contractors should consider the use of a written Yard Operations Manual or Procedure to retain all necessary company knowledge and requirements.

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) is equipment that will protect the user against health and safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. Employers should make a suitable and sufficient assessment of the risks to health and safety from exposure to the hazards within the workplace and identify the need for PPE through the risk assessment process. For example, if there is a risk of objects falling from above then a safety helmet or a hard hat should be worn.

PPE – key points

- Suitable PPE is provided.
- PPE offers adequate protection for intended use.
- Those using PPE are adequately trained in its safe use.
- PPE is properly maintained, and any defects are reported.
- PPE is returned to its proper storage after use.



Examples of PPE

The NASC recommends five-point PPE when working in the yard including hard hat, high-visibility clothing, gloves, safety footwear and light eye protection. Additional PPE may be required as defined by the risk assessment, such as safety helmets where there is a risk of head injury and eye and ear protection when using machinery for instance.

5. GENERAL SCAFFOLDING YARD LAYOUT

Planning the layout of the scaffolding yard is centered on balancing two factors:

1. Providing enough storage space for your inventory, and
2. Allowing sufficient working space for staff to move around and complete their tasks.

This generally requires (although it depends on individual business requirements) having a space designed to house the following areas:

- Receiving new stock area.
- Unpacking / booking in new stock area.
- Packing area.
- Transportation area.
- Hire & Sale Stock area.
- Usable Stock Area.
- Equipment Maintenance Area.
- Administration Office / Cabin.
- Welfare Facilities.

The NASC recommends that a Traffic Management Plan (TMP) is developed and implemented to minimise mobile plant interactions with people and other vehicles within the Scaffolding Yard and to establish efficient controls to minimise the risk of personal injury and damage due to those interactions. The TMP outlines the traffic rules for all personnel including employees, contractors and other site visitors.

The TMP considers the risks associated with the identified hazards including but not limited to:

- Segregation of pedestrians from heavy and light vehicles.
- Workplace layout.
- Traffic volumes, including routes, priority and exclusion zones.
- Trailers and associated loads.
- Signage.
- Lighting and visibility.
- Speed limits.
- Parking areas
- Hazards/Spills.

6. PLANT AND EQUIPMENT MANAGEMENT

Equipment – Work equipment is any equipment, machinery, appliance, apparatus, tool or installation for use at work and includes mobile and lifting equipment. Typical examples used in a scaffolding yard include:

- Scaffolding e.g. Temporary Roofs, racking, towers (many of which will require a scaffold design and weekly scaffold inspections).
- Hand tools e.g. hammers, screwdrivers, handsaws, shears, banding machines etc.
- Machines e.g. reciprocating saw, radial saw, electric drill, angle grinder, powered hacksaw, hand tools.
- Lifting equipment e.g. forklift trucks, gin wheels & rope.
- Other equipment e.g. ladders, step ladders.

Most work equipment, including hand tools, are subject to the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Electricity at Work Regulations 1989 and the Personal Protective Equipment at Work Regulations 1992. The main considerations for work equipment include:

- Ensuring the equipment / tool is suitable for the job.



Examples of electrical hand tools

- Ensuring that the work environment is considered when using the equipment / tool.
- Ensuring the user and supervisor who use the equipment / tool are provided with adequate information, instruction and training.
- Ensuring that inspection and maintenance are carried out regularly by a Competent Person.
- Powered work equipment i.e. bench mounted tools, must have controls for starting and stopping located within easy reach of the operator. These controls need to be clearly identified and be positioned, designed and shielded as necessary, so they do not pose any risk to health and safety.
- Machines and equipment will require a daily pre-inspections (unrecorded), weekly inspections and six monthly or annual inspections by a competent person in line with PUWER (Provision and Use of Work Equipment Regulations 1998) and/or LOLER (Lifting Operations and Lifting Equipment Regulations 1998).
- Compressors if required will need a Written Scheme of Inspection and annual inspections by a competent person, as per Pressure Systems Safety Regulations 2000 (PSSR).
- Electric machines and equipment require a daily pre-inspections (unrecorded) and periodic Portable Appliance Testing (PAT) by a competent person in line with the Electricity at Work Regulations 1989.



