Scaffold Specification Template

(Guide to Managing and Appointing Scaffolding Contractors)

Management Guide

NASC/UKCG Guidance
22nd March 2012
“The demand for this guidance is a signal that ‘industry’ wishes to only use scaffolding contractors that work to the latest guidance and procedures. The UKCG’s support of this guidance will hopefully accelerate the adoption of this protocol across all corners of the construction sector to ensure that scaffolding is always to the safest of standards”
Rob Lynch, NASC President

“UKCG’s aim is to provide a world class standard of best practice for UK construction and we are proud to co-brand this guidance from the NASC’s as it complements our objectives perfectly. We recognise that NASC sets the standards for scaffolding in the UK and this guidance makes sound logical sense for all construction contractors to adhere to.”
Stephen Ratcliffe, UKCG Director
Published by:

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This guide has been prepared by the National Access and Scaffolding Confederation (NASC) Scaffold Specification Working Group to improve the quality of the scaffold structures erected on construction sites and other works of engineering maintenance and within accordance with current legislation, guidance and protocol and in turn minimise the risk of accident or injury to operatives working on or near the scaffold and the general public.

This document is intended for use by any undertaking that has responsibility for the management, use, monitoring and provision of scaffolding.

This document is formatted in a template style that will allow such businesses to easily adopt this format. We recognise that some businesses may have their own preferred method for distribution of the content and as such this document is deliberately in an editable format to allow for local variations of distribution, e.g. hard copy, digital, on line software etc.

The guide has been written on the assumption that the execution of its provisions is entrusted to appropriately qualified and experienced people and that construction and supervision of scaffolds will be carried out by capable and experienced organisations.

NASC shall be under no liability of whatsoever kind however caused whether or not due to the negligence or wilful default of NASC or their servants or agents arising out of or in connection with this document or any part thereof.

Amendments issued since publication
Amd. No. 1 | 22.03.2012 | Comments: Additional UKCG branding added
Amd. No. 2 | 10.04.2012 | Clause 6.8.1 Proof load corrected to 1.25 to comply with TG4:11
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1. APPLICATION

This specification identifies the minimum requirements and standards for all scaffolding and edge protection designed, erected, altered, inspected, used and/or dismantled. This specification may be enhanced by an individual company’s specific scaffolding policy and branding.

Hoists, Ladders, Stepladders and Podium Steps are not included as part of this standard.

1.1. Tube and Fitting Scaffolding

This applies to traditional steel tube and fitting scaffolds and includes the use of “system type” components such as “Readylok or Easifix transoms”, extending transoms, steel and aluminium ladder beams and unit beams. All such components must be used in strict accordance with the manufacturer’s instructions/design guidance, and the information supplied to site upon request.

1.2. System Scaffolding

All types/brands of Systems Scaffolding used on site must conform to the relevant British and European Standards BS EN 12810/12811. The lead hand of a scaffold gang using systems scaffolding must have successfully completed the relevant CISRS Systems product training. CISRS Scaffolders or Trainee operatives will be able, as a member of this squad to erect, alter or dismantle this equipment under the direct supervision of the CISRS systems qualified operative prior to them carrying out the requisite CISRS training.

See www.cisrs.org.uk for the current list.

1.3. Lightweight Mobile Tower

A nominated person is permitted to erect, inspect, use, move, alter and/or dismantle a lightweight Mobile Tower if they are competent and hold a recognised qualification specifically includes mobile towers.

Mobile towers must be inspected as often as is necessary to ensure safety. Recommended best practice is that they be inspected and a report made by a competent person after assembly, or significant alteration, and before use. Thereafter, they should be inspected as often as necessary but at least every 7 days, or after any event likely to have affected stability or structural integrity, such as adverse weather conditions. But, there is no need to inspect and report every time the mobile tower is moved at the same location.
Note: Refer to relevant industry association - Prefabricated Access Suppliers’ & Manufacturers’ Association (PASMA) website www.pasma.co.uk for more information. PASMA has agreed with the HSE that the completion and affixing of a PASMA Tower Inspection Record satisfies the regulatory requirement to record the inspection and deliver to the person for whom it was completed.

