



SITE SPECIFIC RISK ASSESSMENT & METHOD STATEMENT				
RAMS Number:		MS012-211010-00		
Customer:		MCGEE GROUP		
Site:	ITV Tower, Upper Ground Street, SE19LT	Area	Main Tower	
Drawing No:	Erected in accordance with TG20-21 and Drawings LCA-6499-02 DR-13 and 12			
Title:	DEMOLITION ACCESS SCAFFOLD ERECTION FOR ITV TOWER			
Rev	Date	Author	Signed	Description of the revisions
00	09/10/2021	Lee Murphy		First revision
01	16/11/2021	Lee Murphy		Updated for high level window removal
02				
<p>Note: in preparing the RAMS, I have liaised with the relevant site based personnel and the foreman/lead scaffolder assigned to the project to discuss the requirements of the project. Once the RAMS has been accepted, contracts staff will enforce the control measures required, and will visit site regularly to check if site conditions have significantly changed and report back to the writer to revise the RAMS as necessary.</p>				
<p>Document received by the Lead Scaffolder:</p> <p>This document details the roles and responsibilities for this project. As lead scaffolder, YOU are responsible for ensuring that you, and all the operatives under your control, work within the current coronavirus COVID-19 social distance requirements, erect quality work, act safely and work within a “scaffolders safe zone”, as detailed in SG4. The latest Scaffold Guideline describes a “scaffolders safe zone” as a position of work where suitable edge protection and a platform exists. YOU will also ensure you and your operatives wear full PPE – including harnesses if trained – and clip onto a suitable and sufficient anchorage point, and remain clipped on, in those situations detailed in SG4, where it is not practicable to use collective measures – i.e. “scaffolders safe zone”. If the scaffolding is to be erected inside a building and should therefore not be affected by adverse weather conditions However the external weather conditions are to be monitored when ferrying in/out materials</p> <p>Variations to this Risk Assessment/Method Statement (RAMS): if work cannot proceed according to the RAMS, then all work activities must STOP and the client and your supervisor must be contacted.</p> <p>Name..... Signed..... Date.....</p>				
<p>Document received by the client:</p> <p>Name: WILL SUTTON Signed  Date 16/11/2021</p>				



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LCA Ltd Safety Rules for Scaffold Operatives

Remember, you must:

- Be fit for work
- Understand the Risk Assessment/Method Statement (RAMS) briefing and:
 - Plan your work
 - Brief your team operatives (or receive a briefing) before you start work
 - Wear full PPE
 - Keep other site operatives away (fix barriers and warning signs)
 - Protect the general public (and others) from falling material (e.g. erect fans)
 - Keep your work area tidy (no trip hazards)
- Stop work if anything changes, and contact your Contracts Supervisor/Lead Scaffolders
- Report all accidents, incidents, near misses, and dangerous conditions, to your Supervisor and Site Manager, immediately.

Scaffolding Operations During the Coronavirus (COVID-19) Pandemic.

Social distancing rules are a series of measures, set by the UK Government, which should be implemented to reduce social interaction between people in order to help reduce the transmission of coronavirus (COVID-19).

The key safeguard are good hygiene (washing of hands regular) and social distancing rules is to maintain **good distance** from other people where possible. Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, it should be considered whether that activity needs to continue for the site to continue to operate, and, if so, all the mitigating actions possible should be taken to reduce the risk of transmission.

These may include:-

- Minimising the frequency and time workers are within 2.0m of each other.
- Minimising the number of workers involved in these tasks.
- Workers being positioned side by side or facing away from each other, rather than face-to-face.

For scaffolds with a relatively small plan area (e.g. towers and small birdcages) only one operative should access each lift at any one time. (See **Figure 3**).

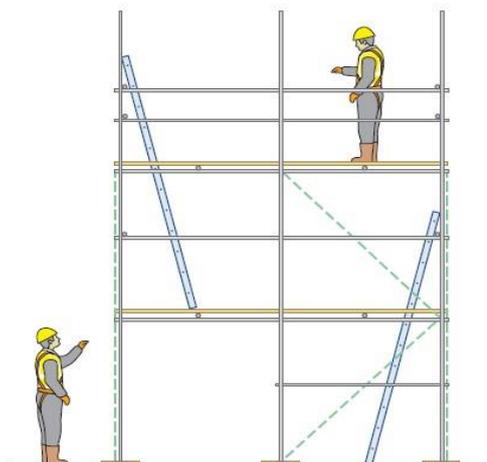


Figure 3

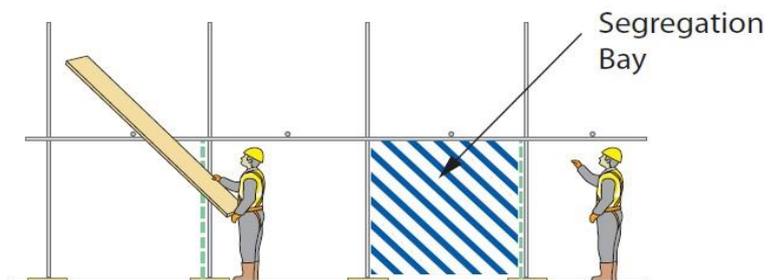
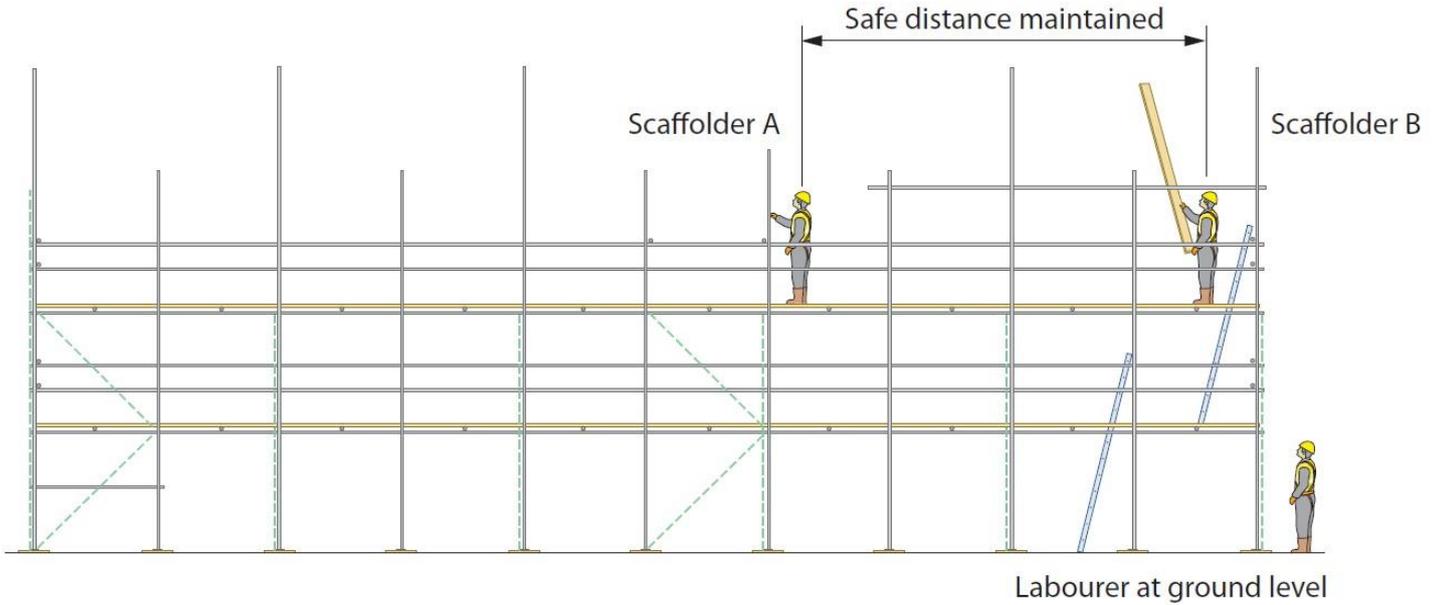


Figure 4

On long or wide structures, such as independents or birdcages or when positioned on the ground, operatives may work on the same level provided that they remain a minimum distance of one (2.0m) bay (i.e. a segregation bay) between each other at all times. (See Figure 4). Operatives must have full spatial awareness at all times to ensure that social distancing is maintained.

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Work then progresses in this way along the lift, with both scaffolders maintaining **good segregation** between them at all times.

- Bracing, ties, advanced guardrails and ladders may be fitted by either or both scaffolders as work progresses along the lift, ensuring that at least one segregation bay remains between them at all times.
- When the lift is complete, one scaffolder gains access to the lift above (taking care not to pass each other in close proximity) and the process is then repeated to the full height of the scaffold.

Work to the RAMS (Risk Assessment/Method Statement) at all times, including working to:

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Safety Guidance: SG4:15 Preventing Falls in



Scaffolding

Provides guidance for scaffolders
Working at Height

Scaffolders' Step-Up

This system utilizes a proprietary step that is fixed to the standard and/or guardrail 1m above the working platform. This enables the scaffolder to erect the guardrail protection on the lift above in advance or remove them from below during dismantling (Figure 36).

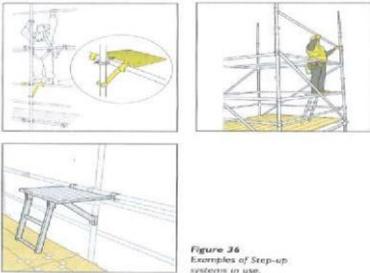


Figure 36
Examples of Step-up
systems in use.

Technical Guidance: TG20:21



Provides guidance on how to erect Basic
Tube and Fitting
Scaffolds

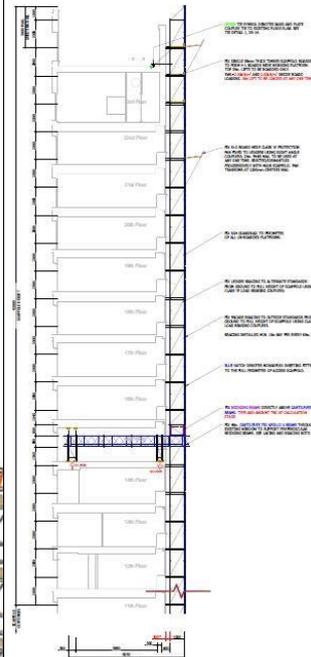


Table with safety and technical specifications, including a warning symbol and various notes.

483 logo and project information: ACCESS SCAFFOLD FOR TOWER CONSTRUCTION, LONDON CITY TOWER, LONDON

Drawings LCA-6499-02 DR-13 and 12

Note: if you mislay your SG4:15 or TG20:20 booklets, please contact your supervisor for replacements.

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1. Scope of Works:

1.1 General Information

The scaffold is to fully encapsulate the main structure to give access and screening for the demolition process. The scaffold will be fully sheeted and incorporate protection fans. To reduce the ground loading on North elevation and East elevations 750 Apollo X-Beams will be cantilevered out of the building to support the main scaffold . Scaffold operatives will erect scaffolding to TG20:21 and in accordance with the scaffold training they have received on their scaffold courses (e.g. Part 1, Part 2 and/or Advanced) and as per the relevant scaffold drawing/sketch.

Before scaffold erection commences McGee are to prove the adequacy of the strength of the ground the scaffold is founded on. The scaffold leg loading are as stated in Drawing LCA-6499-02 DR-13 and 12

Before commencing works every day the lead scaffolder or McGee manager will brief all operatives of the tasks set that day. This will be recorded on the McGee tablet or on LCA DABS (daily briefing sheet) every operative will sign onto these before the start of work that day.

Prior to works commencing, LCA Ltd operatives will be inducted by the McGee supervisor / manager and briefed on the emergency procedures and McGee emergency procedures contained in appendix D and E.

These RAMS specifically cover the erection of the Independent Scaffold to the ITV tower in compliance with TG20:21

These scaffolds will not be erected until these authorisations has been given by McGee site management.

