METHOD STATEMENT FOR SCAFFOLDING

Project No: (……)

REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS

PREPARED BY:	REVIEWED BY:	APPROVED BY:

Table of Contents

1.0. SCOPE

This document covers the procedure for the erection, alteration, dismantling, inspection, and certification of scaffolding structures on a call-out basis for maintenance and construction projects. The purpose of this document is to define the procedures and requirements for scaffolding works through the general and specific instructions contained herein.

2.0. REFERENCES

The works shall be carried out in accordance with the defined scope of work, relevant project drawings, and the following standards and specifications:

- Project Health, Safety, and Environmental (HSE) Procedure Manual
- BS 5973:1993 – Code of Practice for Access and Working Scaffolds and Special Scaffold Structures in Steel (or equivalent international standard)
- [CONTRACTOR] Safety Scaffolding Procedure
- Other applicable local and international regulations

3.0. DEFINITIONS

- 'COMPANY': [CLIENT/COMPANY NAME]
- 'CONTRACTOR': [MAIN CONTRACTOR NAME]
- 'SUBCONTRACTOR': [SCAFFOLDING SUBCONTRACTOR NAME]

4.0. RESPONSIBILITIES

- The [CONTRACTOR] is responsible for obtaining necessary permits and security passes.
- All mechanical works associated with the scaffolding scope shall be the responsibility of the [CONTRACTOR].
- The supply of all scaffolding materials shall be the responsibility of the [SUBCONTRACTOR].
- The [CONTRACTOR]'s responsibilities for personnel are as follows:
    - The Project Supervisor is overall responsible for scaffolding works.
    - The Project Supervisor is responsible for day-to-day construction activities, reporting to the Operations Manager.
    - The Project Supervisor/Inspector is responsible for work quality, including certification and tagging of scaffolds.
    - The Scaffolding Foreman is responsible for works implementation, reporting to the Project Supervisor.

5.0. MATERIALS

All scaffolding materials shall be of sound construction, adequate strength, and manufactured/maintained to international standards (e.g., BS 1139, BS 1193, or equivalent). All materials must be inspected and approved prior to site mobilization.

5.1. Aluminum Tubes

- Aluminum tubes shall not be mixed with steel tubes or fittings due to different load capacities and risk of crushing.
- Aluminum tubes bent more than 15mm over a 3m length shall not be used.
- Aluminum tubes shall not be straightened or heated by welding/flame cutting.
- Note: Aluminum is discouraged in hydrocarbon or fire-risk areas and is not permitted in Zone 1 hazardous areas unless under a controlled Permit to Work system.

5.2. Tubes, Frames, and Braces

- All tubes, frames, and timbers must be straight, free of cracks, splits, excessive corrosion, or defects.
- Ends must be cut square to the tube axis.
- Tubes requiring excessive maintenance (e.g., wire brushing) shall be replaced.
- Black steel tubes shall not be used.

5.3. Scaffolding Boards

- Boards must be of uniform thickness, unpainted, and of scaffold-grade timber.
- Minimum width: 225mm. Thickness: 37mm, 50mm, or 63mm as specified.
- Knots must not exceed 50mm in diameter. Edge knots shall not exceed 50% of board thickness.

5.4. Couplers

- Damaged or broken couplers with damaged threads shall be discarded.
- Couplers must be stored by type, kept clean, and lightly oiled to prevent rust.
- Must conform to BS 1139 or equivalent standard.

5.5. Bracing

- Bracing shall be in the form of ledger/cross bracing and longitudinal/facade bracing.
- Ledger bracing shall be positioned at alternate standards.
- Longitudinal bracing shall be zigzag from bottom to top.
- Bracing intervals shall not exceed 30m.

5.6. Stability

- Scaffolds must be tied to the structure to prevent inward/outward movement.
- Only one tie may be temporarily removed at a time.
- Ties shall be staggered where possible.

Tie Working Loads:

- Box/Lip/Through Ties: 6.25 kN

- Reveal Ties: 3.50 kN
- Drilled-in Anchor Ties: 6.25 kN (or as per manufacturer)
- Sheeted scaffolds require tie assemblies with minimum 12.5 kN capacity.

