

Scaffold Procedure

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Version History

Version	Reason for Issue	Issue Date	Version Author	Review Due Date
1.0	Replacement of HAS-GD-002, with new requirements which include: - Requirement to include TG20 or design drawings to Permit to Work requests - Non-working scaffolds must be inspected at least monthly. - Requirement to alarm certain scaffolds. - Requirement to log scaffold structures on scaffold register.	04/11/2022	I.Mellings	19/12/2023
2.0	- Replaced logo - Removed outdated external references - Updated 6.1.1.3 to reference 'contractor handbook' instead of 'Rules for Contractors' - Added 'maintenance', in sections 3.3.1 and 4.5.4 to the categories of 'new build, construction and refurbishment'. - Added the internal Permit to Work SharePoint page to 'Internal References – Other'. - Added UOB – University of Bristol to the definitions section.	04/06/2025	I.Mellings	04/06/2028

	• 3.3.1 changed 'Contract Administrator' to 'UOB Contact', in line with terminology used in Contractor Handbook. • Added clause 3.3.7 – requirement for suitable and sufficient RAMS. • Added clause 4.3.3 – scaffolding permits to work only to be issued when scaffolding added to register. • Added 4.6.6 – requirement to have a maintenance and monitoring regime of alarms. • Added requirement to send emergency rescue plans in scaffolding permit to work requests (4.3.2). • Added 4.3.3 – permits to work will be put on hold if scaffold details not added to the register within 2 working days. • Added 4.7.3 – how contractors add to the scaffold register. • Removed section on and references to Mobile Access Towers and made clear that this procedure no longer applies to Mobile Access Towers. • Added additional clauses from ISO 45001:2018 and ISO 9001:2015. • Added additional terms to the references. • Amended 3.1 responsibility.			
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Contents

1	Overview.....	4
1.1	Purpose.....	4
1.2	Clause Reference.....	4
1.3	Scope.....	4
1.4	Revocations	4
2	Definitions	5
3	Responsibility.....	5
3.2	Project Managers	5
3.3	Scaffold Orders	6
4	Procedure	6
4.2	Scaffolding Erection and Dismantling	6
4.3	Permits to Work.....	7
4.4	Scaffolding Use	7
4.5	Scaffolding Inspection	7
4.6	Scaffold Inspection Reports.....	9
4.7	Scaffold Alarming and Register	9
4.8	LOLER	11
5	Forms to be Used	11
6	References	11
6.1	Internal References	11
6.2	External References.....	11

1 Overview

1.1 Purpose

One of the high risk areas for potential injury is the erection and use of scaffolding in and around buildings. Staff, students and members of the public will come into close proximity to scaffolds at one time or another. Potential risk exists of injury from falling objects whilst a scaffold is either in use or is in the process of erection or dismantling. Scaffolds are also at a high risk of unauthorised access from students and members of the public, who would therefore be at risk of falling from height. Therefore it is important to ensure scaffolds are kept secure to prevent this but also safe in the event of unauthorised access.

The purpose of this document is to set down procedures that must be followed to ensure that erection and dismantling of scaffolding is carried out safely and to ensure that whilst scaffolding is in place it is inspected regularly.

Specific responsibilities are put upon members of the Campus Division to see that systems and procedures are followed. Naturally, the workplace cannot be kept under permanent surveillance, and it is therefore important that action is taken by anyone who sees a potentially dangerous condition with any scaffold.

1.2 Clause Reference

ISO 45001:2018 Clause 6.1.2.1 Hazard identification

ISO 45001:2018 Clause 7.2 Competence

ISO 45001:2018 Clause 7.4 Communication

ISO 45001:2018 Clause 8.1.1 (Operation, Planning and Control) – General

ISO 45001:2018 Clause 8.1.2 Eliminating hazards and reducing OH&S risks

ISO 45001:2018 Clause 8.1.3 Management of change

ISO 45001:2018 Clause 8.1.4 Procurement

ISO 45001:2018 Clause 9.1 Monitoring, Measurement, Analysis and Performance Evaluation

ISO 9001:2025 Clause 6.1 Actions to address risk and opportunities

ISO 9001:2025 Clause 7.1.3 Infrastructure

ISO 9001:2025 Clause 8.5 Service provision

1.3 Scope

This applies to any person[s] responsible for specifying, procuring, designing, erecting, altering, dismantling, managing and using of contractor assembled fixed scaffolding on University of Bristol premises, which are subject to the Campus Division Permit to Work procedure. This procedure does not apply to mobile access towers.