LCA Scaffolder's will work to the agreed hours set by McGee to ensure no issues arise during the works with others.

All scaffold will be tied as per the drawings. If for any reason deviation from this is required, works will stop & designer consulted.

This scaffolds that are greater than 3x higher than there smallest dimension will be tied using box ties to the columns' with a tie tubes through to a pair of standards or anchored with drill fixed anchors (No drill fixed anchors will be installed without McGee authorisation)

Every evening LCA Lead scaffolder and a McGee Foreman/Manager will sign the scaffold off. Please refer to example in **Appendix F**. ensuring no materials are left loose and the scaffold has been erected that day as per the design.

McGee are to manage the other contractors all times while scaffold erection is ongoing.

Vehicle movements will be controlled by a banksman at all times **and authorised by the responsible supervisor** while vehicles transit within the work area.

1.2 General Description of Works

Erection of the designed scaffold for the purpose for access the demolition of the building

1.2.1 Site specific safe systems

Independent Scaffold will be erected in accordance with Drawing LCA-6499-02, DR-13 and 12, TG 20:21 and the SG4:15 Guidance Notes.

LCA Ltd to enter a design drawing and calculations to be enter into the Temporary Works File.

No structural work will start without Temporary Works Approval

When working above 2m or within 2m of an unprotected edge all hand tools are to be lanyarded and safety helmets prevented from falling off by a helmet lanyard or chin straps.

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Independent Scaffolding will be erected using tube & fittings.

McGee Temporary works engineer are to ensure that all areas upon which scaffolding is to be erected can carry the weight of the scaffold and all loads imposed on the scaffold.

Prior to work commencing all scaffold materials are to be delivered to site and stored behind the hoarding as designated by McGee site management

Prior to work commencing LCA will ensure the ground conditions in this area are suitable for basing out of scaffold. No structural work will start without McGee Temporary works approval

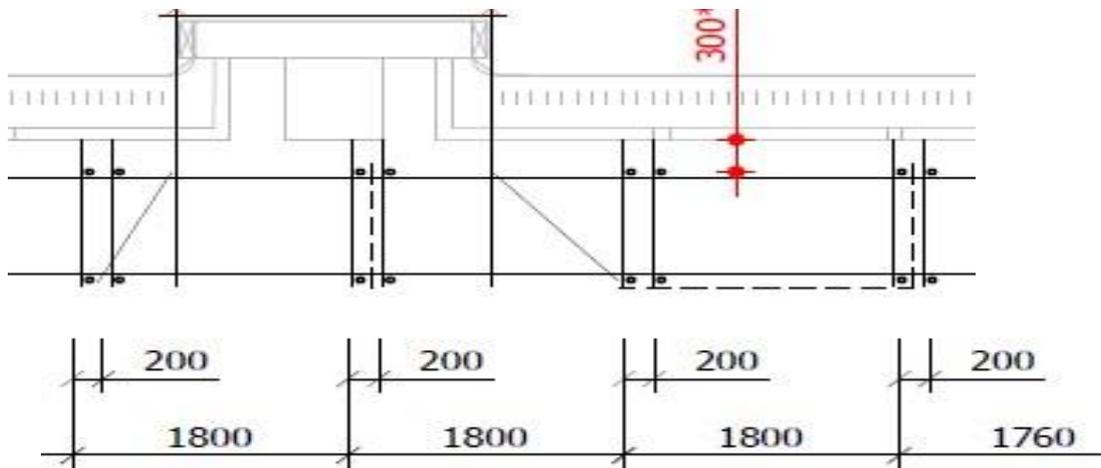
There is ample lighting available as during normal working hours. Additional lighting to be provided when working out of hours.

During the scaffold erection, exclusion zones are always to be established below the working area . These will be formed using fixed barriers & clear signage.

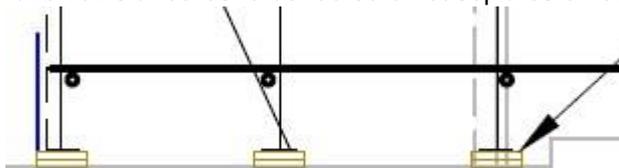
1.2.2 Sequence of Works Erection of Demolition Access Scaffold

The scaffold on the south & west is erected from ground level. All standards to be erected to ensure staggered joints vertically on alternate standards are maintained and to be spaced maximum bay 1800mm and width of 1000mm, **double standards to be erected up to level 8 (16th scaffold lift).** As to **Drawing LCA-6499-02, DR-13 and 12.**

HOLD POINT: Prior to basing out scaffold onto the ground a permit to load will be issued by McGee.

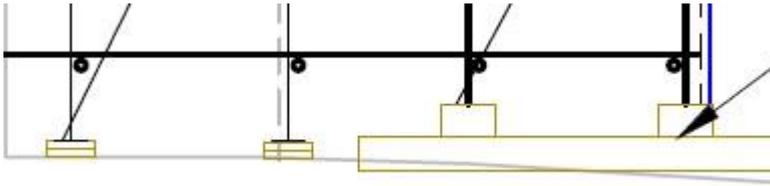


On the West Elevation all standards to be footed on baseplates on double 38mm thick timber sole pads 500mm long.



On the South Elevation standards to be footed on baseplates on timber sleepers 150mm wide x 250mm long, grade C16. Under the bridge sections 4no. sleepers 2000mm long with 1000mm long sleeper on top are to be placed below the scaffold.

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Ledger bracing and plan bracing is to be installed as to the using load bearing fittings

Transoms are secured across ledgers to support 38mm scaffold boards – but transoms erected between 50-150mm from end of boards. Boards must be supported by transoms at 1.2 metre intervals (maximum) unless shown otherwise by the drawing.

The maximum length of scaffold tube to be used will be 6m and the maximum length of scaffold board is 4m.

During the erection stage the scaffold lift is to be fully boarded between the standards and double hand railed.

When boarding-out scaffold, if it is not possible to work from within a single handrail and a minimum of 4-boards, scaffolders must remain clipped onto a suitable anchor point (above head height if possible). Boarding out should be completed from the lift below, planning the sequence of work to raise boards while working back to the safety of the ladder access.

Before progressing up on to the lift or passing boards up to the lift, the scaffolders will use the 'Safety Step' to install the advanced guard rail.

Working in pairs, each scaffolder will put his 'Safety Step' in position by simply placing the brackets over the ledger (the top rail of the guardrail on the upper lifts) and the bracing fixed to the standard.

They will work their way along the scaffold, moving the 'Safety Steps' as they go, installing the guardrails for the lift above.

Once the guardrails are completed, Scaffold boards are passed up through the scaffolding and laid on the transoms above to form a working platform.

The platform will be fully boarded with no voids.

The scaffolders will install a ladder access and go up to the lift above ensuring that the ladder projects at least 1m above the platform.

They will repeat the sequence for the next lift as they progress the erection of the scaffolding vertically.

The scaffolders will clip on before working at any exposed edge.

HOLD POINT: Before erecting above L15 works are to be re reviewed to ensure suitable control measures are in place for the works at the greater height.

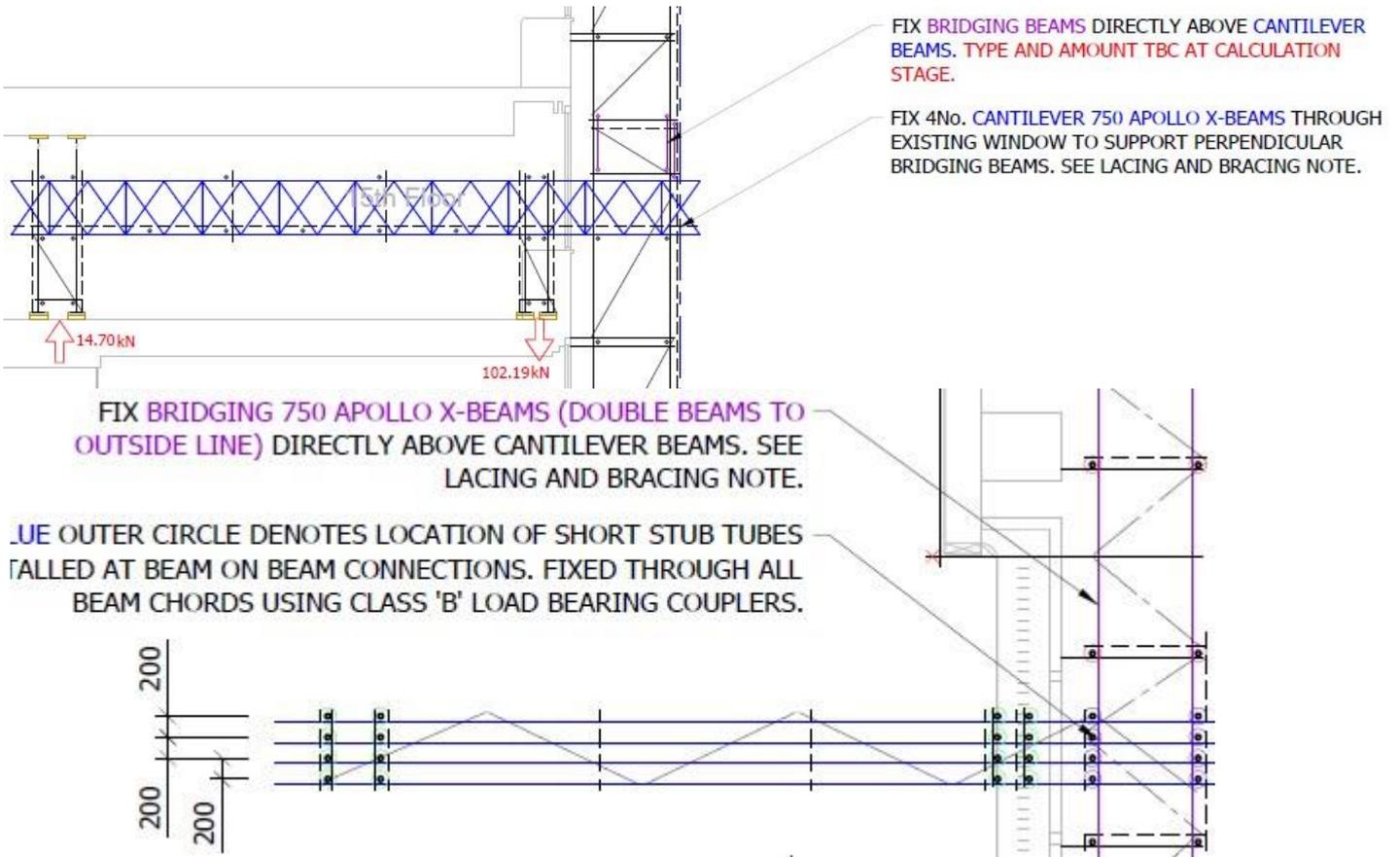
Erection of cantilever and bridging beams using 750 X beams

The North elevation level 5th and 15th floors and East elevation level 4th and 14th floor. 750 Apollo X-Beams will be cantilevered out of the building to support the main scaffold with 750 Apollo X-Beam above the cantilever beam to distribute the load.

To distribute the beams to the 4th & 5th floors they will be chained up the scaffold hand to hand. A minimum of 1 man will be located on each lift during this operation.

To distribute the beams to the 15th & 14th floor a winch will be installed. The RAMS will be updated to reflect the methodology of this.

