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| **Scope** |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment (MSC-PR-0002) must be followed in relation to assessing the validity of third party management systems. |

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| **Purpose** |
| The purpose of this procedure is to identify and control the risks associated with work at height. This procedure applies to any type of work at height, e.g. working platforms, roof work, scaffolds, ladders or steps, climbing etc., where a person could be injured falling from height, even if it is at or below ground level.  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992)). |

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| **PROCEDURAL REQUIREMENTS** | | | | | | |
|  | CompetencE | | | | | |
|  | Anyone involved with designing, planning, supervising, organising or the carrying out of work at height must be competent to do so. | | | | | |
|  | **MEWP Coordinator.** A MEWP Coordinator must have IPAF MEWPs for Managers Training. | | | | | |
|  | **MEWP Operators** MEWP Operators must have IPAF, CPCS or NPORS (CSCS) training applicable to the item of plant to be used. In addition, the operator must be given familiarisation training on the particular equipment prior to use. This familiarisation must include machine specific emergency lowering information. Operators must also be able to demonstrate their fitness for their role in accordance with the Occupational Health Surveillance – Assessment procedure ([HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734)). | | | | | |
|  | **PAV Operators.** PAV Operators must have IPAF or CPCS training applicable to the item of plant to be used and must be given familiarisation training on the specific equipment prior to use. This familiarisation must include machine specific emergency lowering information. | | | | | |
|  | **MCWP Coordinator.** A MCWP Operator must have attended the relevant IPAF Operator (either OP or OP(M)) training course and have a minimum of an SMSTS qualification (or company accepted equivalent). | | | | | |
|  | **MCWP Operator.** An MCWP Operator must have attended the IPAF Operator – OP training course and must also receive MCWP specific familiarisation training from the supplying company’s demonstrator. | | | | | |
|  | **MCWP Mobile Operator.** Must have attended IPAF Mobile Operator – OP(M) training course. In addition, the MCWP Operator must also receive MCWP specific familiarisation training from the supplying company’s demonstrator. | | | | | |
|  | **Cradle Coordinator**. A Cradle Coordinator must have attended the cradle specific familiarisation training from the supplying company’s demonstrator and have a minimum of an SMSTS qualification (or company accepted equivalent). | | | | | |
|  | **Cradle Operators.** Cradle OperatorsMust have attended the cradle specific familiarisation training from the supplying company’s demonstrator. | | | | | |
|  | **Scaffold Design.** All tube and fitting scaffolds must be designed, assembled and dismantled by trained and competent people unless it is a basic scaffold as described in NASC document TG 20. System scaffolds must be designed, assembled and dismantled by trained and competent people in accordance with the manufacturer’s guidelines. See [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508) Management of Temporary Works for further details. | | | | | |
|  | **Scaffolder.** A Scaffolder must hold a current and valid CISRS qualification, relevant to the type of scaffold being erected or dismantled. Erection of a designed scaffold must be carried out under the direct supervision of a CISRS Advanced Scaffolder with relevant competence for the type of scaffold being erected. [See here](http://cisrs.org.uk/index.php/cpd-2017/) for Scaffolders CISRS CPD requirements from July 2017 | | | | | |
|  | **Scaffolding Inspectors.** A person who has passed a CISRS Basic Scaffold Inspection Course is deemed competent to inspect basic scaffold structures, as defined in NASC document TG20. All other scaffold structures must be inspected by one of the following: | | | | | |
|  | * An Advanced Scaffolder who was not involved in the erection of the structure | | | | | |
|  | * A person who has passed a CISRS Advanced Scaffold Inspection course | | | | | |
|  | * A scaffold/temporary works designer | | | | | |
|  | Persons who are required to carry out inspections of system scaffolds must, in addition to the above, attend a product training course for the specific system and hold certification for that scaffolding system. | | | | | |
|  | **Hoist Erector.** NVQ levels two or three in Hoist Installation. | | | | | |
|  | **Hoist Operator.** Familiarisation training by the hoist supplier and holds a valid CPCS A20 Category Card. | | | | | |
|  | **Appointed Person for hoist activities.** Must have attended a 2 hour awareness session as a minimum on Managing Hoists to gain an understanding of statutory legislation, in particular BS7212. | | | | | |