Example of dust extraction

Forklift Trucks – Forklifts are extremely useful workplace vehicles, as long as they are used safely and appropriately by operators who are appropriately trained and competent to use them. Forklifts can be dangerous and many workplace accidents involve people being hit or run over by forklift trucks (typically when the forklift is reversing) because the driver did not see them. Owing to their size and weight, injuries resulting from forklifts are generally very serious. Accidents involving them are often caused by poor supervision and a lack of training.

- The employer should ensure the forklift truck has been thoroughly examined by a competent person within the previous 12 months (six months for equipment used for lifting people), or sooner if the competent person considers this appropriate, or in accordance with an examination scheme.
- Employers must ensure that drivers are familiar with the equipment and that they have been given appropriate instruction, information and training to carry out required pre-checks and to use the equipment in the correct and safe manner, as per the manufacturer's instructions.
- Employers should display suitable signage to warn pedestrians of plant & equipment.
- Employers must make sure that they have a defect reporting system in place so that when defects are found that they are rectified.
- Employers must make sure that forklift trucks are provided in a safe condition for use at work. This can be achieved by having a preventative maintenance system which includes scheduled checks as per the manufacturer's instructions
- Employees should never be required to operate under conditions that are unsafe or that do not comply with the law.
- Employees have legal duties to use work equipment in a safe manner in line with procedures developed by their employer.



Example of forklift truck

7. ENVIRONMENTAL PROTECTION

Intermediate bulk containers (IBCs) Inspection Requirements

When intermediate bulk containers (IBCs) are used for the storage of fuel or chemicals, powders, or other materials, legislation demands that, in addition to the user's own routine maintenance and inspection, a periodic testing programme is implemented. The owner of the IBC is required, by law, to ensure records are kept of the testing and inspection and that periodic inspection and testing are performed at the correct time intervals. This documented record should be made available to the Department for Transport (DfT) and the Health and Safety Executive (HSE) when requested.

In addition to the routine maintenance and inspection, there are statutory examinations and certifications required for your fuel tanks to remain in compliance with legislation.

A thorough examination is required every 2½ years and must include:

- Inspection of the tank for corrosion, stress cracks or damaged welds.
- Inspection of all lifting points.
- Inspection of the operation of all services, and fittings.
- Passing and marking of a leakproof test, requires the tank to be pressurised to test using compressed air systems.
- Inspection of the internal tank (should be emptied beforehand). If entry inside the tank is required, this will be classified as hazardous confined space entry and should be done by qualified personnel. Do not attempt to enter a tank!
- Ensure that a competent person conducts the thorough examination. This can be a third party or an employee who has had adequate training.

Regulations change over time and vary, so always consult with local authorities to confirm the requirements to ensure the tank is compliant.

Intermediate Bulk Containers (IBCs) Installation

- IBC bunds must be sited on a flat, level concrete base.
- Clearly label individual containers with details of what they contain and any hazard they pose.
- Label storage areas with details of what can be stored in them.
- Fit warning signs, for example appropriate hazardous substances symbols (pictograms), at access points to dedicated stores.
- Store different materials separately so they can't mix if there's a leak (it's easier to deal with a spill of just one material than a mixture); this may be a legal requirement for some substances – see information from the HSE.
- Only keep the minimum working quantity of materials on site.
- Protect storage from extremes in weather whenever possible, for example sunlight, frost.
- Keep storage areas away, or isolated, from on-site drainage, surface waters and groundwater and vehicle routes.



Example of IBC and stand

Bunded Fuel Tanks – Bunded fuel tanks are designed for the storage and dispensing of heating oils, kerosene, diesel oils, gas oils, lubricant oils, hydraulic oils, engine oils and waste oils. Legislation demands a periodic testing programme is implemented. Like any other storage tanks, bunded fuel tanks deteriorate with age and must be inspected and certified safe for use at regular intervals by a competent person i.e. 2½-year and 5-year inspections. Red diesel (gas oil) and diesel (derv) are both classified as flammable and combustible liquids and will require a DSEAR risk assessment (Dangerous Substances and Explosive Atmospheres Regulations 2002).

- 2½-year periodic testing – Bunded fuel tank inspections and tests carried out every 2½ years (or less) check the external condition of the container, and all its associated equipment and pipework. In addition, the bunded fuel tank must be pressure tested for leaks and inspected to make sure they meet the required current design specifications.
- 5-year IBC periodic testing – In addition to the inspections outlined in the 2½-year tests, the bunded fuel tank 5-year periodic testing inspection must also check the internal condition of the container and its associated marking, and that labelling is current and legally compliant. Accurate records must be kept of all inspections and the results.
- 3 monthly inspections – The contractor must carry out a general 3 monthly inspection of bunded fuel tanks and associated equipment and pipework. Accurate records must be kept of all inspections and the results.