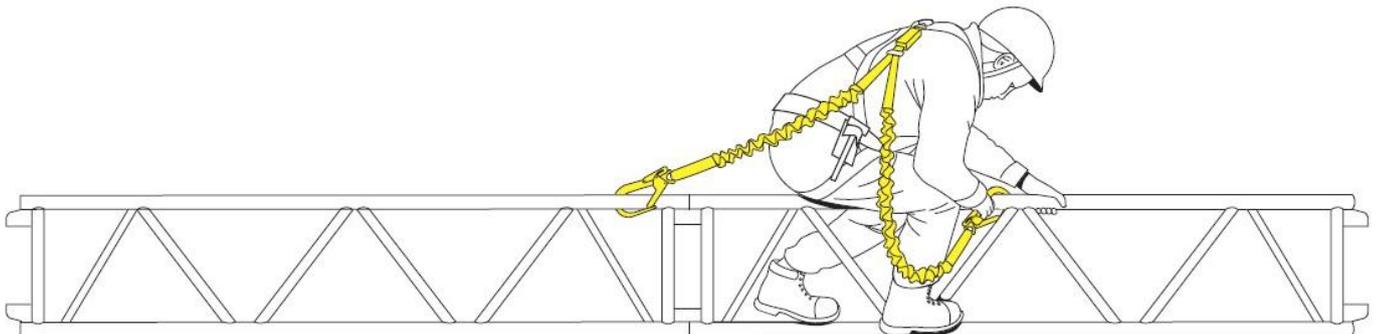
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HOLD POINT: Prior to erecting the cantilever beams a permit to load will be issued by McGee.

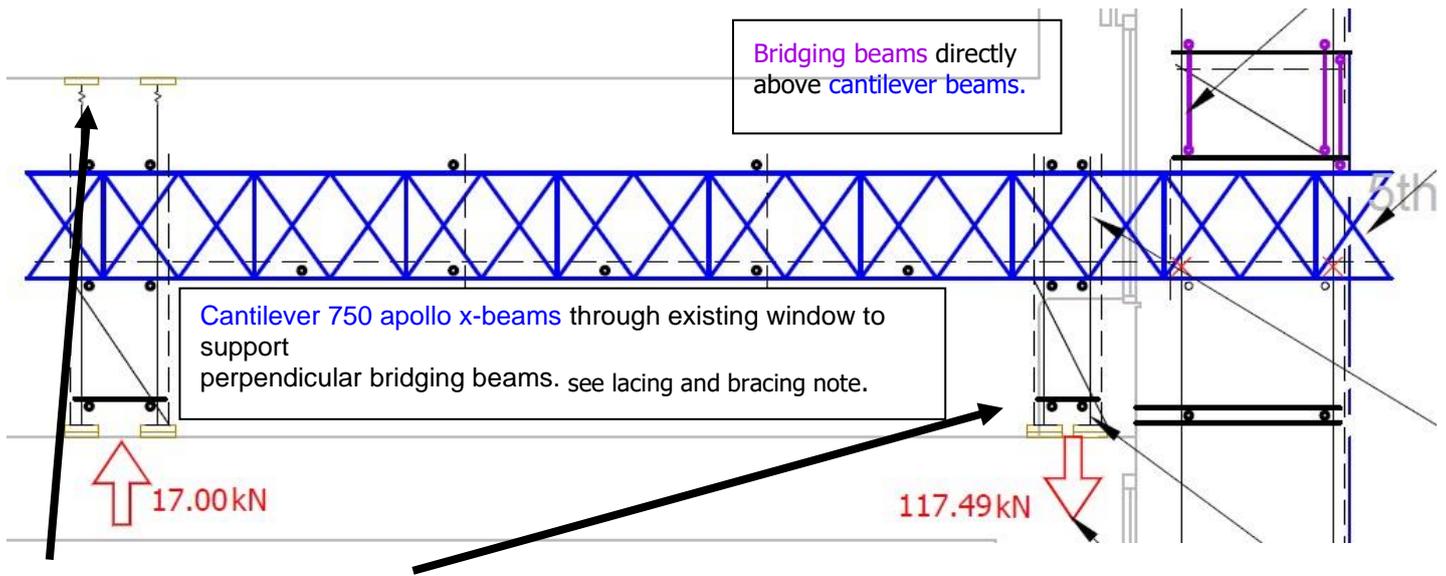
Operatives will secure the beams from within the building progressively as per Drawing LCA-6499-02, DR-13 and 12.

HOLD POINT: All operatives working on the beams will work to SG4:15 utilizing twin tailed lanyards.

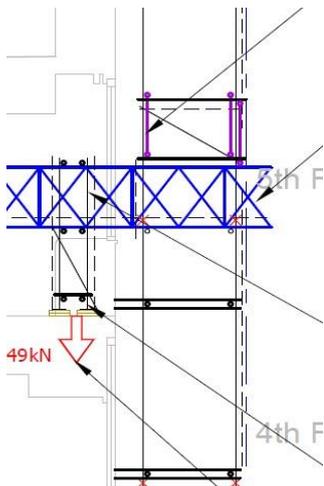


The beams will be installed as per the drawing propped floor to ceiling. All fittings will be class 'B', all tubes will be threaded & all ledger / handrails will be installed utilizing 2 operatives. One operative will hold the standard in place while the other fastens the clip.

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Standards to be based on top of existing floor slab and secured using screw jacks. Also see detail 2, DR-14. Support standards to be fed through all beam chords using class 'b' load bearing couplers.



The bottom 2 lifts will be hanging off of the cantilevered beam section on the North & East elevation. This will be erected utilising the lower roof as access.

The lower roof will be boarded out and hand railed in accordance with SG4:15 as required.

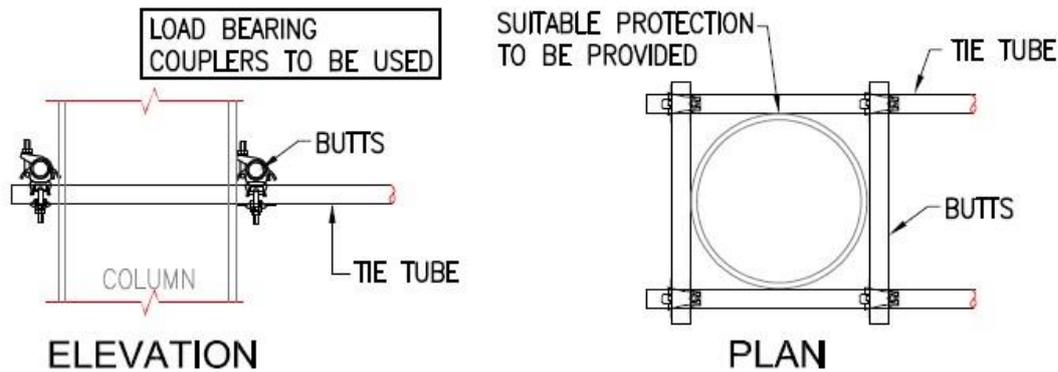
The scaffold will be erected off the beams in accordance with TG20:13 & as per drawings to full height. Methodology will be the same as the above ground methodology stated above.

Scaffold Tie detail

The scaffold above L3 will be box tied to the columns as to the drawing LCA-6499-02, DR-13 and 12 tie patterns. Below L3 the scaffold will be mechanically tied using M12 bolts with band & plates as per the design. The scaffold structural transom that ties the scaffold to the structural column will be fed through the windows. Scaffold is to be tied tightly to the columns ensuring there is no space between the scaffold & the column.

HOLD POINT: The low-level ties will be subject to a pull testing regime of 5%. This will be done progressively and clearly recorded.

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Window removal

For the removal of windows, 2 operatives located within the floor plate of the tower will utilize handheld suckers to remove the windows. The suckers will be placed onto the window and secured by an operative. The other operative will remove beading from the window frame which will release the window. This will be done level by level as & when the scaffold is erected up to window height.

HOLD POINT: When removing windows an exclusion zone will be established on the outside of the building on the scaffold and areas below. This will be barriered off with fixed barriers and clear signage.

High level window removal

To enable a scaffold lifting hoist to be erected / scaffold beam out, windows need to be removed on level 22.

- A robust exclusion zone must be established prior to any works being undertaken; this will include the immediate area outside of site if on south / West. Chapter 8 barriers will be in place and manned on either end for the full duration of window removal works.
- Scaffolders will erect a small platform adjacent to the windows, this will enable the windows to be removed from a safe & sturdy platform. A podium is not to be used for this.
- The mastic on the surround of the window frame will be sprayed with WD40. The WD40 will be left to soak for a minimum of 4 hours to ensure the mastic is soft & easy to remove.
- Scaffolders will film the internal side of the window; operatives will ensure no air bubbles or gaps in the film are present. If the window is dirty it will be cleared, and the film applied
- Scaffolders will gain access to the platform via an access ladder or step. Scaffolders are to be clipped on at all times while removing the windows.
- A minimum of 4 operatives with window suckers will be present. Window suckers are to be visually inspected & physically tested prior to any use. If they are found faulty, they will be removed from site immediately & replaced.
- McGee supervisor will be present for window removal works. No works will progress.
- The 4 scaffolders will fix the suckers to the window ensuring they are securely fastened.
- Working as a team and maintaining communication at all times the operatives will begin to slowly pull the window out ensuring the window is kept as straight & upright as possible.
- Once loose, the window will be pulled out and laid gently on the floor out of the way.
- In the event that the window breaks and some glass falls below once the window has been removed and it is safe to access the area operatives will clean the glass ensuring all glass is removed.
- Upon completion all the barriers will be removed & the area reinstated.

Protection Fans

HOLD POINT: During erection of fans clips are always to be tethered.

Class 'A' protection fans will be erected as shown on the drawing. 5+2 board wide fan fixed to ledgers using right angle couplers. 2no. Fans max. to be used at any one time. erected/dismantled progressively with main scaffold. Fan transoms at 1200mm centres max. The construction of protection fans and other cantilevered structures requires scaffolders to fix

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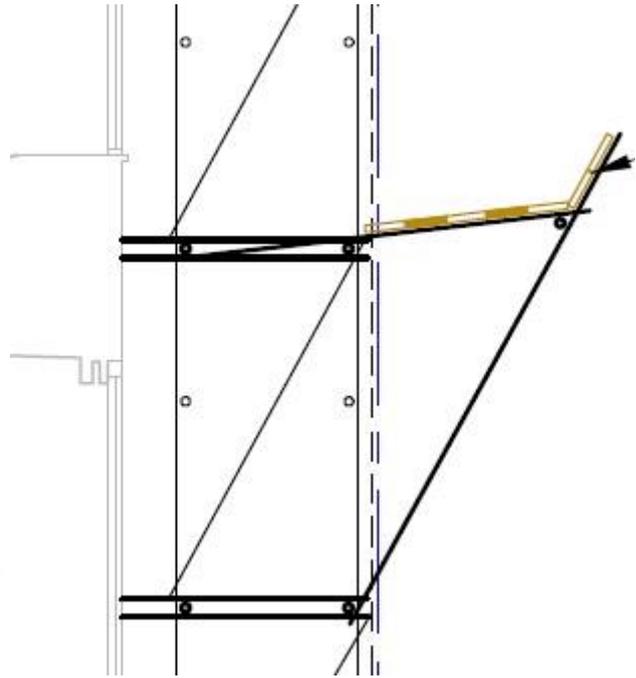


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needles
main
scaffold
typically
on the

use of personal fall protection equipment (safety harnesses) solely for completing the structure. Inertia reels are often used for this purpose



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Sheeting detail

Monoflex/PowerClad and toggle ties to be brought adjacent to the working area and laid out on the scaffold. If the scaffold lift is a non-working lift the lift is to be boarded with a minimum of three boards and hand railed. The use of safety harnesses is required. Harnesses are to be anchored to node point on the scaffold

On the required lift a section of the monoflex/PowerClad is to be unrolled. Toggle ties are to be fitted in to the eyes in the sheeting at the top end and fed though to the façade of the scaffold

At the location required the monoflex/PowerClad is to be tied using the toggles to the top ledgers and standards at approximately 400mm centres

This is to be repeated for the required length of the scaffold.

The bottom sheeting may be fixed to the top sheeting tied directly to the ledgers

No loose monoflex/PowerClad sheeting is to be left unsecured (so as not to allow the elements i.e. wind to cause damage).