|  | **Competent Person for hoist activities.** Must have received familiarisation training from the suppler of the hoist. | | | | | |
|  | **Prefabricated mobile tower scaffolds.** These scaffolds must only be erected, altered, and dismantled in accordance with the manufacturer’s instructions by those holding a valid PASMA or CISRS qualification competency.  Users of mobile tower scaffolds who do not hold a PASMA qualification must receive the Safe Working from Mobile Towers briefing ([HSF-RM-0063c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8097)). | | | | | |
|  | **Safety Nets.** Safety net installers/providers must be members of FASET.  Safety netting installation must be carried out by a holder of the CSCS / FASET Safety Net Rigger Card. Note that this is not applicable to the nets used to protect assets during overhead line work. | | | | | |
|  | **Podium Steps.** Users of podium steps must familiarise themselves with the equipment by reviewing the manufacturer’s guidance and instructions. If the equipment is hired, this familiarisation must be provided by the hire company. | | | | | |
|  | **Harnesses issued to individuals for sole use (Personal issue equipment)**: Users should be trained in the safe use and inspection of harnesses to IRATA, IPAF (for use in MEWPs only) or the manufacturer’s standards. | | | | | |
|  | **Non Personal Issue.** The Plant Specification Checklist for Lanyard and Harness (HSF-CL-0046cy) for initial pre-use and Inspection of Safety Harness/Lanyard/Inertia Reels (Weekly and Thorough) ([HSF-SF-0048c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8028)) must be undertaken by a competent person who is trained in harness use and holds a recognised harness qualification from IRATA, IPAF (for use in MEWPs only) or the manufacturer. | | | | | |
|  | All harnesses must undergo a quarterly Thorough Examination, undertaken by competent person who holds a recognised Thorough Examination harness qualification from IRATA, IPAF (for use in MEWPs only) or the harness manufacturer.  For low risk and infrequent harness use, extended examination periods may be requested via the derogation process ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992)). | | | | | |
|  | Hired harnesses must be supplied with a current examination certificate. Pre-use inspections should still be completed. | | | | | |
|  | All users of harnesses must be suitably trained in harness use for the activity they are undertaking. | | | | | |
|  | Anyone supervising, using or inspecting rope access techniques or equipment must be trained, competent and able to provide documentary proof of an accredited qualification e.g. IRATA, LANTRA approved (original format only), relevant to the type and complexity of the technique being used. Copies of documentary proof will be retained on site. | | | | | |
|  | Zero tolerance | | | | | |
|  | Zero Tolerance rules apply to Working at Height. See [Health and Safety Communications](https://home360.balfourbeatty.com/UKHealthandSafety/Communications/Pages/Default.aspx) for more details and examples of breaches. | | | | | |
|  | **WORKING AT HEIGHT** | | | | | |
|  | Site Leads must ensure that any work being carried out at height is: | | | | | |
|  | * Necessary or unavoidable | | | | | |
|  | * Properly planned, including the selection of work equipment | | | | | |
|  | * Appropriately supervised | | | | | |
|  | * Carried out in a safe manner | | | | | |
|  | All temporary works must be managed in line with [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508) Management of Temporary Works. The Temporary Works Co-ordinator, where required is to be involved with, or consulted on, the procurement or hire of temporary structures, such as scaffolds, working platforms and MEWPs etc. | | | | | |
|  | Risk Assessments and Method Statements/Work Package Plan must incorporate the hierarchy of controls illustrated below to identify the most appropriate methods for control of risk from work at height: | | | | | |
|  | **Level** | **Description** | | | **Risk Control Measures** | |
|  | **ELIMINATE** | Avoid the risk by not working at height | | | At design stage, review the need to work at height and consider then apply the hierarchy of control. (i.e. prefabricate at ground level, pipe-jacking/moling etc.) | |
|  | **MINIMISE** | Where work at height is unavoidable, assess the risks to workers and provide suitable and sufficient measures to allow the work to be done whilst preventing people or objects falling. | | | This will include choosing the right work equipment to prevent falls, e.g. guardrails, MEWPs, tool tethering etc. | |
|  | **MITIGATE** | Where the risk of people or objects falling still remains, steps must be taken to reduce the distance and consequences of such falls. | | | This involves the selection and use of work equipment e.g. harnesses, netting, airbags, etc. | |