Example Bunded Fuel Tank

Locating the Bunded Fuel Tanks

- Located to minimise the risk of it being damaged by impact, for example away from driveways, tanker turning circles and forklift truck routes.
- Suitable barriers must be erected around the bunded fuel tank to prevent impact from plant & equipment.
- The bunded fuel tank must be suitably located to enable access for refilling, fueling of equipment and maintenance.
- Located at least 10 meters clear of inland or coastal waters or water courses i.e. drainage systems.



Example Bunded Fuel Tank with Fuel Line

Remote filling

- A remote fill is when the container is filled that is outside the secondary containment (the bund or drip tray designed to capture leaks from the container). During a remote fill, the tank might not be visible from the fill point.
- Drip trays, spill trays, spill pallets are essential to protect people, environment, and materials in the event of a chemical leak or spill.
- If refuelling the container via a remote fill pipe, a drip tray must be used to catch any oil that may be spilled during the delivery.



Example of closed drip tray

Storage of Substances

The Control of Substances Hazardous to Health Regulations (COSHH) require substances to be stored and handled in a manner that minimises the risks and limits people's exposure to them.

- Suitable storage must be provided ensuring safe storage of oils, flammables, corrosives, toxics, paints and agri-chemicals.
- Very toxic or controlled chemicals should be stored in a lockable cabinet.
- Volatile chemicals should be stored in a vented area.



Example of chemical storage cabinet

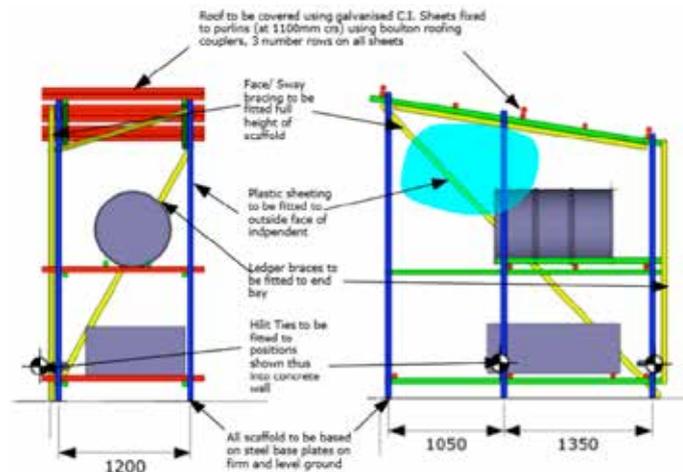
- Signage must be displayed to warn of potential hazards.
- Chemical spill and first aid supplies should be readily available near the storage areas for easy access in an emergency.

Spill Management

Pollution can happen accidentally or deliberately and occurs when substances released to water, land or air have a harmful effect on the environment. Pollutants can put human health at risk and often affect drinking water supplies, business activities, wildlife habitats, and people's enjoyment and use of the environment. Sites should have emergency procedures which include instructions for dealing with fires, leaks and spills.

The procedure should describe how to:

- Raise the alarm and call the fire brigade;
- Tackle a fire or control spills and leaks (when it is safe to do so);
- Evacuate the site and, if necessary, nearby premises.



Example of oil drum rack, with bund and cover

Spill Kits

There are 3 main types; a universal spill kit, a chemical spill kit and an oil spill kit and these must be selected to suit the workplace or potential hazardous situation.

Spill kit contents must be stored appropriately to prevent contamination or ingress of water, and be regularly checked and maintained to ensure that the products are fit for purpose. Spill kit contents must also be regularly checked and maintained to ensure they are ready for deployment.