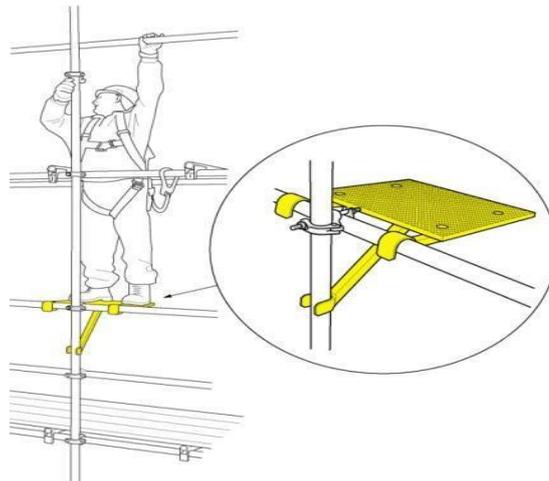
Upon completion of works all excess materials to be stored tidily.

All scaffold material will be removed from site on completion.

On completion of the task all excess materials must be cleared away, with the scaffold inspected by competent person and handed over to the client

1.2.3 Working at Height (NASC Safety Guide: SG4:15 Preventing Falls in Scaffolding)

Scaffold operatives will work in compliance with SG4:15 at all times and utilisation of the scaffold to erect the advanced guard rail.



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1.2.4 Protecting Other Contractors

McGee will close the work area off with Heras fencing or other fixed barriers with clear signage. Before work begins, the lead scaffolder will ensure that the work area is cordoned off with barriers and warning notices, so that others are segregated from the area while erection/dismantle works are carried out, with an access way past the works, which will be maintained.



To provide protection to the site entrance during the erection of the south scaffold a protective walkway will be erected by the scaffolders.

When working above 2m or within 2m of an unprotected edge all hand tools are to be connected to a lanyard and safety helmets prevented from falling off by a helmet lanyard or chin straps. Heavier tools will be tethered to the structure.

On completion of all works, the barriers and signs will be removed leaving a clear thoroughfare.

1.3 Scaffold Erection Safety Notes

- 1) LCA's contracts team and lead scaffolder will ensure that all tube and fittings for the Independent Access scaffolding is erected in compliance with drawing LCA-6499-02, DR-13 and 12 +TG20:21 Technical Guidance on the use of BS EN12811-1, that all system scaffolding complies with appropriate manufacturing standards, and that all scaffolding is erected as per the relevant scaffold drawing/sketch
- 2) All LCA CISRS scaffold operatives work under the principals of NASC SG4:15 (Preventing Falls in Scaffolding) when erecting (and subsequently dismantling) the scaffold.
- 3) On completion of all scaffolding, LCA will inspect the scaffolds according to statutory legislation and hand them over to LCA Ltd with appropriate documentation (LCA handover certificate).
- 4) The scaffold will be inspected thereafter as per regulations by the LCA Scaffolding Ltd (the scaffold will be inspected every 7 days thereafter, also following event, additions and alterations or after exposure to severe weather).

1.4 Inspection Procedure

1.4.1 Handing Over Procedure

- 1) When the scaffolding is completed LCA will conduct a Statutory Inspection as required by regulations, and if satisfied that the scaffold is fit for its intended use, and complies with design drawing/sketch, will complete a report to comply with those regulations (Scaffold Register).
- 2) A LCA Handover Certificate will then be issued to McGee Group.

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1.4.2 Scaffold Inspections

- 1) The scaffold will be inspected and recorded during the erection stage (to confirm it is as the design) and compliant with TG20:21
- 2) On completion the structure is handed over with all relevant details recorded. All scaffolds will be identified with the Scafftag system.
- 3) The scaffold is to be inspected every 7 days or after bad weather, or alteration.
- 4) If the scaffold is found to be unfit for use on a subsequent inspection LCA Ltd will be informed.
- 5) "Scaffold Incomplete" signs will be displayed, and any access point (s) will be removed. LCA will report to McGee Group (for information and review) and will instigate remedial works, and when they are complete, will undertake another (recorded) Statutory Inspection.
- 6) A Safety Inspection Report/Handing Over Certificate will be completed and issued warning signs will be removed, any access ladder(s) will be replaced. All subsequent inspections will be carried out according to Statutory Legislation.

Note: VARIATIONS TO METHOD STATEMENT: If work cannot proceed according to this method statement, all work activities must cease and the client and your supervisor must be contacted to discuss other options and to complete separate RAMS if required.

2. Key Hazards, Risks and Controls (see Appendix A – Risk Assessment, for full details)

Coronavirus COVID-19 pandemic.	<ul style="list-style-type: none"> • Good hygiene (washing of hands regular) • Maintain good distance from other people where possible.
Working at Height (Scaffolders)	<ul style="list-style-type: none"> • LCA s contracts team and lead scaffolder will ensure that all LCA CISRS scaffold operatives work to NASC SG4:15 (Preventing Falls in Scaffolding) when erecting (and subsequently dismantling) the scaffold.
Falling material (while scaffold is being erected or dismantled)	<ul style="list-style-type: none"> • The risk of falling material MUST be managed daily to protect public, contractors and scaffold operatives from injury, by erection of suitable measures, where necessary (i.e. exclusion zones under the scaffold, fans, gantries etc). • When working above 2m or within 2m of an unprotected edge all hand tools are to be lanyarded and safety helmets prevented from falling off by a helmet lanyard or chin straps. • All work areas to be cordoned off with barriers and warning signs. • Block off access to incomplete scaffolds at break times, and at the end of shift.
Manual Handling	<ul style="list-style-type: none"> • Contracts Staff will brief scaffold operatives on various toolbox talks, including: SG6: Manual Handling in the Scaffolding Industry and SG9: Use, Inspection & Maintenance of Lifting Equipment and Accessories in the Scaffolding Industry.
Scaffold collapse	<ul style="list-style-type: none"> • LCA's contracts team and lead scaffolder will ensure that all scaffolding is erected in compliance with TG20:21 Technical Guidance on the use of BS EN12811-1, that all system scaffolding complies with appropriate standards, and that all scaffolding is erected as per the relevant scaffold drawing/sketch.

This is a brief summary of the major hazards and the control risks involved in the project; for full details of the hazards and risk control measures please refer to **Attachment A – Risk Assessment**.

3. Access/Egress

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3.1 Personnel

- Access to site will be via the car park level (basement) where all LCA materials will be unloaded and stored.
- McGee Traffic Marshalls will coordinate plant and vehicle movement along the within the site demise.

3.2 Deliveries:

- 1) The lead scaffolder will inspect and co-ordinate the delivery of materials with McGee Group's logistics coordinator and all lorries will be booked in advance.

Vehicles / deliveries will access / leave the site and will follow the Traffic Management Plan implemented by McGee

LCA supervisor will show lorry driver where to park in the lay-by area given by McGee's.

- 2) A Traffic Marshal shall escort vehicles through the site to the required location, LCA will comply with the client's access/egress systems already in place on the site for deliveries and clears (please note that LCA will usually deliver (or clear) material in one of their well-maintained fleet of HGV'S; drivers will be briefed to bring copies of certification with them to site.
- 3) For the erect/dismantle, Lorries will arrive on site and will park in the designated space for unloading/loading in the access road. LCA drivers will obey all site signage and keep to designated routes.
- 4) Materials will be stored in the assess areas set up by McGee, barriers will be installed to segregate the scaffold material and other trades
- 5) Drivers will wear appropriate PPE if they leave their lorry (please see **6. Plant and Equipment** for full details).
- 6) They will be briefed to be courteous to all members of the general public, and other road users, on accessing/egressing the site, and to pass on any queries to the client's site management team.
- 7) Materials will be offloaded mechanically wherever possible (for instance, with Lorrie loader), or if this is not practicable material will be manually handled off the lorry with due regard to public safety. All mechanical lifting to be covered in a separate lift plan
- 8) CLOCS requirement for the delivery of material to and from site will adhered to where applicable.

Note: All materials delivered will be inspected for worthiness before leaving the yard by the yard manager and also before use by the lead scaffolder on site (for instance, all tubular materials must be straight and corrosion free, with no sharp edges; boards must be split free, with no visible signs of rot or damage; fittings should be corrosion free, with no sharp edges or burrs). Should any defective items be found, they will be segregated for removal, and returned to the yard for servicing (or scrapping).

3.3 Ferrying Material to Workface (including Hoisting Material)

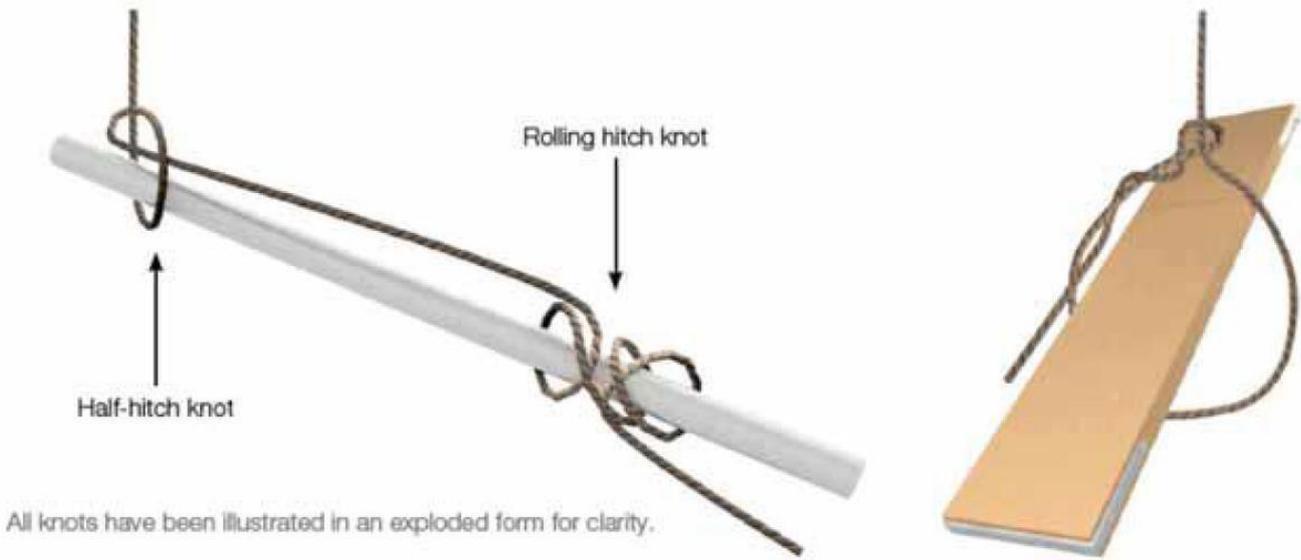
- 1) Where material has to be hoisted by hand, scaffold operatives will work to the Safe System of Work detailed in the method statement, in compliance with the training they have received on their scaffold courses, and toolbox talks etc. Restriction zones will be established around hoisting areas, scaffolders within the danger zone when lifting will move outside once the lift has begun.
- 2) The materials that have been unloaded both by hand and Use of crane, will be stacked and stored safely and correctly as approved by a member of the McGee team at the ITV building project
- 3) Will work from this area and any materials that they do not use will need to be cleared from site as soon as possible.

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Contracts Staff will brief scaffold operatives on various toolbox talks, including: *SG6: Manual Handling in the Scaffolding Industry* and *SG9: Use, Inspection & Maintenance of Lifting Equipment and Accessories in the Scaffolding Industry*. (All equipment will be inspected on delivery to site and entered in to the LOLER register and inspected weekly by a competent person. A thorough examination to be carried out every 12 months) A copy of all certificates will be issued to LCA Ltd before use.