2. Regulations, Codes of Practice and best practice requirements

All scaffolding works shall be carried out in accordance with the following Regulations, Codes of Practice and industry best practice requirements:

2.1. The Health and Safety at Work etc Act 1974
2.2. The Management of Health and Safety at Work Regulations 1999 – as amended
2.3. The Work at Height Regulations 2005 – as amended
2.4. The Construction (Design and Management) Regulations 2007
2.5. BS EN 12811 2003 – Scaffolds performance requirements
2.6. BS EN 12810 2003 – Facade scaffolds made of prefabricated components
2.7. NASC TG20 – Guide to Good Practice for Scaffolding with Tubes and Fittings. (Latest Edition)
2.8. NASC SG4 – Preventing falls in scaffolding (Latest Edition)
2.9. CISRS CAP 609 General Information (Latest Edition)
2.10. BS EN 13374 Temporary edge protection systems

THIS LIST IS NOT EXHAUSTIVE.

3. COMPETENCE

3.1. Scaffolding Companies

3.1.1. Should be full and regulated members of the NASC.
3.1.2. They must maintain current insurances of a minimum of £10million for Employers Liability and £5 million for Public Liability.
3.1.3. They must be able to demonstrate that they have competent supervision (e.g. CISRS 5 day Scaffold Supervisor training course and hold a CISRS Scaffold Supervisor card).
3.1.4. A qualified CISRS Scaffolder or CISRS Advanced Scaffolder working within his capability is suitably qualified to lead the scaffold operations within a gang/squad of scaffolders and to direct the practical operations on site.
3.1.5. They must employ competent scaffolders for the type of scaffolding to be undertaken on site as defined in item 3.2 below.
3.1.6. Management, Supervision and operatives must have received relevant training on TG20 and SG4 (Latest Editions)
3.1.7. The company must have access to competent scaffold designers.

3.1.8. The company must ensure that all deliveries of scaffolding materials are undertaken in a safe manner and consideration is given to the risk of falls from vehicles and as such this work is undertaken in line with NASC SG30 (Latest Edition) “Working from Vehicles”.

3.1.9. All deliveries where powered lifting is used (e.g.: HIAB) will require proof of Operator competence and that the lifting equipment has a current certificate of test and thorough examination.

3.2. Scaffolding Operatives

3.2.1. Scaffolding Labourers

3.2.1.1. Labourers must have received scaffolding manual handling training in accordance with NASC Guidance Note SG6 Manual Handling.

3.2.1.2. Labourers must be adequately trained to allow them to carry out their duties safely.

3.2.1.3. A CISRS Scaffolders Labourers card is available for operatives carrying out these duties.

3.2.1.4. Labourers are only allowed to work at ground level or with safe access to a fully boarded and double guard railed section of a scaffold platform passing scaffolding equipment.

3.2.2. Trainee Scaffolder

3.2.2.1. Trainees must have received scaffolding manual handling training in accordance with NASC Guidance Note SG6 Manual Handling.

3.2.2.2. They must hold a current CISRS Trainee Scaffolders card (See appendix A)

3.2.2.3. They must have received SG4 (Latest Edition) training and work in compliance with the guidance.

3.2.2.4. They can only work under the direct supervision of either a CISRS Scaffolder or CISRS Advanced Scaffolder at all times.

3.2.2.5. An operative is considered a Trainee Scaffolder until they have completed all requisite training and assessment i.e. CISRS Part 1, CISRS Part 2, S/NVQ 2, H&S testing and hold a CISRS Scaffolder Card, irrelevant of their time in the industry.

3.2.3. Scaffolder

3.2.3.1. The Scaffolder must hold a current CISRS Scaffolders card (see appendix A)

3.2.3.2. They must have received SG4 (Latest Edition) training and work in compliance with the guidance.
3.2.3.3. The lead hand of a scaffold gang using system scaffolding must have successfully completed the relevant CISRS Systems product training.