Example of spill kit

Spillage Containment Procedure

In the event of a chemical spill, the individual(s) who caused the spill is responsible for prompt and proper clean-up. It is also their responsibility to have spill control and personal protective equipment appropriate for the chemicals being handled readily available. Example process for an environmental spillage:

- (a) Protect
 - (i) Evacuate all except essential personnel.
 - (ii) Assess the spill and identify the substance (liquid/solid).
 - (iii) Choose proper PPE and equipment to respond.
- (b) Confine
 - (i) Confine the spill with absorbent socks or booms.
 - (ii) Overlap sock ends to prevent the substance soaking through.
- (c) Clean Up
 - (i) Clean up the spill with mats, booms, or loose absorbent socks.
 - (ii) Place the spill kit from outside the spill working inwards.
- (d) Dispose
 - (i) Place contaminated spill kits in plastic bags provided, secure with cable tie, & label.
 - (ii) Dispose of through correct waste stream.

- (e) Report
- (i) Report incident to the line manager and health & safety team.
 - (ii) Produce an incident report and complete with all information and photographs.
 - (iii) Health & Safety team to review incident report and ensure corrective actions are effective.
 - (iv) Replenish spill kits as appropriate.

Waste Management

Each business generates waste; some can be recycled; some to be sent to landfill or to undergo special pre-treatment procedures due to the hazardous nature of the waste. To ensure waste streams are handled correctly, from storage on site through to removal and final disposal, legislation exists that governs every step of the way. It is very important that everyone involved in the generation, handling and disposal of waste is aware.

Segregating wastes into hazardous / special, non-hazardous and inert for disposal can help minimise costs and maximise the opportunities for recovery and recycling. There is a legal requirement to take all reasonable steps to segregate dry recyclables. These include:

- Metal, glass, plastics, paper waste, card and food waste (Scotland) for separate collection.



Example of waste stream labelled skip

Also check that waste containers use standard signs to encourage segregation of waste.

By adopting practical and effective waste management techniques waste management can lead to landfill **diversion rates of up to 95%**. Ultimately, dealing with waste can protect profit margins whilst aiming to manage one of the sector's biggest issues – unsustainable levels of waste. Consider:

- Minimise landfill charges by planning materials spending and segregating waste materials more efficiently.
- Maximise the waste's potential via recycling and reusing ensuring no materials are wasted or sent to landfill.
- Work with suppliers and waste specialists who can drive down waste costs through take-back schemes and high waste recovery rates.

8. INSPECTION, MAINTENANCE AND STORAGE OF SCAFFOLDING MATERIAL

Scaffolding Board Inspection & Maintenance – Any scaffolding equipment, including scaffolding boards, must be inspected by a competent person and deemed fit for purpose on a regular basis, this includes visual checks by the scaffolders prior to erecting and dismantling.

Inspection & Maintenance of Scaffolding Boards Inspections should confirm that:

- All scaffolding boards conform to BS 2482.
- All boards are cleaned prior to inspection.
- Boards are not damaged or decayed in any way.
- All boards in storage are stacked in a way which allows for ventilation e.g. use of batons between stacked boards.
- All boards are inspected before installation and at regular intervals thereafter.

Scaffolding Board Faults – Common examples of damage include:

- Broken or damaged end bands.
- Wood broken from the edge of the boards which significantly reduces the cross-section of the board.
- Loose or broken knots.
- Damage caused by being struck by the forks of a forklift truck.
- Excessive cuts in the faces of boards caused by hand saws, circular saws or angle grinders.
- Transverse cracks caused by overloading.

Scaffolding Board Identification – each scaffolding contractor may have their own unique means of identifying scaffolding material, this could be by means of paint, serial numbers etc. Timber board skids are used to stack stillages and fittings bins on, providing a firm base and spreading the point load of the bin legs. It is recommended that timber boards skids end bands are painted with a prominent colour to prevent use on scaffolding structures.

Scaffolding Board Maintenance – following an inspection, scaffolding boards will be placed into useable stock, awaiting repair and / or scrap. Signage for these areas must be displayed to clearly identify the status of the scaffolding material.