1.4 Revocations

This document replaces HAS-GD-002

2 Definitions

Clause	Term	Meaning
2.1	Installation	Putting into position
2.2	Assembly	Putting together
2.3	Scaffold Erection	To build a scaffold
2.4	Scaffold Dismantling	To take the scaffold apart
2.5	Scaffold Modification	Making alterations to the scaffold
2.6	Project Manager	The University or Campus Division representative who has commissioned the works. This may include but is not limited to, a Building Surveyor, Maintenance Manager, or Facilities Manager
2.7	TG20:21	The National Access & Scaffolding Confederation definitive guidance for scaffolding constructed with tube and fittings throughout the UK
2.8	UOB	University of Bristol
2.9	Permit to Work (PTW)	Formal authorisation system used to control hazardous contractor work
2.10	RAMS	Risk Assessment and Method Statement
2.11	CISRS	Construction Industry Scaffolders Record Scheme. An industry-recognised qualification scheme for scaffolders
2.12	Scaffold register	UoB live log of scaffold installations
2.13	Competent Person	Someone with appropriate training, experience, and knowledge

3 Responsibility

This procedure is owned and maintained by the Campus Division Health, Safety & Quality Assurance (HSQA) Team as part of the University's Integrated Management System (IMS). It is intended to guide those with operational responsibility for scaffolding arrangements, including erection, inspection and dismantling, to ensure compliance with UoB safety standards and legal requirements.

3.1 Project Managers

- 3.1.1 When contract documentation is drawn up for new build, refurbishment or maintenance work the project manager (UOB contact) shall ensure that the procedures required under this instruction are detailed in the contract conditions (preliminaries).
- 3.1.2 Where there is more than one contractor engaged under separate contract it is advisable that only one takes the lead in terms of site co-ordination and access, N.B. this may require an additional payment for "attendance" upon others. It is essential that there is no confusion over responsibility for scaffolding; a particular hazard arises from unauthorised modification by untrained personnel which could lead to loose boards and falling bodies or objects. The project manager should have sufficient knowledge of the scope of work involved to ensure that responsibilities are fully appointed under contract terms.
- 3.1.3 Project managers must ensure that all scaffolding structures are added to the

scaffolding register, and are alarmed as appropriate [see 4.7.1].

- 3.1.4 Project managers are responsible for the reporting and investigation, where necessary, of any scaffolding related incidents or near-misses, such as unauthorised access or unsafe sites/structures.
- 3.1.5 Project managers must communicate the requirement to attend a Campus Division Contractor Induction to all contractors and subcontractors working with scaffolding.
- 3.1.6 Project managers must ensure that contractors engaged to erect on behalf of the University of Bristol are competent to design, erect, alter, dismantle or inspect scaffolding are trained and competent to do so. As a minimum, scaffolding contractors must have the appropriate CISRS qualification, suitable for the type of scaffolding structure they are working with.
- 3.1.7 Project managers must ensure that suitable and sufficient risk assessments and method statements are in place for all scaffolding works before and during works, using the RAMS approval form [HAS-FT-070].

3.2 Scaffold Orders

- 3.2.1 Any person placing orders for scaffolding directly shall ensure that the necessary inspections, detailed in section 3, take place and for making the necessary arrangements with in-house inspectors.

4 Procedure

Scaffolding Design

- 4.1.1 All scaffolding must be built and modified to either TG20:21 or as a bespoke design scaffold by a competent scaffold designer.

Scaffolding Erection and Dismantling

The greatest risk of injury from falling objects occurs whilst scaffolding is being either erected or dismantled. If scaffolding spans a footpath or public right of way then steps must be taken to ensure that passers-by are protected. If possible scaffolding should be erected away from footpaths and roadways, if this is not possible then the occupants of the particular building must be informed in order to ascertain any particularly busy periods when risky work should be avoided. If scaffolding is to be erected on the highway the local authority will have to be consulted and a "pavement licence" obtained. Conditions attached to this issue of licence must be complied with.