3.2.3.4. Scaffolders can work on the following structures:

- Independent tied scaffolding
- Putlog scaffolding
- Birdcage scaffolding
- Tower scaffolding (steel)
- Truss-out scaffold
- Scaffolds with beams
- Protective fans
- Pavement gantry
- Loading bay
- Roof saddle scaffold
- Splay scaffold
- Roof edge protection
- Tie testing
- They are entitled to work on Advanced or complex design structures but only under the direct supervision of an Advanced Scaffolder.

THIS IS NOT AN EXHAUSTIVE LIST

3.2.4. Advanced Scaffolder

3.2.4.1. Must hold a current CISRS Advanced Scaffolders card (see appendix A)

3.2.4.2. They must have received SG4 (Latest Edition) training and work in compliance with the guidance

3.2.4.3. The lead hand of a scaffold gang using systems scaffolding must have successfully completed the relevant CISRS Systems product training.

3.2.4.4. Advanced scaffolders can work on any tube and fitting steel scaffolding structure including the following:

- Tubular drop scaffold from steelwork
- Cantilever drop scaffold
- 2 Cord Raking shore
- 3 Cord Raking shore
- Dead shore
This is not an exhaustive list

4. SCAFFOLDERS SAFETY AND PERSONAL PROTECTIVE EQUIPMENT

4.1. Scaffolders shall at all times wear the following minimum PPE at all times whilst working on site:

4.1.1. Safety helmet
4.1.2. Safety footwear
4.1.3. High Visibility vest.
4.1.4. Gloves
4.1.5. Fall arrest harness with rear dorsal ring, a fall arrest lanyard and 55mm opening scaffold connectors as detailed in NASC SG4 (Latest Edition)
4.1.6. Other PPE as required by the work task or local site requirements

4.2. Whenever harnesses being are used, rescue plan(s) in line with NASC SG19 (Latest Edition) “Guide to Formulating a Rescue Plan” must be in place before commencement of work on site.

4.3. All scaffolding shall be erected in strict accordance with NASC SG4 (Latest Edition) and contractors shall adhere to recommended methods of work within the guidance, giving collective methods priority over other methods where practicable.

4.4. All scaffolding materials must be passed from hand to hand or raised and lowered in a controlled manner. (light line or Gin Wheel & Rope etc) The uncontrolled passing or dropping of any scaffolding materials is not permitted.

Note: NASC Guidance Note SG6 Manual handling in the Scaffolding Industry contains further guidance.

4.5. All lifting operations must be undertaken within the scope of the Lifting Operations & Lifting Equipment Regulations (LOLER)

5. SCAFFOLDING DESIGN

5.1 Where additional scaffolding design input is required (i.e.: those scaffolds that are not designated as a “Basic Scaffold” in NASC TG20 Latest Edition) the design shall be provided by a competent scaffold designer and the appropriate design standard followed. The costs of producing and amending design schemes (where required) will be reflected within the scaffold contractor’s quotation etc.
5.2 All system scaffolding is to be erected in accordance with the manufacturers
design manual/erection guide or be subject to a specific design.

5.3 Where design drawings are produced, they shall include an elevation of the
scaffold with all tie positions marked on the drawing clearly stating the required
tie classification light duty (3.5 KN), standard (6.1KN) or heavy duty (12.2KN).

5.4 Where appropriate, standard scaffold design solutions may be permitted to
determine design input of certain scaffold structures (Stair towers etc)

5.5 A system for the management of design variations shall be in place.

5.6 Copies of scaffold design drawings shall be issued to/held on site.

6. **MINIMUM SCAFFOLD REQUIREMENTS**
The following minimum scaffold requirements shall be in place on all sites:

6.1. **Scaffold Tube**
All scaffold tube must be galvanised and comply with BS EN 39:2001 or BSEN
10210-1 2006 and to be marked in such a way as to identify the scaffolding
company who own it.

6.2. **Scaffold Boards**
6.2.1. All scaffold boards must comply with BS2482:2009
6.2.2. Short boards (less than 2.14 metres long) are to be secured to prevent
displacement as are internal boards that are considered likely to be
displaced accidently.
6.2.3. Other than at returns of scaffolds lapped boards to be avoided so far as
reasonably practical.