|  | At all stages collective protective measures which protect the whole workforce (e.g. guardrails, nets, airbags, etc.) must be given precedence over personal protective measures (e.g. safety harnesses) which are focused on protection of an individual. | | | | | |
|  | When carrying out a risk assessment the following controls must be considered, and were applicable, detailed in the assessment: | | | | | |
|  | * Trained and competent individuals | | | | | |
|  | * Selection of suitable work equipment | | | | | |
|  | * Safe systems for protecting people from falls from height which where practicable must include a physical rigid barrier to prevent falls from height. Where this is not practicable, the risk of a fall must be controlled by netting, airbags, or fall arrest / restraint harnesses and lanyards ([HSF-RM-0063f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13277)) | | | | | |
|  | * The working conditions, the natural environment and the effects of the weather | | | | | |
|  | * The location of the work to be undertaken (including access and egress, ground conditions, overhead obstructions) | | | | | |
|  | * Access and egress | | | | | |
|  | * The height or distance and consequences of any potential fall | | | | | |
|  | * Emergency, evacuation and rescue requirements e.g. health conditions, entrapment, equipment failure, etc. | | | | | |
|  | * Elimination of unauthorised plant or equipment modifications | | | | | |
|  | * Prevention of the modification or overriding of any controls or safety devices | | | | | |
|  | * Inspection and maintenance of work equipment. | | | | | |
|  | * Ensuring non-compliant or unserviceable plant or equipment is immediately removed from use, tagged and quarantined until made safe or removed from site | | | | | |
|  | * The prevention of tools or materials from falling from height, including the use of exclusion zones with physical barriers or demarcation zones e.g. cones or sigma posts with a rope around the tops complete with appropriate signage | | | | | |
|  | * Managing the risks from working on or around fragile surfaces | | | | | |
|  | Rope access activities require health checks to be conducted for operators. Operators must be able to demonstrate their fitness for role in accordance with the Occupational Health Surveillance – Assessment procedure ([HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734)). | | | | | |
|  | Following the production of a risk assessment, method statement/work package plan and task briefing the contents must be communicated to those who will undertake the work in accordance with the Setting People to Work Safely procedure ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)). | | | | | |
|  | The Site Lead must ensure emergency and rescue procedures are included within the safe system of work in accordance with the requirements of Section 25 Emergency procedures of this procedure. | | | | | |
|  | The throwing (‘bombing’) of materials or objects from height is strictly prohibited. | | | | | |
|  | **PROTECTION MEASURES (E.G. GUARDRAILS, TOE-BOARDS, BARRIERS OR OTHER SIMILAR MEANS OF PROTECTION)** | | | | | |
|  | A risk assessment must be carried out to determine the protection measures required to prevent people from falling, or prevent the fall of any material or object from any place of work e.g. brick guards. | | | | | |
|  | The implementation of suitable and sufficient risk control measures is mandatory (e.g. tool tethering, fan/crash decks, exclusion zones etc.) where there is a significant risk of tools or materials being dropped from height onto people below. | | | | | |
|  | Netlon must not be used as edge protection. | | | | | |
|  | **GUARDRAILS** | | | | | |
|  | Guardrails are to be used to make a working platform safe by preventing falls. When required, guardrails must prevent a person from falling over, under or between them. If a permanent guardrail does not provide this level of protection effectively then additional physical measures must be provided. | | | | | |
|  | When guardrails are used they must be: | | | | | |
|  | * Suitable and sufficient in strength and rigidity | | | | | |
|  | * Placed and secured so as not to become accidentally displaced | | | | | |
|  | * The top guardrail, or other similar means of protection, must be at a height of at least 950 millimetres above floor level | | | | | |
|  | * Any gap between any means of protection or any adjacent means of protection, or work surface, must not exceed 470 mm | | | | | |
|  | * Scaffolding toe boards, where used, must be a minimum of 150 mm high | | | | | |
|  | All toe boards or other similar protection on working platforms, including mobile elevated work platform and access ways must be suitable and sufficient to prevent the fall of any person, material or object. | | | | | |
|  | Where working platforms are loaded above toe board height, or where risk assessment shows the potential for materials or tools to fall, brick guards must be used. Guardrails (including intermediate rails) fitted with brick guards must be capable of supporting the weight of any stored materials which could fall against them. | | | | | |
