SG7:19

Risk Assessments & Method Statements (RAMS)

NASC
National Access & Scaffolding Confederation

Risk Assessments & Method Statements (RAMS) are integral to all management systems and can be used in isolation, on their own, or integrated; this will be dependent on the activity, the risks and client requirements. RAMS are designed to ensure everyone who can be affected by the activity is considered and hazards are eliminated at source or if this is not possible the risks should be controlled and reduced as far as is reasonably practicable to an acceptable level, to ensure accidents and incidents do not occur.

A Risk Assessment (RA) is a process of establishing what could cause harm, who may be harmed, what the potential of the hazard and the people coming together are, what standard controls are in place, and does the hazard's location / environment present additional risks. The competent person will decide on what can be done and will detail the residual risks and the required control measures. Only when the RA has been completed, reviewed and briefed to the workforce, can works commence.

This RA is usually done in conjunction with a Method Statement (MS), which is also sometimes called a Plan of Work or a Scaffold Assembly, Use & Dismantle Plan (AUD).

A Method Statement (AUD Plan) is a systematic process of listing the steps required to complete an activity; this is done in sequential order, and is usually undertaken in conjunction with a RA, to produce a RAMS (often also described as a Safe System of Work).

The templates devised to accompany this safety guidance note are seen as best practice across the industry, and sections can be deleted or added as the activity requires. The templates are there to assist and should not be simply printed off and passed on as being complete documents, once they have been up-dated as necessary they become the property of the author (and once printed become uncontrolled) however many companies will have their own templates which are equally acceptable depending on their own management system, external accreditation i.e. OHSAS 18001 registration and client requirements.

A Guide To Risk Assessments

1. INTRODUCTION

This guidance outlines how employers should undertake their risk assessments as required by the **Management of Health and Safety at Work Regulations**. As employers you must carry out an assessment to identify the hazards, evaluate the risks to employees and identify any control measures which should be implemented. Remember you are assessing those activities you carry out on a daily basis.

The following is primarily directed at scaffolding operations. However, employers must also consider the ancillary operations related to any storage yard, maintenance and transport activities. Some of the guidance that follows therefore relates to this.

2. IDENTIFY TASKS / ACTIVITIES

Your first step is to prepare an inventory of all the key work tasks under your control. Tasks to be considered can range from something as simple as inspecting a scaffold, to something as large and complex as constructing a cantilever scaffold for a bridge.

3. DETERMINE THE HAZARDS

Having drawn up your inventory of key tasks, the next stage is for you to identify the inherent hazards associated with the task.

What Is A Hazard?

A hazard is the potential to cause harm.

You must identify all the key hazards associated with the activities which have the potential to cause harm.

So What Type of Hazards Could Cause Harm?

Listed below are a number of examples, which are regular causes of serious and fatal accidents or ill health:

Falls from height of people and objects
Electrical contact
Striking by moving vehicles
Contact with moving machinery
Contact with hazardous substances
Fire and explosion
Structural collapse
Slips, trips and falls
Manual Handling
Noise

Any persons who have genuine grounds for concern on safety matters are encouraged to raise them with their Supervisor, line manager or company's human resources department, without fear of discrimination or persecution. Everyone has the right to stop work if they feel it is unsafe.

4. WHO IS AT RISK?

You must consider all potential groups, not just those employees directly involved in the task. You must consider others who might be affected by the activities. This will include employees, delivery drivers, subcontractors, visitors, the general public and trespassers.