Typical knots (Excerpt from SG9:)



4. Project Organisation for Health and Safety

Role	Contact Name	Contact No.
Senior Contracts Manager:	Mat McCarthy	07554425374
Scaffold Supervisor:	Lee Murphy	07944336620
Project Safety Advisor:	Sean Cook	07342884411

The Contract Manager has overall responsibility for safety of the works, he will be responsible for ensuring that suitable experienced and qualified supervisors are appointed for each work face. All supervisors will be responsible for carrying out a pre-start safety inspection of their workplace, this will be followed by a method statement briefing before putting men to work.

Project Safety Advisor (Sean Cook) will carry out formal safety inspections every 2/3 weeks. Sean will also attend any safety meetings when requested and all accident and incident investigations.

All Site inspections carried out by LCA and will be written up in a detailed safety audit that will then be sent on to both LCA and McGee's.

Any Issues in the report will be raised with the appointed supervisor at McGee and be actioned with immediate effect.



4.1 Contact Numbers

- 1) Contract Manager: Mat McCarthy 07940 358 953
- 2) Site Supervisor: Lee Murphy 07944336620
- 3) Safety Advisor: Sean Cook 07342 884 411

Note: this list of LCA personnel is current today, but in the event of any changes the client will be notified immediately.

4.2 Monitoring

- 1) The lead scaffolder will ensure all his operatives work safely at all times, including ensuring that:
 - a. they work within a “scaffolders safe zone” as defined by SG4:15,
 - i. or if not practicable, they must clip onto a suitable and sufficient anchorage point, and remain clipped on, in those situations detailed in SG4:15, where it is not practicable to use collective measures – i.e. “scaffolders safe zone”
 - b. they only undertake tasks that they are competent to do
 - c. they work to the RAMS at all times.
- 2) The Lead Scaffolder will be responsible for ensuring scaffold operatives erect quality work, and for inspecting and handing over scaffolds to the client.
- 3) LCA contracts staff will regularly visit the site while work is in progress to ensure compliance.
- 4) Contracts staff will also be in daily contact with the lead scaffolder and will be on call if the client has a problem or wishes to discuss any work items.
- 5) Contracts staff and lead scaffolder will listen to any concerns that the client has and act on any reasonable request to improve safety and quality control.
- 6) Daily briefing to be carried out daily, the briefing will be in line with the McGee DABS and the movements and daily changes that will slowly appear on site.(all operative are to receive a briefing before starting work)

5. Plant and Equipment

5.1 Plant

- 1) Scaffold lorry (please note that drivers will be briefed to bring copies of certification with them to site; alternatively, copies of drivers’ certification can be emailed to the client during office hours). All mechanical lifting to be covered in a separate lift plan
- 2) For the works to be done LCA will use the appropriate vehicle for the access allowed. The Driver will position the vehicle allocated by McGee allowing LCA operatives to work freely without having to work at height at all.

5.2 Equipment

- 1) Cordless impact wrenches and hand tools, please see HAVS assessment

Note: all power tools are tested every three months (PAT). LCA contracts supervisor also briefs all operatives on the safe use of power tools, including reciprocating saws and hammer drills, and instructs them to do a pre-use check. There is a minimum risk of hand arm vibration syndrome: most operations, operatives will only need to drill for less than 10 minutes a day (trigger time). For full details, please see **Appendix A – Risk Assessment**

- 1) Tube – to EN39:2001, 4mm wall thickness or high yield 3.2mm
- 2) Apollo Beams (750mm)
- 3) Monarflex sheeting
- 4) Boards – to be machine graded and FSC compliant
- 5) Fittings – drop forced to BS 1139 and EN 74, no oyster clips

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- 6) Task lighting (if required);
- 7) Warning signage
- 8) Tool lanyards

5.3 Personal Protective Equipment (PPE)

- 1) White Safety Helmet BS EN 397; (with chin strap or lanyarded)
- 2) Yellow High Visibility Jacket/Waistcoat EN 47189/686
- 3) Long sleeve/short sleeve shirt/T-shirt polo jersey; Long trousers/overalls
- 4) Full body harness BS EN 361:2002; shock absorber lanyard with 55mm snap hook BS EN 355:2002 All scaffolders must be issued with a double lanyard, ensuring that scaffolders have no excuse not to be clipped on in areas where the advanced guardrail system cannot be used.
- 5) Foot protection (steel toe cap and mid sole) BS EN 345:1;
- 6) Gloves BS EN 388:2003 suitable for the task;
- 7) Safety Glasses (EN 166)
- 8) Suitable eye and ear protection for drilling or cutting operations, where required.(EN166:2001 and ear plugs EN352-2 SNR:36)
- 9) Other PPE as per Site Rules.

All PPE is issued to the operative and a record is kept in the site file. All operatives are to report all defects and wear in their PPE to the Site Foreman at the time. All harness and lanyards are inspected prior to use by the operative, a recorded inspection is entered into the LCA harness register Weekly (held on site) and a thorough inspection is carried out to the HSE requirements every 3 months

5.4 Welfare

Agreed shared facilities with the client in their designated site facilities, in accordance with schedule two of CDM 2015 regulations.

6. Lighting

- 1) Due to the time of year all tasks will be carried out in daylight although when working out of house street lighting is available and 110v flood lights will be erected if required in agreement with McGee.

7. Training Certification

7.1 General Training Information

- 1) All operatives will be CITB certificated and will have the relevant CISRS Card for the work (or CSCS Labourer or Site Operative Card for labourers).
- 2) Scaffold operatives to be briefed on Fall Retrieval Techniques by supervisor and/or lead scaffolder (please see **10.4 Rescue Plan**).
- 3) Competent HIAB operator to be provided by LCA (Loading/unloading LCA vehicles).
- 4) Lead Scaffolder/Contracts Supervisor will brief all operatives on these RAMS, check that they have understood the contents, and require them to sign the sign off sheet (which will be retained)

7.2 Job Description for Scaffold Operative Cards

All operative working on this project will have sat Asbestos Awareness Training
All operative working on this project will have current CISRS or CSCS card The
Appointed Working Supervisor will have SSSTS training.

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Working supervisor will remain present throughout the programme of works.

Advanced Scaffolder :	CISRS Advanced Scaffolder is trained to erect all types of scaffolding structure, defined by their CISRS card. Duties include: <ul style="list-style-type: none"> ✦ Ensuring all operatives are briefed on RAMS and all required paperwork ✦ Ensuring that all operatives under their control execute their work to the client's satisfaction and to regularly check progress on site to ensure that all scaffold operatives are working safely and are erecting quality work. ✦ Ensuring good liaison with other contractors and site management team. ✦ As detailed in 2.2 Monitoring; and other duties that may be required to ensure project's efficient running.
Scaffolder :	CISRS Scaffolder is trained to erect all types of scaffolding structure, defined by their Scaffolder CISRS card, and to work alongside his advanced scaffolder on more complex structures. On less complex structures, the Scaffolder will be the Lead Scaffolder and his duties include: (as detailed above).
Part 2 Trainee:	CISRS Part 2 trainees must work under the supervision of a CISRS Scaffolder, who will monitor them. Trainees can work alongside his Lead Scaffolder erecting all types of scaffolding structure, defined by their Trainee Part 2 CISRS card (which is almost all of the training required to become a scaffolder, except for completion of a portfolio of works and a Final 1-day Assessment).
Part 1 Trainee:	CISRS Part 1 trainees must work under the supervision of a CISRS Scaffolder, who will monitor them. Trainees can work alongside his Lead Scaffolder erecting all types of scaffolding structure, defined by their Trainee Part 1 CISRS card (which is almost half of the training required to become a scaffolder).
Trainee:	CISRS Trainees with no formal training can work alongside Lead Scaffolder fixing transoms etc on independents/towers, but must be closely supervised by him at all times.
Labourer:	CISRS Labourer (or CSCS Labourer/Site Operative) is authorised by the company to work alongside scaffolders to carry material to and from the workplace. The labourer MUST not erect, alter, or dismantle scaffolding. The labourer is NOT allowed to ferry gear on any scaffold unless it is fully boarded with double handrail.
Note:	On occasion there may be an issue with competency cards where the operative is more highly trained than stated on his competency card. For instance, where an experienced scaffold operative has completed all of his training – including his NVQ portfolio and Final Assessment – and has not yet received his CISRS Scaffold Card. Contracts Staff will then carry out an assessment of the operative and complete a <i>LCA-FOR-052 Trainee Assessment Form</i> , which will be countersigned by the relevant director. All paperwork – including relevant training certificates – will be issued to the client prior to the operative commencing work on that site.

8. Waste Management

- 1) LCA scaffolding will create the minimum of waste on the site. Any off cuts of tubes or boards, that have to be cut to size, will be sent back to the yard to be checked, serviced if appropriate, and if safe will be reused on other sites or skipped if unusable or if considered unsafe.

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LCA operatives will not be using any COSHH items on site. As mentioned in 9.1 an oil solution “Scaffeze” is used on all scaffold fittings in the yard and in the yard ONLY. This substance is used to service and pro-long the life of the scaffold fitting.

A copy of the COSHH assessment and Data Sheet will be held in LCA site safety folder held on site.

10. Special Control Measures, Rescue Plan (by Scaffold Operatives) and References

10.1 Control Methods to Protect the Public, Non-Site Staff and Other Operatives

LCA is well aware that there is an inherent danger in working near the general public, other site operatives and/or non-site staff and these dangers are reflected in **Appendix A – Risk Assessment**.

10.2 Security

- 1) Although the McGee will be ultimately responsible for installing protection systems to prevent unauthorised access to scaffolds, the lead scaffolder will ensure that all loose ladders are secured.
- 2) Lead scaffolder to brief all operatives to report unauthorised visitors to the site agent immediately.
- 3) If required and on request, on completion or prior to completion security system/sensors can be installed by others (the section of scaffold that is to be alarmed is to be inspected by LCA prior to being installed).

10.3 Working at Height

10.3.1 Working at Height (Training)

- 1) All scaffold operatives (trainee, basic or advanced) will have attended the relevant scaffold courses (Part 1, 2 or Advanced), where their instructors would have trained them on the correct use of harnesses, and correct and incorrect anchorage points.

Note: labourers – who have not had the required harness training – will not be issued with fall arrest equipment, and must only work on fully boarded platforms with double handrails.

- 2) Labourers – who wish to be trainees – will be sent on a ½ day harness awareness course prior to going on a Part 1 course (or apprenticeship) and if successful will be issued with a harness.
- 3) Although the harness-trained labourer/trainee has been issued with a harness, he must not put himself at any risk of a fall (and will continue to work behind double handrails on fully boarded platform).
- 4) Lead scaffolder and contracts staff will monitor the labourer/trainee to ensure that he works safely and in accordance with the requirements of SG4, until he successfully completes the Part 1 course.
- 5) After the labourer/trainee has attained Part 1, his lead scaffolder and contracts staff will continue to monitor him, and all scaffold operatives, to ensure compliance.

10.3.2 Working at Height (Harness Inspection)

- 1) Contracts supervisors brief all operatives to check their harness before the start of each shift, and to safely store it at the end of the shift (reinforcing the information their induction briefing).
- 2) LCA harness inspectors will carry out a recorded quarterly inspection of all harnesses and inertia reels etc, and destroy any worn or damaged harnesses.

10.3.3 Working at Height (Safe Working Practices)

- 1) LCA’s contracts team and lead scaffolder will ensure that all LCA CISRS scaffold operatives work to NASC SG4:15 (Preventing Falls in Scaffolding) when erecting/ dismantling scaffolding.
- 2) LCA contracts supervisor will brief all operatives to use inertia reels when working over voids, such as, for instance, cantilevered fans. Scaffolders will secure their inertia reel to an appropriate anchorage point at shoulder height or higher and also to the dorsal ring of their harness. Thus, in the unlikely event of a fall, the

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inertia will “snatch” preventing the operative falling below the height of the lift, and allowing normal manual handling rescue.