|  | If it is necessary to remove guardrails or other means of protection for short periods, then this can only occur when carried out by an authorised competent person, with a defined safe system of work in place. | | | | | |
|  | Loading bays must have the appropriate up-and-over loading bay edge protection and display appropriate written and visual Safe Working Load (SWL) signs (including maximum number of pallet loads, where appropriate). See Minimum Controls for Loading and Unloading Areas ([HSF-RM-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13165)) | | | | | |
|  | All guardrails, toe boards and brick guards must be inspected by a competent person: | | | | | |
|  | * After installation or assembly in any position | | | | | |
|  | * After any event likely to have affected its stability, e.g. following strong winds, substantial alteration or impact damage | | | | | |
|  | * At intervals not exceeding seven days | | | | | |
|  | Any defective guardrails, toe boards and brick guards must be taken out of service immediately, with the supporting structure being ‘tagged’ as unfit for use. Safety signs identifying the areas where access is not permitted must be displayed at the access points to these areas. In addition, access to the defective areas must be prevented by suitable physical means (e.g. secure full-height barriers fitted to stairways, ladders removed to prevent access on to the platform, etc.). | | | | | |
|  | **OPENINGS** | | | | | |
|  | Works must be planned and the risks assessed to ensure that protection is in place at openings during all phases of the works. | | | | | |
|  | All openings in concrete slabs, floors, decking, risers and manholes must be effectively highlighted and protected with securely fixed covers (Approved by Temporary Works Coordinator) to prevent persons or materials falling through them. | | | | | |
|  | Lift shafts must be protected by: | | | | | |
|  | * A proprietary system to prevent persons, tools, equipment or materials falling into them, or if this is not available, a physical secured barrier | | | | | |
|  | * Warning signage, or have an authorised person access control system established | | | | | |
|  | **REQUIREMENTS FOR WORKING PLATFORMS** | | | | | |
|  | Any surface upon which a supporting structure rests must be stable and of sufficient strength to support the structure and any additional loading placed on it. | | | | | |
|  | If a working platform is mobile it must be prevented from inadvertently moving during work at height. | | | | | |
|  | The supporting structure must be stable whilst being erected, used, altered, or dismantled. | | | | | |
|  | When working at height the working platform must: | | | | | |
|  | * Be a minimum of 600 mm wide. Where this is not possible a specific risk assessment must be produced which ensures the platform is of sufficient dimensions to allow for safe passage and safe use of equipment and materials | | | | | |
|  | * Be built to prevent person or materials falling through a gap | | | | | |
|  | * Be free of hazards that could cause trips and be kept clean and tidy, ensuring that debris and other material does not build up on platforms | | | | | |
|  | * Clearly display the Safe Working Load of the platform | | | | | |
|  | * Not be overloaded which may result in a risk of collapse or any deformation | | | | | |
|  | Exclusion zones, complete with appropriate signage, must be established to prevent access to areas where there is a risk of falling objects. | | | | | |
|  | The use of the following items is prohibited at all Company properties and projects for work at height: | | | | | |
|  | * Low Level Access Systems (Metal Trestles / Bandstands / Ironmen)   http://www.londontoolandlifthire.com/wp-content/uploads/2013/03/builders-steel-trestle-4-scaffolding-prop-1053550-4315954_dia_11.jpg | | | | | |
|  | * Stilts | | | | | |
|  | * Kick Stool Steps | | | | | |
|  | * Hop-Up or Step-Up platforms | | | | | |
|  | * Plastic / GRP Modular Crash Decks or Working Platform System   http://www.tradsafetysystems.co.uk/assets/images/homesection/home1.jpg | | | | | |
|  | **SAFETY NETS AND SOFT LANDING APPARATUS** | | | | | |
|  | Personal protection such as harnesses and lanyards must only be used where collective protection measures are not suitable. In certain circumstances the use of a combination of both collective (e.g. safety nets and / or soft landing apparatus) and personal protective systems may also need to be considered. | | | | | |
|  | All forms of safety nets and soft landing apparatus must be designed and inspected by a competent person in accordance with the manufacturer’s training or instructions, relevant to each apparatus in use. Safety net companies must be members of Fall Arrest Safety Equipment Training (FASET) and installers must hold the relevant CSCS or FASET Safety Net Rigger Card. Documented proof of a CSCS or FASET qualification (original format only) must be provided and retained on site. | | | | | |