5. ASSESS SIGNIFICANT RISKS

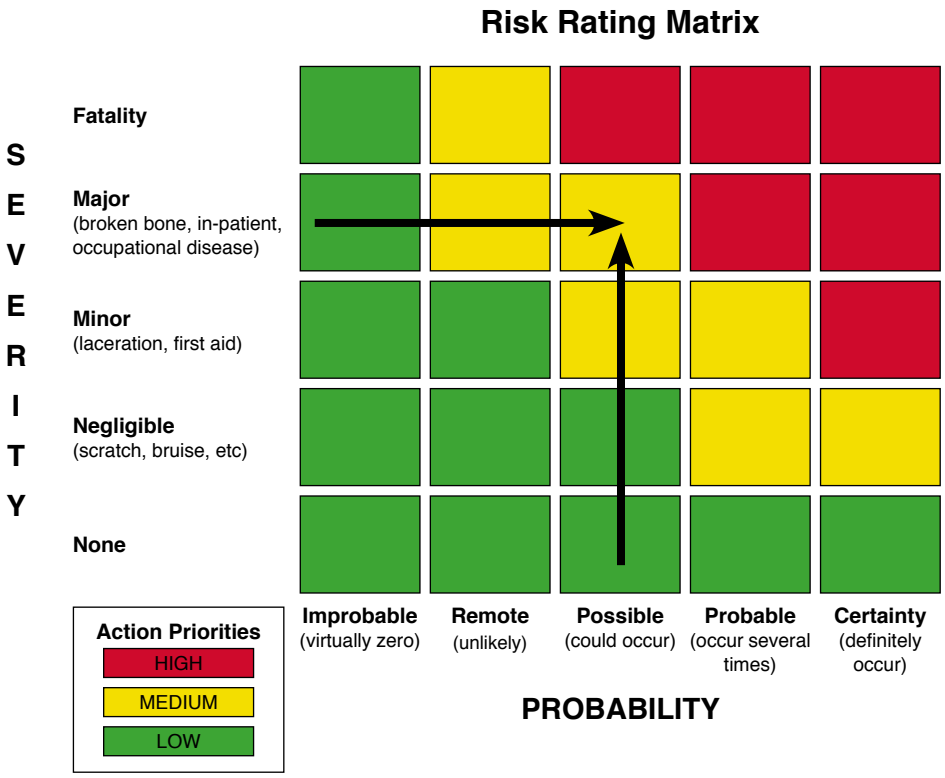
What is risk?

Risk is the likelihood that harm will result in a particular situation or circumstance.

Thus, having identified the existence of a hazard, you must assess its level of risk in order to identify and prioritise your control measures. Many techniques have been developed over the years, however you should recognise that risk assessment is not a precise science and there are no specific rules or requirements as to how you quantify the risk. Therefore, to assess the significant risks of a particular hazard you must ask yourself the following questions:

- What is the likelihood or probability of an accident or incident occurring?
- What would be the severity, in terms of injury, damage and loss?
- What would be the approximate number of the people affected?
- What is the frequency of exposure to risk?
- What is the maximum possible loss?

A process of risk rating may assist you in deciding if the likelihood of loss is **high**, **medium** or **low**.



There are various versions of a risk rating matrix, and you are free to select one which works with your management system. How this one works is by assessing the severity if an incident occurred and then assessing the probability, if you then take a line from each point where they meet is the rating for example, if you believe the severity is Major and the probability is Possible, it will fall into the medium risk as can be shown by the arrows. This process should be used to qualify your decisions when assessing potential and residual risk.

6. CONSIDER AND INTRODUCE CONTROL

Once you have identified your hazards and assessed their risks, you should consider whether the existing control measures you have in place are adequate to prevent injury and protect people; they may already reduce the risk sufficiently in terms of what needs to be done to comply with relevant statutory provisions.

7. RECORD THE FINDINGS

Employers with five or more employees must record the significant findings of their assessment. Employers must pass on information to their employees about significant risks and the steps they have taken to control them, even where they employ less than five people.

8. REVIEW AND REVISE

Regulation 3(3) of the **Management of Health and Safety at Work Regulations** requires that you review your risk assessment where "there is reason to suspect that it is no longer valid: or there has been a significant change in the matters to which it relates". You should also remember that the implementation of any control measures will not themselves ensure adequate control unless their effectiveness is reviewed.

9. FURTHER REFERENCE

HSE Website – Risk Assessment
http://www.hse.gov.uk/risk/index.htm

HSE Guidance – Five Steps to Risk Assessment
http://www.hse.gov.uk/pubns/indg163.pdf

Note for members:

A pro-forma Risk Assessment is available in electronic format from the member's area at www.nasc.org.uk

NB: The example provided is generic and is by no means the finished document, you will need to make it specific to the environment you are working in, and it will require up-dating as per your own & Client procedures / rules. These examples can be amended / copied to suit your own templates, systems and polices as necessary.

A Guide to Method Statements (Scaffold Assembly, Use & Dismantle Plans)

1. INTRODUCTION

Scaffold Assembly, Use & Dismantle Plan(s) (AUD) / Method Statement(s) are used within the construction industry as a means of describing the sequence and manner in which scaffolding operations are undertaken. Scaffold AUD Plans /MS must address the health and safety issues involved in carrying out the work.