Storage of Scaffolding Material – The correct storage of scaffolding material ensures scaffolding is safe and fit to be used. Improperly stored equipment can result in damage, loss of equipment strength, and loss of safe operation. A laydown area is an area used for the receipt, temporary storage of scaffolding material and other supplies, which should ideally be covered with a surface of rock, gravel, tarmac or concrete to allow vehicles to manoeuvre or may be paved if necessary. Secure fencing and access control will be necessary, as well as the careful recording of items received, stored or use:

- Store equipment so that it is easily accessible.
- Allow for the safe movement of vehicles, forklift trucks or other handling equipment.
- Do not obscure access / egress points, emergency exits, safety signs and warnings or emergency equipment with scaffolding components.
- Keep storage areas in a clean and orderly condition.
- Scaffolding tubes should be stored horizontally in an engineering designed scaffolding rack sufficient for the load or in stillages or securely banded in bundles.
- Scaffolding boards should be stored horizontally and covered in a scaffolding rack, although provision should be made for free air flow, usually by the rack having open ends and sides, while having a top that is covered or stored in banded packs in an uncovered area. It is advisable for different timber sizes to be kept separate.
- Scaffolding fittings should be stored in fitting bins, lightly oiled to protect from adverse weather conditions elements and prevent rusting.
- Racking used for the storage of scaffolding material will require engineering design input.
- Scaffolding structures in yards, including racking, access staircases and towers, require the same statutory scaffold inspections as required on sites and a scaffold register should be completed as per the Work at Height Regulations.

Banding Equipment

- Banding must only be carried out by employees who are trained in the use of the banding equipment and in accordance with the manufacturer's instructions.
- Before commencing banding operations, ensure that the tensioning machine is in good working order. If not, do not use and report the defect to your line manager.
- Ensure that the connection is made securely with the buckle placed in the correct position. Banding tape must not be doubled, twisted, spliced or knotted.
- When secured around the equipment, the banding must be at right angles to the pack. All banding (fabric or steel) may only be cut using approved band cutters.
- Once the banding is in place, each band must be inspected to ensure that no damage has occurred. All bands and buckles must only be used once.

Guidance on Storing Banded Pack

- All tubes and boards should be stored in flat packs.
- Tubes will be prepared in a stillage and consists of tubes arranged in three layers comprising of 17, 16, 17 tubes.
- Boards will be prepared in packs of 50 consisting of no more than 5 boards wide by 10 boards high.
- The maximum number of packs placed in any stacks must not exceed eight for tubes unless a risk assessment dictates otherwise but the fence lines must not be exceeded.
- The maximum number of packs placed in any stacks must not exceed six for boards unless a risk assessment dictates otherwise but the fence lines must not be exceeded.
- Packs of boards may be stored using two skids per pack.
- Packs of Tube 16ft and greater may be stored using three skids per pack.
- Packs of Tube less than 16ft may be stored using 2 skids per pack.

Segregation and Quarantine of Damaged Material

- Segregate and isolate any component parts that need repair.
- Store damaged components in a clearly marked area until repaired or disposed of to ensure they do not go back into the general stock.
- Discard or destroy damaged parts following appropriate and legal disposal procedures.

Safe Use of Stillages and Fitting Bins

- Fitting bins hold approximately 1 tonne, however, should be clearly labelled or marked with the Safe Working Load (SWL).
- Fitting bins should be checked as part of the inspection process to ensure that all four leg cups are fit for purpose, straight and are able to stack safely.
- The storage of stillages and fittings bins is dependent on the load contained within the stillages and fittings bin and the environment.
- The stack number is based on risk assessment and load, i.e.
 - Hard ground i.e. concrete, tarmac (ideal ground for stacking stillages).
 - Soft ground using timber skids (will result in lower stacking height).



Example of fitting bin

9. WORKPLACE SIGNAGE AND COMMUNICATION

Workplace Signage – Workplace safety signs are markings placed by employers that identify Specific Risks, Hazards or other safety-related issues. Signs are used to warn employees and members of the public about dangerous substances like acid, or to point out safety features such as fire exits, and should be communicated as part of the workplace induction. Signs also give general information or specific instructions about equipment that must be worn in designated areas. Some signs must be displayed as part of the health and safety rules to help reduce risks while some industries carry other more specific requirements. To avoid unauthorised access to scaffolding yards, appropriate signage should be displayed directing visitors to reception / main office.

Scaffolding Yard Signage – the scaffolding yard operations are subject to several health & safety legislative requirements, for example:

- The Health & Safety at Work Act 1974.
- The Management of Health & Safety at Work 1999.
- The Provision and Use of Work Equipment 1998.
- The Personal Protective Equipment (Enforcement) Regulations 2018.
- The Control of Substances Hazardous to Health Regulations 2002.
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- Health and Safety (Safety Signs and Signals) Regulations 1996.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Work at Height Regulations 2005.