|  | **SAFETY OR DEBRIS NETTING** | | | | | |
|  | Where safety netting or debris netting is to be installed temporary works approval must be obtained. See [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508) Management of Temporary Works. | | | | | |
|  | The following hierarchy for the installation of safety nets must be followed: | | | | | |
|  | * Install remotely without working at height. | | | | | |
|  | * Use Mobile Elevated Working Platforms. | | | | | |
|  | * Use scaffolding. | | | | | |
|  | * Use mobile access towers. | | | | | |
|  | * Use footed and tied ladders where the above cannot be used. | | | | | |
|  | Safety net deflection must be considered to ensure that the full working capacity of the net, if deployed, is not impeded by plant, materials or equipment or other obstructions below the net. | | | | | |
|  | An exclusion zone must be set up below netting erection works. Net clips must be securely fixed to the net to prevent accidental release during installation or dismantling. | | | | | |
|  | Where appropriate safety netting will be overlaid with debris netting, consideration must be given to the type of materials likely to fall, e.g. fixings or tools, when choosing the overlay debris netting. | | | | | |
|  | A Safe System of Work (including Risk Assessment and Method Statement/Work Package Plan) developed in conjunction with the manufacturer and installer must be produced for the retrieval of debris from safety netting. | | | | | |
|  | A handover certificate must be issued by the netting installer before being put into service. | | | | | |
|  | Safety netting must be formally inspected (in accordance with manufacturer’s instructions or recommendations) by a trained and competent person (CSCS or FASET Safety Net Rigger card holder): | | | | | |
|  | * After installation or assembly in any position. | | | | | |
|  | * After any event likely to have affected its stability, e.g. following strong winds or substantial alteration. | | | | | |
|  | * At intervals not exceeding seven days. | | | | | |
|  | Site Leads must ensure a daily visual check of the safety netting is undertaken and recorded by a nominated competent person who has an SMSTS (or Company accepted equivalent course) qualification and has attended a briefing by the FASET approved netting installer. | | | | | |
|  | Safety netting must be thoroughly tested annually off-site and immediately following the fall of a person or object that has the potential to affect the integrity of the net. | | | | | |
|  | The Site Lead must ensure emergency and rescue procedures are included within the safe system of work in accordance with the requirements of Emergency section below in this procedure. | | | | | |
|  | **SOFT LANDING APPARATUS (AIR OR BEAN BAGS)** | | | | | |
|  | Airbags, landing mats or similar safeguards must be suitable for the deployment circumstances. They should be installed in accordance with the manufacturer’s instructions and installers must be briefed on the installation procedure. | | | | | |
|  | Soft Landing Apparatus: | | | | | |
|  | * Must only be used if no safer alternative exists. | | | | | |
|  | * Must only be used where fall distances are kept to a minimum, but never greater than 2 m and where practicable their use should be in conjunction with fall restraint equipment ([HSF-RM-0063f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13277)). | | | | | |
|  | * Must be installed in accordance with the manufacturer’s instructions which must be readily available on site. | | | | | |
|  | * Must be inspected by a competent person, who has also attended the suppliers or manufacturers briefing, before first use, daily or following reinstallation, to ensure that it has been correctly installed and maintained. | | | | | |
|  | * Any component parts found to be damaged or degraded in any way must be quarantined, reported to the Supervisor and replaced immediately. | | | | | |
|  | **MOBILE ELEVATED WORKING PLATFORMS (MEWPs) INCLUDING PUSH AROUND VERTICALS (PAVS)** | | | | | |
|  | A MEWP Coordinator must be appointed to coordinate the selection of the correct MEWP, planning of the works and to coordinate their use. If the number of MEWPs operating cannot be effectively controlled by one individual additional MEWP Coordinators must be appointed and specific areas of responsibility defined. | | | | | |
|  | All MEWPs used on Company projects, either directly or through subcontractors, must be designed to prevent entrapment through sustained involuntary operation of the MEWP, through interference with either electronic or mechanical systems. Examples include SkySiren or SiOPS pressure sensitive systems, shrouded protection to the platform controls or Sanctuary Zones. | | | | | |
|  | The Site Lead, in conjunction with the MEWP Coordinator, must ensure that site specific risk assessments and safe system of works are completed and that they consider the following: | | | | | |
|  | * Delivery and collection | | | | | |
|  | * Ground conditions including evidence of ground disturbance | | | | | |