2. LEGAL REQUIREMENTS

There are various statutory requirements relating to the need to carry out detailed planning for health and safety. In accordance with The Work at Height Regulations 2005 an assembly, use and dismantling plan shall be drawn up by a competent person. A copy of the plan shall be kept available for the use of persons concerned in the assembly, use, dismantling or alteration of scaffolding until it has been dismantled.

Section (2) (a) of the Health & Safety at Work Act 1974, requires the provision and maintenance of safe systems of work that are, so far as is reasonably practicable, safe and without risks to health. Specific legislation may require the use of formal permits to work, either directly or by implication as a means of compliance.

Further requirements for safe systems of work are contained in The Management of Health & Safety at Work Regulations, which place duties on employees to follow the systems and procedures set up for their protection following risk assessment.

3. METHOD STATEMENT

Scaffold AUD Plans / MS should be specific for the intended work.

The AUD / MS should be discussed with the personnel involved, as a task briefing and they should sign on to the AUD / MS to signify understanding.

An AUD / MS should not be over complex and should be understood by those carrying out the work. In the event of a need for (a), deviation from the AUD / MS, the work should stop until the risks have been reassessed and any additional control measures have been identified and implemented. The changes to the AUD / MS would then be discussed and agreed with the customer and the changes explained to the Scaffolders, with their sign on to the amended AUD / MS to signify understanding.

4. CONTENT OF THE AUD PLAN / METHOD STATEMENT

Whilst the content of the AUD / MS will vary according to the scale and complexity of the job and level of risk involved, the document as a minimum should address, but not be limited to, the following issues:

What is to be done?	The scope of the work to be carried out including the duty of the scaffold and any sheeting requirements and the methods to be used for tying the structure
Where is it to be done?	The location of the work being carried out
When is it to be done?	Dates and time or by sequence of events, or following other operations
Who is to do it?	Number and type of personnel, including the names and any specific skills, training or qualifications required?
How will it be done?	Plant, equipment and material required including access, storage and handling The safe means of access and egress The means of ensuring a safe place of work The method and sequence of operations Any specific limitations or constraints regarding the work. *e.g. overhead / underground power lines, out of sequence working, adverse weather* Emergency procedures Details of PPE required and other measures such as barriers, signs and rescue equipment Details of any measures to protect third parties or members of the public
Scaffold inspections	Handover and inspection arrangements. Clarify who is inspecting the scaffold, the customer or the scaffolding contractor

References	It may be necessary to cross-refer to design drawings, specifications, procedures, job specific risk assessments or permits to work
Date and originator	Signature and date of the person completing the Scaffold Plan
Signatures required	The AUD / MS should be signed by all personnel carrying out the work, to confirm that they have seen and understood the contents Any new personnel introduced to the work must be briefed on the AUD /MS & sign to confirm that they understand the content.

The following system controls also need to be specified:

Communications	Arrangements for ensuring that all parties involved understand the AUD / MS and their part in it.
Supervision	Arrangements for ensuring that the work proceeds according to the AUD / MS
Amendments	Arrangements for agreeing modifications to the AUD / MS and communicating them to those concerned.
Validation	Arrangements for ensuring that the (proposed) AUD / MS is reviewed by both the contractor producing it and by the principal contractor.
Revisions	How these are implemented and communicated to operatives, customer/users
Contact Telephone Number	Supervisor and Emergency number(s)

9. FURTHER REFERENCE

There are various statutory requirements relating to the need to carry out detailed planning for health and safety. In accordance with The Work at Height Regulations 2005 an assembly, use and dismantling plan shall be drawn up by a competent person. A copy of the plan shall be kept available for the use of persons concerned in the assembly, use, dismantling or alteration of scaffolding until it has been dismantled.

HSE Website – The Work at Height Regulations
http://www.legislation.gov.uk/uksi/2005/735/contents/made
Appendix 1 Risk Assessment Pro-forma populated with standard controls.
Appendix 2 Scaffold Assembly, Use & Dismantle Plan(s) {AUD} / Method Statement(s)

Note for members:

The above 2 appendices are available in electronic format from the members' area at www.nasc.org.uk and attached as uncontrolled copies to this guidance note.