Example of yard signage

Safety signs in the workplace – Employers must provide safety signs if there is a significant risk that can't be avoided or controlled in any other way, such as through safe systems of work or engineering controls. All safety signs must be prominently displayed. Some examples of the most common signs include:

- No smoking.
- Emergency escape route.
- General danger.
- Eye protection must be worn.
- Flammable material.
- Toxic material.
- Fire equipment.
- First Aid point.

The Basics of Safety Signs – The main health and safety signs typically fall into four different types; each type describes a necessary course of action that needs to be taken, and corresponds to a colour below:



- **Red** – Red signs, commonly used for fire safety, emphasise unsafe areas, equipment. Red is also used to prohibit behaviours that are likely to cause risk to health and safety, such as smoking.



- **Yellow** – Yellow warning signs are used to notify workers that they need to take caution or be aware of certain hazards, such as high voltages or slippery surfaces, in order to reduce the level of threat posed to them.



- **Blue** – Blue is used for mandatory safety signs to indicate particular actions or behaviours that need to be taken, such as wearing personal protective equipment (hard hats, gloves, shoes, eye goggles, etc), in order to safely navigate an area.



- **Green** – Green signs are known as safe conditions signs, which are commonly used to designate the location of emergency facilities (such as eyewash stations or showers), equipment (such as first aid kits), evacuation routes, fire exits, escape ladders, or assembly points.

10. PROVISION OF WORKPLACE WELFARE FACILITIES

Welfare provision is fundamental to safeguarding the health and wellbeing of workers. The provision of toilets, a supply of hot and cold (or warm) water for washing, changing facilities, drinking water and somewhere to eat and rest is a basic expectation. See SG18 Welfare Facilities for the Scaffolding Contractor for further guidance.



Example of welfare facility

11. EMERGENCY ARRANGEMENTS

Employers are responsible for developing an Emergency Plan / Procedure which is a plan of actions to be conducted in a certain order or manner, in response to a specific class of reasonably foreseeable emergency e.g. fire, first aid, environmental spillage, where the emergency poses an immediate risk to health, life, property, or the environment. Where a range of emergencies are reasonably foreseeable, an emergency plan may be drawn up to manage each threat. Most emergencies require an urgent intervention to prevent the situation deteriorating. The emergency plan should allow for these possibilities.

Emergency Plan Guidelines

- Emergency plan – detail the actions required by workforce and visitors when discovering or reacting to a fire, the types of warning systems in place, evacuation procedures and assembly points.
- Fire escape routes – must be kept clear, clearly identified by signage or safe egress lights, well-lit and enable evacuation to a safe place.
- Fire warden – Designated person(s) responsible for creating and maintaining fire safety procedures. Fire wardens in collaboration with the employer create evacuation procedures and assume responsibility of emergency evacuations. They should receive practical training in how to use fire-fighting equipment.
- To ensure the emergency plan is effective, the plan should be communicated, practiced and reviewed regularly.
- Fire Evacuation Drills – Fire evacuation procedures must be tested at least annually to ensure all employees knowledge and understanding of the emergency arrangements. Carry out a fire drill sooner if any major changes are made to evacuation routes.
- Fire extinguishers – The types and use of fire extinguishers must be clearly identified, appropriately stored and suitable training provided in their use. The risk assessment shall identify the type of fire extinguisher for the workplace i.e. carbon dioxide extinguishers in offices.
- Fire safety signs – Suitable and sufficient signage should be displayed to ensure understanding by the workforce, this may require multilingual signage. Where practicable, luminous signage to enable sight in an emergency, even if the power goes out.
- Training & Competence – Induction training should be provided for the workforce and visitors to ensure they understand the systems and procedures followed by the organisation.
- Housekeeping – Robust housekeeping procedures should be implemented and monitored to mitigate risk i.e. disposal of waste, emergency exits clear, resources stored appropriately, electrical plug sockets not overloaded etc.



Example of Fire Sign

First Aid Arrangements

The employer should undertake a first aid needs assessment. This assessment should consider the circumstances of the workplace, workforce and the hazards and risks that may be present. The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. First aid provision must be 'adequate and appropriate' in the circumstances.

Sufficient first aid equipment, facilities and personnel should always be available. The minimum provision is normally a competent and trained appointed person(s) to take charge of first aid arrangements and a suitably stocked first aid box. The identity and location of the appointed first aid person(s) must be made available and clearly communicated to all staff.