6.3. **Scaffold Fittings**
6.3.1. All scaffold fittings must comply with current UK industry standards.
(BSEN 74 etc)

6.4. **Brick guards, Sheeting and Debris netting**
6.4.1. In accordance with the contract specifications,(which should include a
suitable risk assessment by the main contractor) scaffolds may require
brick guards, sheeting or debris netting fitted

6.5. **Scaffold Loading Bays**
6.5.1. All Scaffold loading bays (except where cranes are used) shall be fitted
with scaffold loading bay gates that protect operatives from the exposed
edge when in an open position and prevent falls of operatives and/or
materials when in a closed position.
6.5.2. Scaffold loading bays to be provided with brick guards or similar protection to the perimeter.

6.5.3. Scaffold loading bays must have clear signage to provide users with clear information regarding safe working loads.

6.6. Access/egress to Scaffolds

6.6.1. Access/egress to scaffolds must be provided in order to comply with the Work at Height Regulations 2005, HSE guidance and NASC SG25 (Latest Edition) “Access and egress from scaffolds”, with regard to the hierarchy as follows:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Staircases</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ladder Access Bays with Single Lift Ladders</td>
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<tr>
<td>3</td>
<td>Ladder Access Bays with Multiple Lift Ladders</td>
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<tr>
<td>4</td>
<td>Internal Ladder Access with Protection i.e. ladder trap / handrails etc</td>
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<tr>
<td>5</td>
<td>External Ladder Access Using a Safety Gate / Swing Arm System</td>
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<tr>
<td>6</td>
<td>Other</td>
<td></td>
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</table>

6.6.2. External ladder access should be provided to no more than two lifts (Nominally 4m)

6.6.3. Considerations that need to be made regarding the assessment of suitable access and egress from scaffolds may include:
- Height and width of scaffold.
- Number of people using the scaffold at any one time.
- Duration of scaffold hire.
- Local emergency requirements. (Fire, evacuation etc.)
- Type of work to be undertaken on scaffold (e.g. access to confined space entry work and asbestos removal enclosures whilst using full face respirators etc. requires a higher degree of assessment for access and egress).

6.7. Internal Edge Protection

6.7.1. Internal edge protection on scaffold platforms to conform to NASC SG29 (Latest Edition) “Internal Edge Protection on Scaffold Platforms”

6.8. Scaffold Ties

6.8.1. All concrete/masonry anchors that are used for the installation of scaffold ties must be tested in accordance with NASC TG4 (Latest Edition) “Anchorage systems” (i.e.: minimum of 3 per scaffold or 5% of total number of ties whichever is the greater) with a proof load of 1.25 times the required tensile load using a purpose made scaffold tie tester. Records of tie test result must be maintained.
6.8.2. When working on domestic premises the occupier must be informed prior to any drilling taking place for masonry anchors, or where it may be necessary to rake out brickwork joints to support a “putlog” scaffold.

6.9. Hop Up/Stage Brackets
   6.9.1 Hop up/stage brackets shall be used in accordance with NASC Guidance Note SG32 Guidance on the Provision of Inside Board Brackets (Hop up/Step down) (Latest Edition).

7. SCAFFOLD HANDOVERS AND STATUTORY INSPECTIONS

7.1. All Scaffolding should use a “DO NOT USE” notice for restricting access to the scaffold until the scaffolding has been inspected and handed over for use.

Scaffold Handover

7.2. When each scaffold is completed, a competent employee of the Scaffolding Contractor will inspect the scaffold for compliance with regulations, codes of practice and this policy and then complete a Scaffold Handover certificate. This should conform to the current NASC template SG35 Handover of Scaffold Structures (Latest Edition) as a minimum and ensure that the client’s representative receives a copy. Where applicable, the green insert of a tag type inspection system (if used) shall be completed and located at the access point of the scaffold, and the first entry made in the statutory scaffold inspection register by the competent person.