NB: The example provided is generic and is by no means the finished document, you will need to make it specific to the environment you are working in, and it will require up-dating as per your own and Client procedures / rules. These examples can be amended / copied to suit your own templates, systems and polices as necessary.

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Method Statement		Customer:	
		Site:	

Method Statement Date:		**Site Contact Name:**	
Works to be carried out:		**E-Mail Address:**	
		Site Tel No.:	

Guidance For The Users Of The Scaffold

- Users of the scaffold are directly responsible for ensuring the structure is used only for its intended purpose and within its specified loading limits.
- Users must ensure the scaffold is not interfered with e.g. removal of ties, guardrails or platform boards, overloaded with materials, modified e.g. by sheeting a scaffold that is not suitable for extra wind loading when this imposes on the structure.
- Any modifications to the scaffold must be carried out only by our competent trained scaffolders
- Every user of a scaffold must check the structure before use “Regulation 13 The Work at Height Regulations 2005”
- Ensure that the statutory 7 day inspection is carried out and recorded.
- Any queries or concerns relating to use of this scaffold should be raised with the Supervisor or Manager responsible for the project.

Scope of Work

The supply, erect and dismantle of scaffolding materials to form.....and other structures all as defined in BS/EN 12-8-11 and further detailed in NASC document TG 20-13. All structures will be classed as “BASIC SCAFFOLDS” and will therefore require no design other than that of the erectors. Where design input is required then this will need a separate addendum to this plan to cover that work.
All Tube and Fitting scaffolding shall be erected in compliance with TG20, all system scaffolding shall be erected to appropriate standards (e.g. system manual or manufacturer’s instructions), and all scaffolding shall be erected as per the relevant scaffold drawing/sketch, with ties erected progressively (and dismantled progressively with dismantle operation) as per TG4.

Programme Start Date:		**Working Days:**	
Duration:		**Working Hours:**	
Director:		**Contact No:**	
Supervisor:		**Contact No:**	

Personnel / Qualifications

All squads engaged in this work activity will contain a balance of qualified and competent operatives in accordance with the type of scaffolding required.
A register of CISRS card numbers and grades, a copy of which is held in head office.
Scaffold Inspector will hold an advanced scaffold inspection certificate and will have experience in inspecting this kind of scaffold.
Plant operators will hold relevant qualifications for the particular item of plant to be used and will carry their card with them. (either CPCS or similar)

Method Statement		Customer:	
		Site:	

Equipment to be Used and Conformity Requirements

- The scaffold will be constructed of scaffold tube, scaffold fittings, scaffold boards, ladders and ancillary equipment.
- All materials will be in accordance with a relevant British Standard or its equivalent i.e. scaffolds tube to BS EN 39, scaffold boards BS2482 (MG), scaffold fittings BS EN 74, ladders BS1129, BS2037 or BS EN 131, system scaffolding as per manufacturers guidance etc.
- Materials will be free from visual damage that will foreseeably affect its performance whilst in use.
- Materials will be visually inspected prior to issue from the depot.
- Materials will be visually inspected prior to use by the operative, defective materials will be segregated to prevent use.
- System materials will be used strictly in compliance with manufacturer's recommendations.

PPE Requirements

Standard Equipment is: Safety Footwear, Safety Helmet, Safety Harnesses and Lanyards, high visibility vests and gloves, all in line with current British standards and our risk and use discussions with operative where appropriate. Additional items of PPE will be determined by risk assessment.

Recorded inspections of all Fall Arrest Equipment should take place on a three monthly basis, unless a risk assessment based on the environmental issues dictate a different period.

Additional PPE	

Work areas / Storage / Loading / Unloading of Materials and Movement of materials

- Materials will be delivered and collected using designated traffic routes, at dates and times to be agreed with the customer.
- Materials will be delivered and collected utilising Rigid Trailer unit or similar HGV lorry.
- Materials will be unloaded into an agreed area on site and loaded from an agreed area on site.
- Where it is necessary to leave the trailer unit on site, it will be left in a designated area on site.
- Material storage will be subject to good housekeeping and barrier separation if required.
- If Vehicle Mounted Crane (HIAB) used, then lifting plan carried with driver.