10.3.4 Working at Height (Unloading/Loading Lorries)

- 1) Where practicable, scaffold operatives will unload the lorry standing on the ground.
2) Where this is not practicable, scaffold operatives will access the lorry using edge protected access alloy podium and work behind double handrails.

10.4 Rescue Plan (Carried out by Scaffold Operatives)

- 1) This rescue plan follows the advice of, among other H&S documentation, the NASC SG19:10 A Guide to Formulating a Rescue Plan, which recommends a manual handling rescue for operatives working on an independent scaffold, with the rescue carried out by scaffold operatives.
2) LCA contracts supervisor will brief scaffolders about the following emergency procedures: The scaffolds being erected within these RAMS are fully boarded lifts of a multie lift scaffold, rescue will be from the lift below.
3) In the event of a scaffolder falling in a harness, scaffold operatives should take a note of the time, ring the emergency services immediately (giving them the time of the accident and the location) and contact the principal client and their supervisor, and request any available help.

Note: the emergency services must be called immediately, so as to be in a position to give prompt medical attention to the fallen operative for suspension trauma – and not to affect a rescue.

- 4) The manual handling rescue is the most rapid, reliable, and safest system of rescue, the speed of which is very important in helping to prevent suspension trauma.

Note: the following text gives details of how scaffolders – not the emergency services – will carry out the rescue operation.

10.4.1 Manual Handling Rescue

- 1) At no time should other scaffolders endanger themselves in order to try to affect a rescue.
2) Operatives will be briefed that they may affect a rescue only if the fallen operative can safely be lifted onto the boards by other operatives situated behind a handrail on a fully boarded lift.
3) Rescue from the 5 board cantilever will be via the retrievable inertia reel.
4) Rescue and access the cantilever beam section at lower level will be via the lower roof

Note: the NASC state that of the reported falls in harnesses in the last five years, all scaffold operatives have self-rescued; however, this manual handling rescue details how the fallen operative’s team mates will effect a rescue in the event the fallen operative is rendered unconscious in a fall.

- 5) Rescue may be affected by the following: 2no. Operatives must grasp the fallen operative and drag him onto the boarded platform (ensuring that they do not put themselves at risk of a fall).
6) They will cut the lanyard safely, ensuring the blade cuts away from the fallen operative.
7) He must be moved to a place of safety until he has been medically checked for suspension trauma.
8) He may not return to work until he has given his supervisor a medical note that he is well enough to work, and any relevant investigation is concluded.
9) LCA supervisor will collect the lanyard, and give it to the safety department to examine (after the investigation has been concluded it will be cut into pieces and disposed of in an appropriate bin).

Note: the HSE recommend (on the HSE website http://www.hse.gov.uk/falls/harness.htm) that the injured party be placed in the recovery position, because the ‘sometimes quoted suggestion of recovery in a semi-recumbent or sitting position was considered to be without any sound evidence base and may prove dangerous through prolonging the lack of blood return to the brain’.

10.5 First Aid

McGee site first aiders to be included at a later date

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10.6 Pollution Control Arrangements

- 1) LCA will use the minimum of well-serviced plant; LCA supervisor will brief scaffolders to report any incidents to the site management team and their contracts supervisor immediately.
- 2) LCA contracts supervisor will brief scaffolders to keep noise to a minimum at all times.

10.7 Fire Procedure

- 1) Operative must immediately raise the alarm and inform McGee Ltd Fire Marshal. Supervisor will brief operatives to use the McGee Ltd's fire extinguishers in the event that they notice a small fire (but only if they have been trained).
- 2) If the fire appears too large to safely handle they will be briefed to raise the alarm and to call for assistance – they are not to put themselves in any danger.
- 3) After raising the alarm, they will then go to the muster point at the main gate
- 4) The lead scaffolder (and/or his designated deputy) will keep a register of operatives on site. In the event of a fire alarm, they will take a roll call of all men at the muster point, and pass this information on to the client's site management team.

10.8 Constraints on Operations

In accordance with the client, the approved working hours on this site are (excluding Bank Holidays): 1) Monday to Friday 8am to 5:30pm; weekend work by agreement

10.9 References:

10.9.1 Legislation:

- 1) The Health & Safety At Work Act 1974;
- 2) The Construction (Design & Management) Regulations 2015;
- 3) The Management of Health & Safety at Work Regulations 1999;
- 4) Working at Height Regulations 2005;
- 5) The Provision & Use of Work Equipment Regulations 1998;
- 6) The Lifting Operations & Lifting Equipment Regulations 1998; 7) The Personal Protective Equipment at Work Regulations 1992; 8) COSHH Regulations 2002.

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Appendix A – Risk Assessment

TASK RISK ASSESSMENTS FOR THE ERECTION OF MAIN TOWER INDEPENDANT SCAFFOLD										
		Initial risk				Residual risk				
Hazard	Hazardous event	L	S	R	Risk Control Measures			L	S	R

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)
 SEVERITY (S) = Catastrophic (5) – Major (4) - Reportable (3) - Serious (2) – Minor (1)

Working with in the building	Failure of planning	3	5	15	<ul style="list-style-type: none"> The work will be fully planned with the client Note: the following is detailed below for convenience, but full details can be found in the Method Statement and in further sections of this Risk Assessment: Design drawings will show elevations and plan. The Wind Loading on the netting or sheeting is allowed for in the design calculations together with uplift on scaffolding foundations; Design Calculations with Design and Check Certificates must be provided unless compliance with an appropriate standard can be proved. LCA will forward details of insurance cover (£10 million of Public Liability Cover); Operatives erecting/dismantling scaffolding will be fully trained and certificated CISRS Scaffolders. Prior to commencing work on the scaffold, the scaffolders will be briefed upon the risks associated with the works. LCA will erect the scaffold using tube & fitting components as per TG20:21 with the scaffold progressively fully tied to the structure (with 5% of ties tested, witnessed and photographed) with records sent to McGee. On completion of the scaffold erection, the face of the scaffold will be covered with protective sheeting (see below); The Scaffold will be inspected by a suitably qualified person as per regulations (e.g. at regular intervals not exceeding seven days and following periods of high winds) with records saved on Safe Time (which is electronic version of a Site Scaffold Register F91 and appropriate action taken to rectify faults. All materials required for the installation of the structure will be fed up the scaffold from the designated materials delivery point. All materials will be hoisted at this location using a combination of an good hoist fixed to the scaffolding 	1	5	5
TASK RISK ASSESSMENTS FOR THE ERECTION OF MAIN TOWER INDEPENDANT SCAFFOLD								
		Initial risk				Residual risk		
Hazard	Hazardous event	L	S	R	Risk Control Measures	L	S	R

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote
 (1) SEVERITY (S) = Catastrophic (5) – Major (4) - Reportable (3) - Serious (2) – Minor
 (1)

(Erection of scaffold)	Collapse of temporary structure	2	5	10	<ul style="list-style-type: none"> Scaffold to be designed by an approved design engineer (please see engineer certs and CV available on request.); Cat 3 checks to be undertaken Scaffold to be tied to structure; Scaffold erected as per design; 5% of ties to be tested (with client witnessing and photographing tests) and copies to be sent to the client. Scaffold to be inspected progressively throughout erection. All ties to be installed as per the drawings. Weekly inspection of scaffold to be undertaken. 	1	5	5
(Falling materials while scaffold is erected)	Materials fouling walkway	2	4	8	<ul style="list-style-type: none"> Lead Scaffolders to ensure scaffold operatives work in compliance with the Safe System of Work documented in this RAMS; Maximum length of tube to be 6.0m long with maximum height of 5.0m for hems; • For tube and fitting scaffolds, scaffolders must only hemp up tube that lies within their capabilities and experience; The maximum of 4m tubes must be used to hemp uprights at approximately ankle to waist height; Above this height scaffolders must only hemp 1.5m high tubes; For very high hems, at head height for instance, scaffolders must use a short butt (500mm tube) and splice it after; Where use of shorter tubes creates a series of unstaggered hems, every fourth one must be spliced; Scaffolders must take additional care when humping over the advanced guardrail, and use shorter tubes if necessary. Where longer tubes are secured vertically, these will be secured against dislodgement. No materials to be left standing unattended, unless securely tied. Scaffolders will progressively tie down all boards, or similar, as required; <p>All scaffold fittings are to be secured in fitting bags and only removed to be installed. Exclusion zone to be established below working area at all times with fixed barriers & clear signage.</p>	1	4	4

TASK RISK ASSESSMENTS FOR ITV TOWER								
Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R
(Debris/ Falling materials while scaffold is being used by others).	Materials	2	4	8	<ul style="list-style-type: none"> Scaffold will be inspected as per regulations before handover and during its life. Scaffold will be encased in monarflex sheeting; McGee will control the works of its contractors and ensure that they do not carry out works which might enable material to escape the confines of the scaffold. Scaffold to have plywood fitted to boards during demolition phase. 	1	4	4
(Using Plant)	Plant fouling.	2	4	8	<ul style="list-style-type: none"> No unloading of materials by HIAB or crane unless authorized by McGee. Lift plan to be in place for all lifting activities. Lift supervisor & slinger to be present. 	1	4	4
(Scaffolders Sheeting)	Powerclad Fire Retardent Sheeting blowing onto walk way	2	5	10	<ul style="list-style-type: none"> Powerclad/Monarflex fire retardent sheeting will be fixed in 3 positions, top middle and bottom using the proper bungee ties. The top and bottom of the Monarflex sheet will be tied at 500mm centres. Lengths of no more than 35m. In winds exceeding 50mph Scaffold/temporary works manager to attend site and a carry out full survey and remain on site if required. No loose monarflex to be stored in areas exposed to wind. It should be kept inside the building. 	1	5	5

(Scaffolders fixing Netting/Sheeting)	Personal injury from slips, trips, falls / or from cuts	2	3	6	<ul style="list-style-type: none"> As per method statement and above, including the following: Operatives will work on fully boarded and handrailed lifts at all times and will not fix sheeting in high winds (which must always be fixed on the external scaffold, never internally); Sheeting not to be pulled down but toggles un-ties Where sheeting is to be fixed/removed above 2.1m lifts, trained harness scaffold operatives will clip on and use Scaffoldsteps to enable them to reach (ensuring that at no time does sheeting etc drape on/cover the Scaffoldsteps). 	1	3	3
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TASK RISK ASSESSMENTS FOR ITV TOWER								
Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R
Failure of segregation pedestrians	Possible severe bodily injury to other contractors or the general public	3	4	12	<ul style="list-style-type: none"> All work areas to be cordoned off with barriers and warning signs. McGee to install heras fencing to outer section of the walk way. Scaffolders must block off access to incomplete scaffolds at break times, and at the end of each shift. LCA's supervisor will brief all scaffolders on dealing with members of the public and other contractors. They will be briefed to be courteous to all, at all times while working on the premises. The risk of falling material MUST be managed daily to protect public, contractors and scaffold operatives from injury, by erection of suitable measures, where necessary (i.e. exclusion zones under the scaffold, fans, gantries, look outs). If a member of the public, or a contractor, enters the cordoned off area without authorisation, scaffolders must stop work and ask them to leave. If the member of the public, or a contractor, fails to leave the area, the lead scaffolder will inform the client who will contact security to have him/her removed. Only after the person has left the area can work resume. 	1	4	4

Delivery of Scaffold Materials to the offloading area	Persons being struck by moving vehicles, severe bodily injury Damage to other vehicles/ plant/ materials	3	4	12	<ul style="list-style-type: none"> • Driver to comply with local highway and local authority rules and follow the directions of traffic marshals at all times where required. • LCA will install barriers and display warning signs as required. Lorries will park in designated parking area for unloading/loading. All operatives to wear PPE, including drivers when they work outside their lorry. • Lorry drivers will be courteous to all road users when accessing/egressing the site. 	1	4	4
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TASK RISK ASSESSMENTS FOR ITV TOWER

Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R
Unloading of scaffold material	Operatives being struck by materials, including crushing injuries, severe bodily injury	3	4	12	<ul style="list-style-type: none"> • A competent LCA Ltd banksman will oversee all vehicular movement of the transportation by hand of scaffold materials from the undercroft area during movement of scaffold equipment and erection on pedestrian walkway • Competent, experienced and trained LCA Slinger/signaller and lorry loader operator for mechanical lifting (drivers will carry certificates at all times). • All personnel, including drivers outside their lorry, to wear appropriate PPE. • Operatives will follow the directions of the road way and walk way at all times during lifting operations. All material will be unloaded where practical by mechanical means. Trolleys or wheelbarrows will be used where necessary 	1	4	4
Unloading of scaffold material	Falls from lorry bed leading o severe bodily injury	3	4	12	<ul style="list-style-type: none"> • Scaffold operatives will unload the lorry standing on the ground where practicable. • Where this is not practicable, operatives must unload/load lorries by accessing the lorry using access podium step with edge protected platform and working behind double handrails. 	1	4	4
Unloading of scaffold material in designated area	Bodily injury, cuts and abrasions, and back strain.	3	3	9	<ul style="list-style-type: none"> • Suitable protective gloves must be worn • Operatives must follow manual handling guidelines (see Manual Handling) 	1	3	3

Manual Handling	Slips trips, strains, muscular skeletal injuries, abrasions, cuts, foot injuries, back strain whilst erecting/dismantling the independent access scaffold	4	4	16	<ul style="list-style-type: none"> LCA operatives will use designated walk ways. All personnel to wear appropriate PPE. Access routes and walk ways to be kept unobstructed. Materials to be stacked/stored neatly Materials to be handled mechanically whenever possible to minimise manual handling. All operatives will fill in a LCA health questionnaire upon induction, and will be briefed to report any physical problems to LCA's H&S department. Scaffold operatives to have a Manual Handling Risk Assessment completed and briefed prior to works commencement. H&S Department will also brief scaffold operatives on Company Policy, in particular on the requirement to be fit for work at all times (including complying with the Company's Drugs & Alcohol Policy and Procedures), which will be reinforced with regular toolbox talks on this subject. Contracts supervisor will give regular toolbox talks, including on Manual Handling operations (which will include the <i>NASC SG6: Manual Handling in the Scaffolding Industry</i> and <i>SG15: Drugs and Alcohol at Work</i>, with signed copies retained. 	2	4	8
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TASK RISK ASSESSMENTS FOR ITV TOWER

Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R
Defective scaffold materials	Injury to persons by failure of components etc	2	4	8	<ul style="list-style-type: none"> Materials are inspected before leaving yard by the Yard Manager Materials will be inspected before use by the lead scaffolder, and quarantined if found to be defective and returned to the yard for servicing. Tool Box Talks. All items that require certification will be distributed with a copy of the relevant certificate 	1	4	4
Lifting operations (Including lorry loader, crane, hoist, other mechanical aids)	Injury or death	3	5	15	<ul style="list-style-type: none"> Only authorised, competent and certificated slingers/banksmen must sling loads, or operate machinery Area around and below lifting operations must be barriered off with warning signs fixed prominently. No standing under hoisted load. All lifting operations must conform to regulations, and all lifting equipment will be inspected as per regulations. The SWL of the hoist is to be displayed on the side of the hoist 	1	5	5

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)
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Lifting operations	Injury or death	3	5	15	<ul style="list-style-type: none"> Contracts supervisor will give regular toolbox talks on Rope and Wheel operations (which will include the <i>NASC SG9: Use, Inspection & Maintenance of Lifting Equipment and Accessories in the Scaffolding Industry</i>), with signed copies retained. All lifting operations must conform to regulations (including LOLER) Area below lifting operations must be barriered off with warning signs fixed prominently. Scaffold operative must have an escape route in place, so to be able to rapidly move away from the area in the unlikely event material were to fall from the rope. No standing under hoisted load. All lifting equipment will be inspected as per regulations. The ginny wheel and rope must be checked by user at the beginning of every shift before use The gin wheel must be fitted with an anti free fall on it. It must be erected securely as per guidelines. It must not be erected directly above protruding tube or similar (which could dislodge the load) or where it could damage the building fabric. All knots must be as per regulations, with fittings hoisted in the correct bags. 	1	5	5
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TASK RISK ASSESSMENTS FOR ITV TOWER

Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R
Delivery of material near the building	Damage to building delivering scaffold materials, taking materials near or into (and out of) the building	3	3	9	<ul style="list-style-type: none"> If work cannot proceed according to the Method Statement, work must cease, and the client will be informed The LCA supervisor/lead scaffolder will inspect, supervise and coordinate all deliveries with the client. Trolleys will be used to ferrying materials will use designated routes. All operatives will be briefed by LCA on preventing damage to the building fabric. The client to fit protection to the building fabric where necessary On erection of the gantry (and signed off) scaffold material will be directly on to the gantry 	1	3	3

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Handling materials, which may contain diseases	Weil's Disease Psittacosis whilst erecting/dismantling the independent access scaffolding	3	3	9	<ul style="list-style-type: none"> Site specific Health, Safety, and Welfare Induction, defining hazards that may be encountered on this project Gloves must be worn, and operatives to comply with all site hygiene rules <p>Note: There will be no urinating on site. Any scaffolder caught doing so will be disciplined.</p> <ul style="list-style-type: none"> Shared Welfare facilities, enabling hands to be washed prior to eating LCA supervisor to brief all operatives to seek immediate treatment for all cuts and abrasions at First Aid facilities LCA supervisor /lead scaffolder will ensure that all waste is disposed of in appropriate bins/skips LCA contracts supervisor will advise operatives on skin disorders. 	1	3	3
COSHH (Lube used to service scaffold fittings in scaffold yard)	Handling fittings, which may cause skin irritation and dermatitis	2	3	6	<ul style="list-style-type: none"> COSHH assessment has been done on the oil used to service fittings (the details of which can be emailed to the client during office hours if required). Gloves must be worn, and wash hands before eating (or smoking in designated smoking facilities) Operatives to comply with all site hygiene rules Operatives to wash eyes in water if irritation occurs, and to seek medical attention if irritation persists. 	1	3	3
Environment	Pollution, and environmental incidents	2	3	6	<ul style="list-style-type: none"> Although LCA will have the minimum of well maintained plant on site, LCA supervisor will brief scaffolders to report environmental accidents immediately to the client. 	1	3	3

TASK RISK ASSESSMENTS FOR ITV TOWER

Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R

Environment	Noise – possible hearing loss, damage to ear and nuisance to members of the public	2	3	6	<ul style="list-style-type: none"> Contracts supervisor will brief scaffolders to keep noise to a minimum (no shouting for instance). Only well maintained tools to be used. LCA will obey any noise restrictions placed upon us by the client. 	1	3	3
Environment (Housekeeping)	Slips, trips and falls Possible bodily injury, fractures, cuts and abrasions	3	3	9	<ul style="list-style-type: none"> Supervisor will brief scaffolders to stack all material safely and neatly. All material must be barriered off with warning signs. All access ways and fire exits must be kept clear. No tube/board or other materials must be left standing unless tied. No material to be left in the walk way All material must be cleared and stowed appropriately on completion of operations. 	1	3	3
Environment (Inclement Weather)	Electrocution from lightening Possible fatality, possible severe burns	2	5	10	<ul style="list-style-type: none"> Contracts staff will brief scaffolders that they must not work in heavy rain etc, and must contact their supervisor immediately when bad weather approaches and seek advice. Contracts staff will brief all scaffolders that they must egress the scaffold when they feel there is likelihood that stormy weather could bring lightening. Lead scaffolder to ensure scaffold is left safe and all accesses to the scaffold are blocked off with barriers and warning signs. 	1	5	5

TASK RISK ASSESSMENTS FOR ITV TOWER

		Initial risk				Residual risk		
Hazard	Hazardous event	L	S	R	Risk Control Measures	L	S	R

Working at height	<p>Falls from height when erecting Independent access scaffold</p> <p>Possible fatality, severe bodily Injury to persons, damage to plant/materials</p>	3	5	15	<ul style="list-style-type: none"> • All scaffold operatives (not labourers) will have recorded training in the use of Fall Arrest Equipment (all operatives will be briefed to bring scaffold cards and certification with them to their first day induction at the site offices). • All scaffold operatives will be issued with Fall Arrest Equipment (except labourers who only work on fully boarded platforms with suitable and sufficient edge protection). • Lead scaffolder and Contracts Staff will brief all operatives to check their harnesses daily and will monitor PPE use and ensure that it is worn correctly. • LCA Health and Safety representative to carry out a (recorded) three monthly visual inspection of all harnesses and maintain a log and remove and destroy all unsuitable harnesses. • LCA's contracts team and lead scaffolder will ensure that all LCA CISRS scaffold operatives work to NASC SG4:15 (Preventing Falls in Scaffolding) when erecting (and subsequently dismantling) the scaffold. • The lead scaffolder is responsible for ensuring that all the operatives under his control act safely and work within a "scaffolders safe zone", as detailed in SG4:15. The latest Scaffold Guideline describes a "scaffolders safe zone" as a position of work where suitable edge protection and a platform exists. • The lead scaffolder will also ensure that all harness trained operatives clip onto a suitable and sufficient anchorage point, and remain clipped on, in those situations detailed in SG4:15, where it is not practicable to use collective measures – i.e. "scaffolders safe zone". • This specific RAMS details the Safe System of Work (the contracts supervisor/lead scaffolder will have the responsibility of communicating the contents of the RAMS to all operatives. Signed copies will be kept for inspection). 	1	5	5
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TASK RISK ASSESSMENTS FOR ITV TOWER								
Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R

Collapse of scaffolding/ overloading of scaffolding	Possible fatality, severe bodily injury to persons, damage to plant/materials	3	5	15	<ul style="list-style-type: none"> LCA's contracts team and lead scaffolder will ensure that all scaffolding is erected in compliance with TG20:21 Technical Guidance on the use of BS EN12811-1, that all system scaffolding complies with appropriate standards, and that all scaffolding is erected as per the relevant scaffold drawing. Ties to be erected (and dismantled) progressively. The scaffold is not to be erect greater than 3x the smallest dimension (the small support towers of the gantry are to be temporary tie t the main scaffold) The client to control uses, and conduct regular work place inspections. Scaffolding to be inspected to comply with Statutory Legislation, and inspections etc to be recorded in Scaffold Register Aside from the weekly scaffold inspections, operatives will be briefed to report any possible abuses directly to supervisor. When scaffolding is dismantled, LCA lead scaffolder/ contracts supervisor will ensure that no more than one lift of dismantled material will be stacked on scaffold prior to being removed as soon as is practicable. 	1	5	5
Falling materials (While scaffold is erected or adapted or dismantled).	Possible severe bodily injury to persons, scaffolders, public, and other contractors Damage to plant/materials	3	5	15	<ul style="list-style-type: none"> The pedestrian walkway will be fully policed by competent mcgee staff during erection of scaffolding along the walkway HERAS fencing and barriers to be installed to segregate all areas where scaffold operations will take place, with warning signs displayed. No materials to be left standing, unless tied. Scaffolders will progressively tie down all boards, or similar, as required. When working above 2m or within 2m of an unprotected edge all hand tools are to be lanyarded and helmets Scaffolders will adhere to Safe System of Work as detailed in this Risk Assessment/Method Statement. For tube and fitting scaffolds, scaffolders must only hemp up tube that lies within their capabilities and experience. The maximum of 5m tubes must be used to hemp uprights at approximately ankle to waist height. Above this height scaffolders must only hemp 3m high tubes. For very high hems, at head height for instance, scaffolders must use a short butt or 1.5m tube. Where use of shorter tubes creates a series of unstaggered hems, every other one must be spliced. Scaffolders must take additional care when humping over the advanced guardrail, and use shorter tubes if necessary. Where longer tubes are secured vertically, these will be secured against wind dislodgement. Scaffold fittings/ scaffold clips and small sized materials and tools MUST be contained in baskets or bags at all times on the WAH scaffold platform during erection, alteration and dismantling of the structure. 	1	5	5