|  | * Controlling the People and Plant Interface, including members of the public | | | | | |
|  | * Plant and Vehicle Marshal(s) requirements | | | | | |
|  | * MEWP routes to be free of obstructions, significant holes or depressions | | | | | |
|  | * Underground utilities, man hole covers, cable ducts etc. | | | | | |
|  | * Overhead or adjacent hazards including utilities, overhead structures etc. | | | | | |
|  | * Induced or Impressed Voltage Hazard, from working in close proximity to live electricity | | | | | |
|  | * Operating speed and capability of the MEWP, ensuring it is suitable for the terrain, gradients and site ground conditions | | | | | |
|  | * Physical exclusion zones | | | | | |
|  | * Lone working requirements | | | | | |
|  | * Maintenance requirements | | | | | |
|  | * Emergency response and rescue arrangements (e.g. rescue provided by in-house personnel, specialist contractors or the emergency services by prior arrangement). | | | | | |
|  | * Fragile Surfaces | | | | | |
|  | The duties of a MEWP Coordinator include ensuring the following: | | | | | |
|  | * All risk assessments and safe systems of work are suitably reviewed and communicated to all relevant parties | | | | | |
|  | * Records of familiarisation training, operator qualifications and driving licences or CPCS training, where applicable, are maintained | | | | | |
|  | * MEWP movements from one work area or exclusion zone to another are coordinated with the Plant and Vehicle Marshal and other planned activities. | | | | | |
|  | * The Plant Specification checklist – MEWP (relevant to the type of MEWP in use) ([HSF-CL-0046al](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2511), [am](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2512), [an](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2513), [ao](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2514) or [ap](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2531)) is completed prior to first use and daily checks of MEWPs are carried out thereafter ([HSF-SF-0046AL](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10931)) | | | | | |
|  | * When working in proximity to live electricity, that the Additional Option on the Plant & Equipment Specification ‘Dedicated Earthing Point for MEWP’s working in proximity to overhead power lines and Sub-Stations’ is specified at the time of ordering. On delivery of the MEWP visually check to ensure that the dedicated earth is connected and is electrically continuous from the chassis to the basket | | | | | |
|  | * There are appropriate numbers of nominated persons on site within close proximity, on the ground, to MEWPs in operation who have demonstrated they can implement the emergency lowering procedure | | | | | |
|  | * Any reported defects are rectified before a MEWP is put back into operation | | | | | |
|  | * A safe loading and unloading area has been provided for the delivery and collection of the MEWP(s). See Minimum Controls for Loading and Unloading Areas ([HSF-RM-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13165)) | | | | | |
|  | * Safety harnesses, with a suitable restraint lanyard, are provided as identified in Risk Assessment/Method Statement (Work Package Plan) and relevant personnel are specifically trained in their use and inspection | | | | | |
|  | * A safety harness and lanyard inspection register is maintained | | | | | |
|  | * Safety harnesses and lanyards have been examined and certificated | | | | | |
|  | Operation and use of MEWPs or PAVs must be carried out in compliance with a Safe System of Work and the manufacturer’s operating instructions. | | | | | |
|  | For short duration MEWP use, the Site Lead or MEWP Co-ordinator will determine the emergency rescue drill requirements. All projects which use MEWPs continuously for more than 12 weeks must undertake an Emergency rescue drill on a quarterly basis. All rescue drills must be recorded on the Emergency Evacuation and Drill Response Record ([HSF-SF-0009b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8135)). | | | | | |
|  | Emergency lowering procedures must be demonstrated by the supplier or hirer to employees as identified by the MEWP Coordinator(s). The MEWP Coordinator must ensure a record of this demonstration is recorded on the MEWP Recovery Checklist ([HSF-SF-0063d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8102)). | | | | | |
|  | During a rescue drill all individuals in a MEWP must remain on the basket floor. | | | | | |
|  | Exiting or entering a MEWP is only permitted when it is not elevated or not operating at height, unless the access or egress is covered by a safe system of work and specific risk assessment approved by the HSES Advisor and the Site Lead’s Line Manager in accordance with industry and HSE Guidance, such as BS8460:2005 Annex B Guidance on safe systems of work for exiting the work platform at height or IPAF’s Exiting the Platform at Height guidance. | | | | | |