5.7. Safe Working Platforms

- Boards must rest squarely on correctly spaced transoms and be secured against displacement.
- Each board must have at least three supports.
- Maximum spacing related to board thickness (see table below).
- Overhang: minimum 50mm, maximum 4x board thickness.
- Gaps between platform and structure shall not exceed 300mm.
- Guardrails and toe boards required where fall risk exceeds 2m.

Board Thickness vs. Maximum Support Spacing:

Board Thickness	Max Spacing
32 mm	0.990 m
40 mm	1.520 m
51 mm	2.590 m
63 mm	3.250 m

5.8. Erection, Alteration, and Dismantling

- Only competent scaffolders under a foreman's supervision may erect, alter, or dismantle scaffolds.
- "Scaffold Incomplete – Do Not Use" signs must be posted at all access points during these activities.
- Erection must proceed so stability is never compromised. Ties must be installed as work progresses.
- During dismantling, no component whose removal would endanger stability shall be removed until compensated for.
- No throwing of materials; lower by hand only.

5.9. Firm Foundation

- Scaffolds must be erected on a firm, level, consolidated base.
- Base plates must be used under each standard.
- On penetrable surfaces, use timber sole plates (min. 35mm thick, 219mm wide).
- Sole plate area: min. 1000 cm^2 per standard; increase to 1700 cm^2 on soft/disturbed ground.

5.10. Special Scaffolds

- Scaffolds over 50m high, sheeted scaffolds over 25m high, hanging, bridging, birdcage, truss-out, slung, cantilever scaffolds, hoist towers, loading bays, and protection fans must be designed by a competent Civil Engineer per BS 5973 or equivalent.
- The engineer must provide written erection/dismantling procedures, drawings, and calculations.
- The scaffold must be inspected and approved by the engineer and a qualified inspector before use.

5.11. Scaffold Towers

- Must be erected on firm, level ground.
- Static towers require metal base plates and timber sole plates (unless on concrete).
- Mobile tower castors: min. 125mm diameter, with functional brakes.
- Maximum lift height: 2.7m.
- Bracing required at base, platform, and alternate lifts.

Maximum Height to Base Ratios:

Tower Type	Height/Base Ratio
Static (indoors)	4:1
Static (outdoors)	3.5:1
Mobile (indoors)	3.5:1
Mobile (outdoors)	3:1

- Maximum freestanding height: 9.6m (mobile), 12m (static).
- If exceeded, towers must be tied to the structure or stabilized with ground anchors/guys.
- Access ladders must be lashed vertically inside the base, extending 1.0m above the platform.
- No ladders or trestles on top platforms to extend height.
- Mobile towers must have brakes locked when in use and be moved only from the base with no one onboard.

5.12. Storage of Materials

- Materials must be stored neatly in designated racks.
- Tubes sorted by length.
- Couplers sorted by type.
- Boards bundled and stored flat.

6.0. HEALTH, SAFETY AND ENVIRONMENT (HSE)

- All works must comply with the project HSE Management System.
- Toolbox talks must be held before work commences.
- Task Risk Assessments must be prepared and shared with the crew.
- A Permit to Work (PTW) must be obtained from the [CLIENT] prior to work.
- All personnel must wear provided Personal Protective Equipment (PPE).
- Full body harnesses with 100% tie-off are required when working at height.
- Suitable anchorage points and lifelines must be provided where needed.
- All materials must be inspected prior to use.
- Work must cease if wind speed exceeds 17 knots or during heavy rain.
- No dropping/throwing materials from height; lower by hand or in bags.
- Barricade work areas with warning tapes and signs.
- Keep work areas clean and tidy.
- Implement all necessary HSE measures.
- Provide overhead protection if overhead hazards exist.
- Prevent accumulation of tools/materials/debris on platforms.
- Use scaffold-grade timber for planks. Toe boards min. 150mm tall.
- Plank overhang: min. 150mm, max. 300mm. Overlaps min. 300mm, secured.
- Install 1cm mesh screens between toe board and guardrail where pedestrian traffic passes underneath.
- Do not exceed the scaffold's designed working load.
- Survey site for hazards before erection.
- Inspect all components before use; reject damaged items.
- Do not work if feeling dizzy/unsteady; notify supervisor.
- Use scaffolding components only for their intended purpose.
- Clean boots before climbing to prevent slipping.
- Do not erect scaffolds near live overhead cables without approval.
- Protect scaffold elements when using heat-producing equipment.
- Use retractable lifelines when ascending/descending ladders with fall risk > 4.5m.
- Do not impede normal access or risk being struck by plant without consultation.
- Keep platforms free of obstructions and tripping hazards.
- Do not use scaffolds to support loads unless designed for it.
- Store materials adequately to prevent damage.
- Design scaffolds considering wind load if sheeting is added.
- Design scaffolds specifically if temporary roofs are added.
- Only trained and certified erectors may erect/dismantle scaffolds.
- Check scaffolds are in good condition before use.
- Scaffolds must be inspected by certified inspectors.