Example of First Aid Sign

12. WORKPLACE INSPECTION

Workplace inspections are a key part of good health and safety management in preventing incidents, injuries and illnesses. Through a critical examination of the workplace, inspections help to identify and record hazards for corrective action. Management and supervisors should plan, conduct, report and monitor inspections. Regular workplace inspections are an important part of the overall occupational health and safety program and management system.

Workplace inspections are important as they allow the inspector to:

- Listen to the concerns of workers and supervisors.
- Gain further understanding of jobs and tasks.
- Identify existing and potential hazards.
- Determine underlying causes of hazards.
- Recommend corrective action.
- Monitor steps taken to eliminate hazards or control the risk (e.g. engineering controls, administrative controls, policies, procedures, personal protective equipment).

An example of a Scaffolding Yard workplace inspection is shown at Appendix A.

13. STATUTORY COMPLIANCE

Employers have a legal duty for ensuring their workplace complies with current legislation to safeguard people that work and visit their property. These responsibilities include the planned preventative maintenance (PPM) programmes to suit the organisation's requirements, improve the longevity and efficiency of the workplace, building fabric, plant and / or equipment. Whilst not exhaustive, statutory compliance includes:

- Reporting of Accidents including recording, retention, security.
- Fire Management including detection, alarms, extinguishers, emergency lighting, fire doors escape routes.
- Fall Arrest Systems including maintenance, inspection & records.
- Water Hygiene & Legionella including written scheme of control, testing, training.
- Electrical Testing including fixed wiring installation, Portable Appliance Testing (PAT).
- Heating & Hot Water Plant including gas boilers, meters, pipelines and accessories.
- Air Conditioning including service, inspection & records.
- Pressurised Systems & Vessels including Written Scheme of Inspection Service & records.
- Mechanical / Electrical Auto Doors, Gates, Barriers & Shutters including service, inspection & records.
- Asbestos Management including asbestos survey, condition inspection, report & competence / awareness.
- First Aid including signage, resources, training.
- Local Exhaust Ventilation (LEV) extraction systems including maintenance, inspection & records.
- Health and Safety Executive (HSE) Guidance Rider Operated Lift trucks L117.

14. REFERENCES AND FURTHER GUIDANCE

Legislation (Not exhaustive):

- Construction (Design Management) Regulations 2015.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Work at Height Regulations 2005 (WAHR).
- Workplace (Health, Safety and Welfare) Regulations 1992.

NASC Guidance (Not exhaustive):

- SG1 Guidance on Control of Substances Hazardous to Health Regulations (COSHH).
- SG4 Preventing falls in scaffolding operations.
- SG5 Overhead power sources and Earthing of Scaffold Structures.
- SG6 Manual Handling in the scaffolding industry.
- SG7 Risk Assessments & Method Statements RAMS.
- SG9 Use, Inspection and Maintenance of Lifting Equipment and Accessories for Lifting in Scaffolding.
- SG18 Welfare Facilities for the Scaffolding Contractor
- SG20 Consultation & Participation with the Workforce
- SG22 Induction Training.
- SG30 Management of Road Haulage for the Scaffolding Contractor.
- SG31 Management of Slips and Trips.
- SG35 Guidance on the Handover of Scaffold Structures.
- SG37 Effective Supervision.
- Toolbox Talks Suite
- TG5 Timber scaffold boards – An introduction to the revised standard S2482:2009
- TG6 Care and maintenance of scaffold boards
- TG7 Scaffold Board Nail plates
- TG8 Fire Damage
- TG11 Stress corrosion cracking in high tensile and alloy steels
- TG17 Identification of BS EN74 Scaffold Fittings

HSE Guidance

- HSE Website useful links: <http://www.hse.gov.uk/construction/>
- <http://www.hse.gov.uk/construction/cdm/2015/principal-contractors.htm>
- <http://www.hse.gov.uk/construction/safetytopics/scaffoldinginfo.htm>

CISRS and NASC Guidance and Advice

- Construction Industry Scaffolders Record Scheme (CISRS), for queries please email enquiries@cisrs.org.uk or ring 0844 815 7223.
- CISRS website: <http://cisrs.org.uk/> which has been the industry recognised training scheme for scaffolders for forty years.
- CISRS website details full training details, example link: <http://cisrs.org.uk/wp-content/uploads/2018/01/cap609-general-information-booklet.pdf>
- National Access and Scaffolding Confederation (NASC), for queries please email enquiries@nasc.org.uk or ring (+44) 20 7822 7400.
- NASC Website: where the Scaffold Specification can be downloaded free of charge: <https://www.nasc.org.uk/shop/free-publications/scaffold-specification-template/>
- Please also check the NASC website for information and teaching aids such as the following: <https://www.nasc.org.uk/information/free-video-guidance/>
- NASC Website: <https://www.nasc.org.uk/> where scaffolding guidance for Safety, Technical, Contractual, Security and Procurement Guidance is also free to download.