During erection, dismantling or modification, the area beneath the scaffolding must be cordoned off to prevent bystanders entering the area. There are no specific requirements as to the dimension of such an area, this will depend upon the height of the scaffolding and other local factors, e.g. other obstructions. It is recommended that a minimum distance of 2 metres around each side of a scaffold is cordoned off and signed before erection, dismantling or modification takes place.

4.2.1 *Protecting the public*

- 4.2.1.1 *When towers are used in public places, extra precautions are required:*
 - *erect barriers at ground level to prevent people from walking into the tower or work area;*
 - *minimise the storage of materials and equipment on the working platform;*

- *remove or board over access ladders to prevent unauthorised access if it is to remain in position unattended.*

4.2.1.2 *It is preferable also to close footpaths completely rather than to leave a narrow corridor for pedestrians, even if this means that entrance and egress from a building is restricted.*

Scaffolding must be erected in such a way that emergency exits are not blocked or impeded; contractors and scaffolders must therefore be made aware of the location of emergency exits. During dismantling or erection an emergency exit may become partially impeded, the length of time over which this occurs should be kept to a minimum and a scaffolding operative must be present during this closure.

4.3 Permits to Work

- 4.3.1 A Permit to Work is required for both erecting/modifying/striking of fixed scaffolding, and working at height from any scaffolding. It does not apply to the use of mobile access towers. See HAS-SP-006 Permit to Work Process, and the Campus Division Permit to Work page for more information.
- 4.3.2 Scaffolding drawings (TG20:21 or bespoke) and emergency rescue plans, that do not rely on emergency services, must be submitted for approval during the Permit to Work process alongside risk assessments and method statements. Scaffolding Permits to Work will not be approved without these drawings and emergency rescue plans.
- 4.3.3 All scaffold structures must be recorded on the Scaffolding register as they are erected and details must be provided no later than 48hours (2 Working Days) of the structure being installed. See section 4.7 for more details. Failure to upload details of scaffolding structures will result in the suspension of the associated Permit to Work and works will be stopped until full scaffolding details are provided.

4.4 Scaffolding Use

- 4.4.1 All scaffolding users shall be trained in the potential dangers and precautions required during use.
- 4.4.2 Unauthorised access to scaffolding shall be restricted at all times, especially when the scaffolding is not in use. This includes scaffolding alarming [see 4.7], fencing and barriers, removal of ground to first lift ladder, or use of ladder guards where ladder removal is not reasonably practicable.
- 4.4.2.1 *Ladder guards must be made out of a sturdy material, that are locked or padlocked into place. Rope lashing is not acceptable. They must make each rung unusable and should cover at least 6 rungs, and there must be no gap to the side of ladder guard of more than 50mm to the stile. They must not be able to slide over the ladder stile, thereby exposing the rungs. They must not be able to tilt or pull away from the ladder – rungs should not be exposed at the front or be climbable from the rear. Carrying slots, if provided, should be vertical (along the long axis of the guard) not horizontal where they could be used as a foothold and handles, if fitted, should not provide an alternative foothold.*

4.5 Scaffolding Inspection

- 4.5.1 The Work at Height Regulations 2005, Regulation 12 detail the standards required of completed scaffolding and the on-going routine inspection of them until dismantling:

'(2) Every employer shall ensure that, where the safety of work equipment depends on how it is installed or assembled, it is not used after installation or

assembly in any position unless it has been inspected in that position.

(3) Every employer shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected—

(a) at suitable intervals; and (b) each time that exceptional circumstances which are liable to jeopardise the safety of the work equipment have occurred’.

See regulation 12 for more details.

Once erected and before being taken into service any scaffold must be inspected by a competent person, which includes:

- *CISRS Scaffolder cardholder*
- *CISRS Advanced Scaffolder cardholder*
- *CISRS Basic Scaffold Inspection Training Scheme Course SITS for basic scaffold structures.*

Whilst being used as a working scaffold thereafter there shall be an inspection every seven days . Additionally, an inspection shall take place after bad weather or after any modifications have taken place. All scaffolding, even when not in use, shall be inspected at least once every thirty days , or more regularly if deemed necessary in the risk assessment.