- Maintain a scaffold inspection register.

7.0. WORK INSTRUCTIONS

- Works must comply with the project HSE manual and BS 5973 (or equivalent).
- Only experienced, certified Scaffolders under competent supervision may erect, alter, or dismantle scaffolds.
- Use relevant issued drawings.

8.0. PROCEDURES

- Ensure a firm, level foundation with no nearby excavations.
- Set standards vertically and ledgers/transoms horizontally using a spirit level. Use sole boards as required.
- Join standards with sleeve couplers or joint pins; stagger joints in adjacent standards.
- Fix ledgers inside standards with right-angle couplers; ledger overhang ≤ 50mm.
- Maximum vertical lift height between ledgers: 2.0m.
- Join ledgers with sleeve couplers (no pins); stagger joints.
- Fix transoms to standards with right-angle couplers. If on ledgers, use putlog clips within 300mm of standards.
- Use positive two-way ties.
- Install zig-zag bracing on all four sides, full height.
- Provide continuous plan bracing every 10m on high scaffolds.
- Provide fully boarded working platforms at all levels.
- Platforms: normally 5 boards wide; can be 2 boards for inspection/access only.
- Close-board platforms; cut boards around obstructions or cover gaps.
- Lash each board securely at both ends.
- Install guardrails inside standards at 950mm–1.5m height. Gap between toe board and guardrail ≤ 500mm.
- Install an intermediate guardrail.
- Install toe boards (min. 150mm) on all platforms.
- Ladder access openings ≤ 50mm wide.
- Maximum board span: 1.2m.
- Board overhang: min. 50mm, max. 150mm.
- Max. 2 boards on needle transoms unless transoms are fixed with right-angle couplers.
- Install access ladders; provide at least two for emergency access.
- Ladders must extend ≥ 1.0m (4 rungs) above platform.

- Secure ladders at top and bottom.
- Ladder angle: 75° or 300mm out per 1.2m height.
- Support and lash long ladders at midpoint.
- Use aluminum ladders of proper construction.
- Inspect ladders for damage before use.
- Use a double guardrail system.
- Inspect ground and equipment before erection and daily during use.
- Appoint a competent scaffolder for maintenance.
- Inspect scaffolds after alteration, adverse weather, and at least every 7 days.
- Record inspections in the Scaffolding Inspection Sheet and Register.
- Maintain and submit a list of competent personnel to the [CONTRACTOR] HSE office.
- Inspect scaffolds weekly; users must check scaffold tags before use.
- Maintain the scaffold register.
- Do not impede access or risk being struck by plant without consultation.
- Do not erect near live overhead cables.
- Keep platforms obstruction-free.
- Do not support unauthorized loads.
- Maintain inspection, tag, and certification records.
- Inspection frequency:
    - After installation/before first use.
    - Every 7 days thereafter.
    - After any incident (e.g., high winds).
    - By a competent person (trained per project requirements).
    - A non-scaffolder with inspection training may inspect basic scaffolds.
    - Record all defects and corrective actions.

9.0. INSPECTION

- After completion, a Competent Scaffolding Inspector must inspect and tag the scaffold as "SAFE FOR USE."
- Maintain inspection records in the Scaffold Inspection Register.
- Inspect scaffolds weekly.
- [CLIENT] may conduct random checks.
- [CLIENT] must inspect before use.