Unloading and Loading Arrangements

Materials will be unloaded/loaded utilising the following methods :-

Site craneage		Site forklift or telehandler		Vehicle mounted crane (HIAB)		Manual handling	

Method Statement		Customer:	
		Site:	

Method to Be Used to Move Materials on Site

Materials will be distributed around site or vertically lift to lift utilising the following methods :-

Using on site forklift		**Using on site craneage**		**Using on site manual handling**	
Using goods hoist		**Chaining from person to person**		**Using a gin wheel and rope (suitable for purpose)**	

Method to be Used to Segregate the Work Area

Work area to be segregated by physical barriers, warning signs will be displayed at prominent locations.

Emergency Procedures

- We will comply with the site emergency procedures as detailed in the construction phase health and safety plan including access / egress routes.
- In the event of fall involving a safety harness, refer to the site specific fall recovery plan.
- The Customer will provide first aid personnel and facilities on site.
- Operatives will carry a basic travelling first aid kit in their vans.
- Operatives will initially report any incident/accident to their immediate Supervisor and site.

Additional Procedures	

Environmental Impact

- All our materials will be removed from site on completion of our works and recycled.
- Scaffold boards will be FSC or PEFC certified, other timber will be certified subject to specific contract conditions.
- Packaging materials will be segregated into the appropriate on site disposal bins or be removed from site.
- Noise may be an issue if work is outside of the agreed site working hours.
- Where plant or equipment is serviced or fueled on site, COSHH assessments will be available for the substances in use.
- Plant refueling will be undertaken in agreed areas, spill kits will be available.
- No other substances that are subject to the COSHH regulations will be used on site.

Method Statement		Customer:	
		Site:	

Sequence / Work Method / Procedure for Erection

- Operatives will be briefed at the point of work and the relevant hazards and control measures will be explained.
- NO work is to proceed until the surface on which the scaffold is to be constructed on has been inspected and accepted as being fit for purpose and capable of withstanding the loads to be placed upon it. Operatives will work with due care and consideration of the surroundings.
- All material will be inspected on an item for item basis and will only be used if clean / serviced and fit for use.
- Setting out shall be the responsibility of the foreman scaffolder with datum lines or measurements given by the client.
- Construction of any structure shall at all times be carried out STRICTLY in accordance with the latest version of NASC document SG4. This guidance shows the methods of work that comply with the requirements of the The Work at Height Regulations 2005 and to comply with guidance on “COLLECTIVE SAFETY”.
- For structures of more than one lift then operatives will use a “SCAFFOLDERS STEP” (or similar) to fix the guardrail in place prior to accessing the next lift.
- Each lift shall be completed as work progresses and will be fitted with a single guardrail to offer the operatives a safe working area known as the “SCAFFOLDERS SAFE ZONE.”
- If work goes past daily break times, the scaffolds will be closed and “INCOMPLETE” signs fitted.
- Ladders will be fitted, tied as required and left in place for safe access throughout the works.
- For structures such as safety edge protection or laydowns our operatives must work within a safe zone or must ensure the use of safety fall arrest equipment that is suitable for the job.
- When the work is completed to the satisfaction of the Foreman Scaffolder then the following will be carried out.
    1. A full and final inspection by the foreman to ensure all spare materials are cleared and placed back in the agreed area.
    2. A Scaffold ID Tag will be completed and fitted adjacent to the access point and will record that the scaffold complies with the specification.
    3. A handover certificate will be completed (countersigned by the user) and a copy given to the user.

THE SCAFFOLD IS NOW THE RESPONSIBILITY OF THE USER.

The customer should then make arrangements for the scaffold to be inspected in accordance with the requirements of The Work at Height Regulations 2005 and a record maintained.

Additional Requirements:	

Method Statement		Customer:	
		Site:	

Work Method / Procedure for Modification

- All modifications to existing scaffolds should be carried out in such a way that the stability of the scaffold is not impaired. As a general rule, supplementary components should be added before those, which have to be removed, are uncoupled and taken away, modification **will not take place until trade debris is removed by others. Do not turn boards to remove trade debris**.
- Modification shall be systematic and progressive.
- Platforms shall not be overloaded with surplus materials.
- Adding sheeting or debris nets to an existing 'unclad' scaffold it shall only be carried out if a design drawing has been completed.
- Components must only be loosened prior to removal and never left, this is to ensure they do not cause trap / line of fire incidents.
- All materials shall be stacked safely prior to removal, all materials will be removed promptly.