4.5.2 Inspection Responsibilities

- 4.5.2.1 *The scaffolding company engaged on behalf of the contractor is responsible for the regular inspection of scaffolding by a competent person, and recorded, as detailed above.*
 - 4.5.2.2 *The contractor is responsible for arranging scaffolding inspections and monitoring to ensure these are done by competent persons and recorded in accordance with UOB procedure.*
 - 4.5.2.3 *Campus Division is not responsible for carrying out routine inspections of scaffolding. However, project managers of any works including scaffolding must monitor to ensure that the required inspections are carried out and that evidence of the inspection is available, either on-site on the scaffolding itself or in a record book kept centrally.*
 - 4.5.2.4 *All employers and people in control of construction work should make sure that places of work are safe before they allow their workers to use them for the first time.*
- 4.5.3 For construction, refurbishment or maintenance it is important that contractors follow the required procedures in full, with particular reference to sub-contractors who may organise their own access either directly or by a further level of sub-contract.
- 4.5.4 All scaffolding erected on University premises which are in excess of 2m in height from the ground shall carry a "Scafftag", or similar, inspection record which contains removable record card on which inspections are entered. Should any scaffolding be unsafe to use the record card is removed revealing a "DO NOT USE" sign, warning personnel not to use the scaffolding. This system fails safe in that if the record card is missing it will be assumed that the scaffolding is unsafe to use, it further gives a quick and easy reference that inspections are up-to-date.
- 4.5.5 Stop work if the inspection shows it is not safe to continue.

4.6 Scaffold Inspection Reports

All scaffolding inspections need to be recorded in a scaffold inspection report. This report should be submitted to the project manager within 48 hours with a copy on site until the project/work is complete. The contents of a scaffolding inspection report are a statutory requirement, as defined by the Work at Height Regulations 2005 (Schedule 7), and these are:

- *The name and address for the person that the inspection was carried out for*
- *The name and position of the person carrying out the inspection*
- *The date, time and location of the inspection*
- *A thorough description of the scaffolding structure*
- *Clear details of any risks identified*
- *Clear details of the actions taken out to rectify issues*
- *Details of any further action that is deemed necessary*

4.6.1 Reports must be kept on site until the work is complete. Reports should then be kept for three months at an office of the person for whom the inspections were carried out.

4.7 Scaffold Alarming and Register

Scaffold alarms are mandatory where unauthorised access is foreseeable. All scaffold structures must be logged on the Scaffolding Register within 48 hours. Failure to comply will result in suspension of the relevant Permit to Work

4.7.1 Scaffolding alarms are a pre-requisite where intrusion is reasonably foreseeable. This includes but is not limited to scaffolding structures erected in areas at possible risk from unauthorised persons seeking to climb the structure or are located in remote or isolated locations. The scaffolding must be fitted with a local scaffolding alarm able to detect persons climbing up or through the scaffolding. The installation of scaffolding alarm must be in place on the day of scaffold erection, to avoid a gap in cover post erection. In line with UoB arrangements, all work involving the erection, modification, use and/or striking of scaffolding requires a permit to work.

4.7.2 Project Managers are responsible for ensuring that contractors complete the Scaffolding Alarm System Register where any scaffolding structure is installed on University of Bristol premises. The form will automatically populate the register. All scaffold structures must be recorded via this register as they are erected and details must be provided no later than 48 hours (2 Working Days) of the structure being installed. Failure to upload details of scaffold structures will result in the suspension of the associated Permit to Work and works will be stopped until full scaffold details are provided.