Scaffold Inspection

7.3. Regular statutory inspections of the scaffolding shall take place at least every 7 days or after any event likely to have affected the scaffolds stability and recorded in the scaffold register (See appendix C). The tag type system insert (if used) will also be updated to record the inspection. (Where applicable). Note: Any tag system is a supplementary check only and does not replace the statutory inspection and report as required within the Work at Height Regulations 2005.

7.4. All initial and weekly scaffold inspections must be undertaken by a competent person who has attended a nationally recognised scaffold inspection training course. (e.g. CISRS Scaffold Inspection Training Scheme (SITS) Basic or Advanced), alternatively a CISRS Scaffolder or Advanced card holder can be deemed competent to inspect structures up to the grade of their card i.e. CISRS Scaffolder Basic Structures, and Advanced Scaffolder all structures.
8. RISK ASSESSMENT AND METHOD STATEMENT

8.1. Each individual scaffold structure must have a job and site specific risk assessment recorded in writing which is accepted by the Contractor that the Scaffolding Contractor is working for before work commences to erect, alter or dismantle a scaffold.

8.1.1. All risk assessment will be carried out in line with the Scaffold Contractors Health and Safety Policy which as a minimum standard follow NASC SG7: (Latest Edition) “Guide to Risk Assessments”.

8.1.2. All method statements will include a full description of the scaffold including size, location, number of boarded lifts, number of working lifts, sheeting status and loading classification in line with TG20 (Latest Edition) table 1 and be in line with NASC SG24 (Latest Edition) “A Guide to Scaffold Plans (Method Statements)”

8.1.3. Risk Assessment and Method Statements shall be communicated to operatives. Copies of all Risk Assessments and Method Statements should be held as a minimum for the duration of the contract.
APPENDIX A– LIST OF NASC REFERENCE GUIDANCE REFERRED TO WITHIN THIS DOCUMENT

Note: Refer to NASC website at www.nasc.org.uk for latest editions of the guidance listed below.

Health & Safety Guidance Notes

SG4 Preventing Falls in Scaffolding
SG6 Manual Handling in the Scaffolding Industry
SG7 Guide to Risk Assessment
SG19 A Guide to Formulating a Rescue Plan
SG24 A Guide for Scaffold Plans (Method Statements)
SG25 Access and Egress from Scaffolds
SG29 Internal Edge Protection on Scaffold Platforms
SG30 Working from Vehicles
SG32 Guidance on the Provision of Inside Board Brackets (Hop up/Step down)
SG35 Handover of Scaffold Structures

Technical Guidance Notes

TG4 Anchorage Systems
TG20 Guide to Good Practice for Scaffolding with Tubes and Fittings

Competence Guidance Documents

CISRS Cap 609 General Information Booklet
APPENDIX B – EXAMPLE OF CISRS SCAFFOLDERS CARDS

Only to work at ground level or on a fully boarded and double guard railed scaffold platform passing scaffolding equipment.

Work under the direct and immediate supervision of either a CISRS Scaffolder or Advanced Scaffolder at all times.

Have a CISRS Scaffolders card endorsed for tube and fitting scaffolding or system scaffold to be used. Can work on scaffolds listed in Section 3.2.3.4 and any other scaffold not included on this list but only under the direct and immediate supervision of an Advanced Scaffolder.

Have a CISRS Scaffolders card endorsed for tube and fitting scaffolding or system scaffold to be used
Can work on any steel scaffolding structure.

Card is used to provide proof that the Scaffold Supervisor is trained and competent.
### APPENDIX C – SCAFFOLD INSPECTION REPORT SHEET (EXAMPLE)

**Scaffold Inspection Report (in line with regulation 12 of The Work at Height Regulations 2005)**

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<th>Sheet:</th>
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<td>Site Address:</td>
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<tr>
<th>No</th>
<th>Location and description of workplace inspected</th>
<th>Date &amp; Time of inspection</th>
<th>Matters observed that give rise to any health and safety risks</th>
<th>Details of action taken at time of inspection</th>
<th>Details of any further action considered necessary</th>
<th>Name, signature &amp; position of inspector</th>
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