Work Method / Procedure for Dismantling

NOTE: It is recommended that clients, principal contractors, designers, users and scaffold contractors consider the dismantle element at planning stage to ensure that all parties are aware of the scaffold contractors' requirements, including safe access/egress for operatives and operatives suitable arrangements for lowering many tons of scaffolding safely (e.g. ideally cranes/hoists to remain in position for the scaffold dismantle operation).

- Check the area, inspect the scaffold for hazards and remove all authorisation signs.
- Close off access routes if necessary and install scaffold incomplete signs.
- Ensure that all ties and bracings are in place and all trade debris has been removed from working platforms.
- Dismantling will not take place until trade debris is removed by others. Do not turn boards to remove trade debris! as changes are made in a scaffold structure during its working life, it is not safe to assume that dismantling can be carried out in the reverse order of erection. The scaffold especially boarding, bracing and tie arrangements (which ensure stability) shall be inspected prior to dismantling. If the scaffold is defective it shall be made good before the dismantle task commences.
- Check the scaffold has been cleaned down so as to cause no injuries to operatives.
- Dismantling the scaffold should be orderly and well planned and should proceed from the top in horizontal sections.
- Where sections of scaffolding are left in place during dismantling, these must be left in safe condition with stop end guardrails on edges and the remaining scaffolding suitably tied to the façade (design input may be required and there may be a requirement for additional ties on the ends of the scaffolds before the other sections of scaffold are dismantled).
- In the same way that when you erect scaffolding – always keeping one hand on a ledger brace or façade until it is fixed in place with two fittings – during dismantle you should always keep one hand on the brace while undoing the fittings. Do not rely on one fitting to hold the tube in position, as there have been cases where the brace has fallen to ground.
- Platforms shall not be overloaded with dismantled materials.
- Materials shall be lowered to ground; no materials will be dropped or thrown to ground level.

Method Statement		Customer:	
		Site:	

- Components must only be loosened prior to removal and never left, this is to ensure they do not cause trap / line of fire incidents.
- All materials shall be stacked safely prior to removal. All materials will be removed promptly.
- Ladders will be left in situ for as long as possible to ensure scaffolders have safe access/egress.
- Similarly, anchor ties should be left in place for as long as possible, after which that section of scaffolding should be dismantled and cleared.
- Safe access should be given to other trades for the purposes of “making good” any anchor tie holes, patching paintwork etc.
- Dismantle completion phase, job inspected for hazards, all trade debris removed, all equipment removed from site, final housekeeping check done, client informed as necessary.

Additional Requirements:	

Rescue Plan

- All operatives will work at all times to comply with the latest version of NASC document SG4 and work within a “SCAFFOLDERS SAFE ZONE”, thus reducing the risks or the need to rescue.
- Should the need arise to initiate a rescue then the following must be followed.
- For operative working on an independent scaffold and there is a need to rescue after a fall then they will be accessed from/on the lift below. There may be an urgent need to place boards, this will be done by the other operatives. An immediate assessment of the operative will be made by the nearest first aider as to calling the emergency services.
- If the operative is conscious then he will be advised to sit for a moment and regain his composure and a safe egress route will be made, if the operative is injured then he will be made comfortable and his injuries tended by the first aider until the emergency services arrive.
- If the operative is unconscious the first aider must assess whether to put them in the recovery position, kept warm and monitored by the first aider until the emergency services arrive and they will control his removal from the place he is in.

Method Statement		Customer:	
		Site:	

Procedures for Changing this Method statement

If necessary this Method statement can be changed by immediate scaffold Manager / Supervisor / Site Safety Procedure only.

Quotation Number:	
Drawing Ref. Number:	
Client Or Other Design Drawing Reference Number:	

Handover Procedure

Following completion of the scaffold a suitably qualified inspector will carry out a visual inspection of the structure accompanied by a representative of the client. Upon satisfactory completion of this, we will issue a handover certificate.

Inspection procedure

If contracted to do so, we will carry out statutory inspections in accordance with The Work at Height Regulations 2005 and record their findings accordingly.

Name:		**Signed:**		**Date:**	

Distribution*	Manager	Designer	Contractor	Client	Safety Consultants	Foreman	Operatives	Job File

Method Statement		Customer:	
		Site:	

Monitoring and compliance

Working Foreman will ensure that this Method Statement is adhered to by means of regular monitoring.

I confirm that I have been instructed on the method of work, the hazards and risks involved and the necessary control measures.

Name	Signature	Date	Name	Signature	Date

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