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LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote
(1) SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor
(1)

Window removal	Death / Possible severe bodily injury to persons, scaffolders, public, and other contractors	3	5	15	<ul style="list-style-type: none"> All windows are to be removed as per the methodology stated within this RAMS. If the method must change the RAMS are to be updated & all operatives re briefed on the new methodology. Operatives to ensure a safe exclusion zone is in place on the below levels prior to commence WAH. Operatives are to check the condition of the glass suckers prior to each use. If any damage has occurred to the suckers they will be removed from site & new suckers used. Before the beading is removed an operative will fit the suckers to the window and prepare for removal. Beading to be removed only when suckers are being held by operative. Due to the weight of the windows 2 operatives are required to remove the windows. Windows will be laid down flat on the ground out of the main walkway. Condition of windows is to be checked prior to removal. If there is any damage, the windows are not to be removed. Methodology will be revised & RAMS updated. <p>High level window removal:</p> <ul style="list-style-type: none"> Scaffold platform to be established to provide suitable access for 4no operatives. Operatives are to check the condition of the glass suckers prior to each use. If any damage has occurred to the suckers they will be removed from site & new suckers used. Beading to be sprayed with WD40 a minimum of 4 hours before the works. Operatives to maintain constant communication at all times to ensure window is removed evenly to avoid cracking. Windows to be cleaned & filmed on the inside. Operatives to be clipped on Operatives to ensure a safe exclusion zone is in place on the below levels prior to commence WAH. Exclusion zone will be extended to the footpath. 	1	5	5
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TASK RISK ASSESSMENTS FOR ITV TOWER

		Initial risk			Residual risk					
Hazard	Hazardous event	L	S	R	Risk Control Measures			L	S	R

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote
 (1) SEVERITY (S) = Catastrophic (5) – Major (4) - Reportable (3) - Serious (2) – Minor
 (1)

Power Tools (and hand tools)	Injury to operatives	3	4	12	<ul style="list-style-type: none"> Only good quality tools to be used. All power tools to be tested as regulations (PAT) Supervisor will brief all operatives on the safe use of power tools, including reciprocating saws impact wrenches and hammer drills. Operatives must do a pre-check before use, checking that the tool is in good order with no loose wires etc. Operatives must unplug before changing blades or drill bits. Appropriate PPE must be worn at all times, including appropriate gloves 	1	4	4
Power Tools	Injury to operatives or to other contractors or the general public from falling tools or cut material	3	5	15	<ul style="list-style-type: none"> Operatives must hold power tools firmly with both hands while in operation. If there is any danger of cut material falling then the following actions must be taken: The area below must be barriered off with warning signs. Operatives must only partially cut through the tube, safely stow the reciprocating saw, and remove the tube by bending it back and forth (a plastic brick cap must be placed over cut edges). Or alternatively, the operative must ask for assistance to hold the tube or board while the cut is completed (while ensuring that there is no risk to the other worker). Operatives must place a brick cap over the cut tube immediately after cutting. 	1	5	5
Power Tools	HAVS – Severe nerve damage to hands and arms, white finger, tunnel tunnel syndrome	3	3	9	<ul style="list-style-type: none"> LCA to minimise the use of power tools (by having tube cut in the yard etc). Only good quality and well-maintained tools will be used (with 3monthly PAT). For most scaffold operations, operatives will only need to drill for approximately 10 minutes a day (cutting operations will generally be for 5minutes – cutting an access through a scaffold, for instance). Operatives must rotate drilling (or cutting operations) by swapping over tasks, so that each member of the team drills for less than 15 minutes. Where this is not possible, supervisor must contact the safety department for further advice and instruction. The use of impact wrenches whilst erecting and dismantling scaffolds. Working on 540 fittings with 2 seconds per-fitting trigger time = 18 minutes per day which equate to 79 points 	1	3	3

TASK RISK ASSESSMENTS FOR ITV TOWER

		Initial risk			Risk Control Measures	Residual risk		
Hazard	Hazardous event	L	S	R		L	S	R

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote
 (1) SEVERITY (S) = Catastrophic (5) – Major (4) - Reportable (3) - Serious (2) – Minor
 (1)

Insufficient training, knowledge or expertise of scaffolding (scaffold operatives); unsafe working arrangements	Injury or death	2	5	10	<ul style="list-style-type: none"> LCA specific Safety Induction to include competency check LCA contracts supervisor will supervise workforce and ensure that only trained and competent operatives are used for the tasks detailed in this RAMS. LCA operative MUST inform his supervisor if he feels that he is not competent to do the work, or if he feels he has not had sufficient instruction, information and training to enable him to safely erect/adapt/dismantle the scaffolds detailed in the RAMS. Additionally, any scaffold operative can refuse to work on Health & Safety grounds if he feels that the RAMS does not state a Safe System of Work, and MUST contact his contracts supervisor IMMEDIATELY, who will then travel to site to address the issue, following the LCA Refusal to Work on H&S Grounds Procedure. No action will be taken against the person reporting the issue (in line with Company Policy), and employees are encouraged to do in house reporting (to his/her supervisor and/or manager).¹ While the supervisor travels to site, the scaffold operative must still carry out what work operations are considered safe (for instance, unloading the lorry/carrying gear to the workforce). 	1	5	5
Security	Unauthorised access to building or site	3	3	9	<ul style="list-style-type: none"> Physical barriers (with warning signage) will deny access to any unauthorised person. Operatives to report unauthorised visitors to site agent or to security. Scaffolders will secure all ladders at the end of each shift. 	1	3	3
Security	Needles (danger of sharps etc)	2	5	10	<ul style="list-style-type: none"> LCA contracts supervisor and/or lead scaffolder will inspect the erection/dismantle area prior to starting work, and look for discarded needles and for needles that have been left as “traps” – for instance, needles taped to handrails etc. Every morning, the lead scaffolder will inspect the erection/dismantle area for sharps etc. Any needles found will be left, and reported to the client who will arrange for them to be disposed of in appropriate bins. 	1	5	5

TASK RISK ASSESSMENTS FOR ITV TOWER

		Initial risk	Residual risk
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LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote
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Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R
Site-specific hazards (Such as Voids and Gaps (on slabs for instance), skylights, chimneystacks and fragile work surfaces)	Injury or death	3	4	12	<ul style="list-style-type: none"> Client to brief scaffold operatives and staff on any known site specific hazards, risks and required control measures, paying attention in particular to voids and gaps, skylights, chimneystacks and fragile working surfaces. LCA supervisor/Lead Scaffolder to brief all scaffold operatives on any known site-specific hazards etc associated with the project. Lead Scaffolder to also constantly monitor the site conditions for any changes. When in doubt stop work and contact your supervisor. Where required, Client to fix protection over any existing skylights or fragile surfaces prior to work commencing LCA supervisor to brief all operatives to report any voids or gaps direct to site management team, who will arrange, for instance, to have suitable covers installed or edge protection fitted. LCA supervisor to brief operatives to treat any protruding sections of buildings – such as chimneystacks – as potentially weak, and to assess the risk of contact (asking advice where necessary, for example, from the site manager). Where there appears to be a potential risk, ensure that there is no risk of any form of loading being applied to the structure. 	1	4	4
Fire, explosions	Fatality, severe bodily burns	2	5	10	<ul style="list-style-type: none"> Client to carry out Site specific Safety Induction to include Fire/Emergency Procedure: Provision of Fire Extinguishers, Information and site maps, Fire Drill, with Fire Egress Routes to be clearly defined by the client. Lead scaffolder will ensure that all operatives are briefed to stay at the muster point until the names have been taken and they have been given permission to go. 	1	5	5

TASK RISK ASSESSMENTS FOR ITV TOWER

Hazard	Hazardous event	Initial risk			Risk Control Measures	Residual risk		
		L	S	R		L	S	R

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)
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 = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)

DEGREE OF RISK (DR) = LIKELIHOOD x SEVERITY

Prepared by: Lee Murphy Date: 09th October 2021

Independently Reviewed / Authorised by..... Date:.....
 (See table above)

	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Company Representative Name:
Company Representative Signature:

Appendix C – Safety Briefing (TO BE USED IN CONJUNCTION WITH RAMS)

OPERATION:		Scaffolding Operations				
	Work Items	Potential for harm			Site Control Measures	Training/ Certification Required (list)
		L	M	H		
1	Segregation (Protecting others)			X	<ul style="list-style-type: none"> As per Scope of Works All work areas MUST be cordoned off with barriers (such as herring fencing) and warning signs displayed. Scaffolders MUST block off access to incomplete scaffolds at break times, and at the end of each shift. The risk of falling material MUST be managed daily to protect public, contractors and scaffold operatives from injury, by erection of suitable measures, where necessary (i.e. exclusion zones under the scaffold, fans, gantries, look outs). 	
2	Unloading or loading lorries		X		<ul style="list-style-type: none"> Scaffold operatives will unload/load the lorry standing on the ground. Where this is not practicable, operatives will access the lorry using podium step with edge protected platform and unload the lorry working behind double handrails. Competent LCA Slinger/signaller and Lorry loader operator for mechanical lifting. 	Drivers will carry HIAB certificates at all times
3	Manual Handling		X		<ul style="list-style-type: none"> All operatives will fill in a LCA health questionnaire upon induction, and will be briefed to report any physical problems to LCA's H&S department. Manual Handling Risk Assessment should be completed and briefed to the operatives. LCA supervisor will give specific briefing on manual handling, which will include requiring all operatives to assess each load prior to handling material, and to call on upon assistance if the load appears to be heavy or awkward to lift safely. 	
4	Housekeeping (Avoids slips, trips and falls)		X		<ul style="list-style-type: none"> All material MUST be stacked neatly and safely (with no material stood up unless tied securely). Do NOT block fire exits or walkways. All operatives will use designated walkways. 	
5	Working at Height			X	<ul style="list-style-type: none"> LCA's contracts team and lead scaffolder will ensure that all LCA CISRS scaffold operatives work to NASC SG4:15 when erecting (and subsequently dismantling) the scaffold. - Scaffold fittings and minor material and equipment to be always contained during scaffold erection, alteration and dismantling process. 	All operatives will be trained and certificated

6	Erection of scaffolding			X	<ul style="list-style-type: none"> LCA's contracts team and lead scaffolder will ensure that all scaffolding is erected in compliance with TG20:13 Technical Guidance on the use of BS EN12811-1, that all system scaffolding complies with appropriate standards, and that all scaffolding is erected as per the relevant scaffold drawing/sketch. Ties MUST be erected progressively. Scaffold must be inspected by competent person before use, and as per regulations etc 	All operatives will be trained and certificated
7	Dismantling of scaffold			X	<ul style="list-style-type: none"> Reverse of erection sequence. No bombing will be tolerated. Ties MUST be dismantled progressively with dismantle operations. All dismantled material MUST be removed from scaffold as soon as possible. 	As above
8	Lifting operations			X	<ul style="list-style-type: none"> All work areas MUST be cordoned off with barriers and warning signs displayed Lifting operations must comply with regulations and guidelines, including <i>SG9: Use, Inspection & Maintenance of Lifting Equipment [...]</i>, with fittings hoisted in the correct bags, and knots as per guidelines. The ginny wheel and rope must be inspected by user at the beginning of every shift, and inspected as per regulations (LOLER). It must not be erected directly above protruding tube or similar. No standing under hoisted load. Escape route to be in place in the unlikely event material was to fall. 	LOLER inspected and certificated
9	Environment	X			<ul style="list-style-type: none"> Off cuts of tube and boards must be returned to the yard for servicing. All other waste MUST be put in appropriate waste bins/skips. Operatives to comply with site rules. Noise to be kept to a minimum. 	