APPENDIX A**Scaffolding Yard Workplace Inspection Form****Inspection Checklist**

Scaffolding Yard Location:	
Areas Inspected:	
Target Date for Closure:	

Inspection Element	Y	N	Hazard(s) / Comments
Section 1 – Risk Management			
Risk assessments available and signed?			
COSHH assessments available and signed?			
Manual handling assessments available & signed?			
Section 2 – Personal Protective Equipment (PPE)			
PPE available & work correctly (observe)?			
PPE Is maintained (Ask Worker)?			
PPE issue records available and signed?			
Training in PPE use and care (ask worker)?			
Section 3 – Scaffolding Yard Layout, Traffic Management			
Access and egress points clear from obstruction?			
Yard suitably laid out and segregated?			
Traffic management plan available and recorded?			
Section 4 – Plant and Equipment Management			
Electrical equipment PAT Testing records (e.g. Power Tools) completed and recorded?			
Electric wood saw inspection records available?			
Wood dust vacuum inspection records available?			
Tools in good working order & defects recorded?			
Vehicle daily checks completed and recorded?			
HIAB daily checks completed and recorded?			
FLT truck daily checks completed & recorded?			
LOLER records completed and recorded? (e.g. LOLER on forklifts, HIAB)			
Section 5 – Environmental Protection			
IBC user checks completed and recorded?			
IBC annual inspections recorded & available?			
IBC located appropriate & protected?			
Drip trays suitably managed & empties regularly?			
Spill kits available & located near at-risk areas?			

Inspection Element	Y	N	Hazard(s) / Comments
Spill kits checks completed and recorded?			
Spill kit training provided and recorded?			
Hazardous substances secured after use?			
Hazardous substances signage displayed?			
Waste is segregated to prevent contamination?			
Waste stream signage is displayed i.e. timber?			
Section 6 – Inspection, Maintenance and Storage of Scaffolding Material			
Material inspector's competence available?			
Appropriate maintenance regime implemented?			
Suitable material storage implemented?			
Materials stacked at reasonable height?			
Segregation of material process clearly defined and operated, i.e. serviceable / unserviceable?			
Racking, scaffold towers, access staircases inspected and recorded?			
Section 7 – Workplace Signage and Communication			
Health & Safety Notice Board available & updated?			
Appropriate health & safety signage displayed throughout the yard?			
Appropriate signage displayed near tools?			
Employees inducted and aware of site rules?			
Employees aware of emergency procedures?			
Employees aware of security procedures?			
Employee training up-to-date?			
Weekly toolbox talks completed & recorded?			
Section 8 – Provision of Workplace Welfare Facilities			
Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
Is furniture in good repair and suitable for the size of the user,			
Kitchen and appliances tested and clean?			
Washrooms are clean (chemicals are stored)?			
Washing facility available (soap, warm water)?			
Walkways free of obstacles?			
Extinguishers available & accessible?			
Fire exits clear of obstruction?			
First aid kit and eye wash stations available?			
First aid kit checked monthly?			
Certificates of first aiders current & posted			

Inspection Element	Y	N	Hazard(s) / Comments
Section 9 – Workplace Inspection			
Regular inspections available & recorded?			
Previous inspections corrective actions addressed?			
Section 10 – Other hazards not identified above			
1.			
2.			
3.			
4.			
5.			
Recommendations & actions required following a “no” answer			
1.			
2.			
3.			
4.			
5.			

Name of person conducting inspection	
Occupation of inspector	
Date of inspection	



Whilst every effort has been made to provide reliable and accurate information, we would welcome any corrections to information provided by the author which may not be entirely accurate, therefore and for this reason, the NASC or indeed the author cannot accept any responsibility for any misinformation posted.



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