- 4.7.3 Acceptable scaffolding alarm system installation:
- 4.7.3.1 An alarm linked to the University of Bristol Security Control Room can be installed by request via the Security Systems Manager, or the Security Systems Co-ordinator, by email. This can be found on the [Security Contacts page](#).
- 4.7.3.2 Alternatively, a third-party scaffolding alarm system may be used if the alarming is installed to a suitable standard as set out below:
- 4.7.4 Scaffold Alarm Specification
- 4.7.4.1 *The system must be installed by a professional alarm installer qualified to BS EN 50518*
- 4.7.4.2 *To meet the minimum requirements of the SSAIB Temporary Alarm Systems for Scaffolding or the NSI standard NCP115, the entire first vulnerable lift and the end of the scaffolding must be fully protected by way of Infrared Photoelectric beam Sensors and Dual Tech PIRs creating an active alarmed perimeter around the building or structure. However, depending on the size, shape and other factors including flat roofs, vulnerable windows, neighbouring high walls, or where access can be gained from within a building etc additional sensors maybe required for complete protection.*
- 4.7.4.3 *Sensors specifically designed for external outdoor use resistant to intrusions usually caused by wildlife, inclement weather and loose construction materials are recommended to prevent/reduce false alarm activations.*
- 4.7.4.4 *The alarming must be monitored by a third party UKAS approved alarm receiving centre (ARC) monitoring service on a 24/7 basis. The ARC will monitor the alarm and are tasked with contacting the UoB Security Control Room if the alarm goes off.*
- 4.7.4.5 *If the system becomes faulty, the ARC must provide 24-hour response by qualified engineer to resolve the issues.*
- 4.7.4.6 *Where required, all relevant information to allow access to alarm engineers to resolve any issues must be in place and be appropriately communicated to all relevant parties i.e., the UoB contact, UoB Security, Contractor Site Manager/Supervisor etc.*
- 4.7.4.7 *The alarm panel keypad must be located in an area where it can be accessed so it can be silenced, reset, re-armed etc, and necessary codes provided to all relevant parties.*
- 4.7.4.8 *The alarming regime for when the alarm is active must be agreed and shared with UoB Security. (e.g. activated weekdays end of day at 5pm and deactivated 8am next morning then activated 24/7 Saturday and Sunday etc.)*
- 4.7.4.9 *Consideration must be paid to installing a 'Silent alarm' bell with strobe lighting on activation in areas where scaffolding is installed in those areas determined to be of considerable residential use.*
- 4.7.4.10 *Access to the keypad must be 'safe' easily accessible at ground level and outside of the building site/area. However, the alarm panel should be located in a more secure location. Ideally protected by the alarm itself.*
- 4.7.5 Scaffold Alarm register: The CD Scaffolding Alarm form and register can be accessed online via SharePoint. This enables all internal parties real time access to the register. Non UOB staff can request a copy of the register from their UOB contact or a member of the CD HSQA team. All scaffolding structures must be added to the Scaffolding Register if in situ for more than seven days, even when an alarm is not required.
- 4.7.6 Emergency Works: In the event of emergency works, if the scaffolding structure remains in situ, a permit to work request must be submitted within 48 hours, and this permit to work request must state whether or not the scaffold is yet alarmed. Additionally, the scaffold must be logged on the scaffolding register, and a scaffolding alarm must be installed retrospectively, to cover the remaining period of the

installation.

- 4.7.7 Project managers must ensure that contractors have a maintenance and monitoring regime in place, to ensure that the scaffolding alarm system remain suitably fitted and effective for the full duration of the scaffolding remaining in situ.

4.8 LOLER

- 4.8.1 All lifting equipment used must be inspected and examined in accordance with LOLER Regulation 9

5 Forms to be Used

- 5.1 Scaffold Register Form
- 5.2 Scaffold Register for Contractors Form

6 References

6.1 Internal References

6.1.1 *Procedures and Policies*

- 6.1.1.1 HAS-SP-006 Permit to Work Process
- 6.1.1.2 HAS-SP-012 Working at Height Manual
- 6.1.1.3 HAS-GD-009 Contractor Handbook

6.1.2 *Other Internal References*

- 6.1.2.1 Campus Division Permit to Work SharePoint page
<https://uob.sharepoint.com/sites/campus-division/SitePages/Campus-Safety-and-Health.aspx>
- 6.1.2.2 Information for contractors webpage <https://www.bristol.ac.uk/campus-division/contractors/>

6.2 External References

- 6.2.1 *The Work at Height Regulations 2005*
- 6.2.2 *The Lifting Operations and Lifting Equipment Regulations 1998*
- 6.2.3 *BS EN 12811-1 - Temporary works equipment — Part 1: Scaffolds — Performance requirements and general design*
- 6.2.4 *TG20:21 A Guide to Commissioning Scaffold Design*
- 6.2.5 *HSE Scaffolds* <https://www.hse.gov.uk/construction/safetytopics/scaffoldinginfo.htm>