|  | Driving and operating MEWPs from outside the platform is not permitted unless in an emergency. | | | | | |
|  | The loading and unloading of MEWPs onto road-going transport must be undertaken in accordance with the Plant Procedure ([HSF-PR-0046](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7786)). Also see Minimum Controls for Loading and Unloading Areas ([HSF-RM-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13165)) | | | | | |
|  | The Safe Working Load (SWL) of the MEWP must not be exceeded. | | | | | |
|  | The issue and wearing of a full body harness (BS EN 361) and restraint lanyard (BS EN 354), which restricts the limit of travel to the confines of the basket, is only mandatory in Boom Type MEWPs and must be worn at all times. The only exception to this mandate is when working over or adjacent to water that presents a risk of drowning should the MEWP inadvertently overturn. In such circumstances an automatically inflating life jacket must be worn. Refer to Working Near Water procedure ([HSF-PR-0065](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1116)). | | | | | |
|  | Lanyards must only be attached to the designed anchorage point within the confines of the basket. | | | | | |
|  | Scissor lift MEWPs must only be traversed when in lowered position. If traversing is required at any other height, a safe system of work must be in place and a harness and restraint lanyard must be worn. | | | | | |
|  | Any defective MEWP or PAV must be taken out of service immediately and ‘tagged’ as unfit for use with relevant safety signs being displayed at the access points. In addition, the equipment must be quarantined in such a way that it cannot be used in error until it has been approved for re-use e.g. the ignition keys removed and held in a secure location within the site office. | | | | | |
|  | Specific control measures must be recorded on a Task Briefing Sheet ([HSES-TF-0011b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7850)) and the contents communicated to the relevant employees in accordance with the Setting People to Work Safely Procedure ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8082)). | | | | | |
|  | When an attachment is fitted to a MEWP or PAV and is used to lift equipment or materials (such as a SkyRak) a lift plan must be produced in accordance with the Lifting Procedure ([HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085)). | | | | | |
|  | The Site Lead, in conjunction with the MEWP Coordinator, must ensure that MEWP operations are suspended during adverse weather conditions, in accordance with the manufacturer’s instructions. This may include periods of high wind speed, lightning, snow, fog and heavy rain. | | | | | |
|  | **MEWPs Working on the Rail Infrastructure – Additional Requirements** | | | | | |
|  | When planning to use MEWPs on the rail infrastructure the following documents must be consulted or used: | | | | | |
|  | **Network Rail** | | | | | |
|  | * Infrastructure Plant Manual – NR/0200/PLANT | | | | | |
|  | * NR/0200/Plant – Module P300 Plant approval and design, section 4.2 | | | | | |
|  | * NR/0200/Plant – Module P508 Mobile elevating work platforms MEWPs | | | | | |
|  | **London Underground** | | | | | |
|  | * S1171 - All Plant - Acceptance, Use and Maintenance | | | | | |
|  | * S1173 - On Track Plant – Design and Acceptance | | | | | |
|  | * M&EE Codes of Practice | | | | | |
|  | * COP0023 - Inspection of Demountable MEWP and Lifting Equipment | | | | | |
|  | * COP0024 - Use and Loading of MEWPs | | | | | |
|  | Some examples of equipment covered by the above standards are: | | | | | |
|  | * Baskets fitted to excavators or cranes | | | | | |
|  | * MEWPs on modular systems | | | | | |
|  | * Knuckle boom cranes on modular systems | | | | | |
|  | Site Lead must ensure that: | | | | | |
|  | * The combinations of base vehicle and module or attachment type permitted shall be specified on the Rail Infrastructure Manager’s Plant Approval Certificate e.g. Network Rail - EAC (Engineering Acceptance Certificate), ECC (Engineering Conformance Certificate) or London Underground - Certificate of Acceptance as appropriate. | | | | | |
|  | * The Thorough Examination certificate, issued in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 ([LOLER](http://www.legislation.gov.uk/uksi/1998/2307/made)), shall include reference to the base vehicle and module or attachment by unique identifier or serial number. | | | | | |
|  | * Where the base vehicle is capable of using more than one module or attachment a Thorough Examination certificate is required for each individual module or attachment. | | | | | |
|  | The fitting of a module or attachment to the base vehicle must be undertaken in accordance with the manufacturer’s instructions. | | | | | |
|  | A function check of the base vehicle and module or attachment must be carried out to confirm correct functionality. | | | | | |
|  | The module or attachment must only be fitted to the base vehicle by a person trained and competent to do so. | | | | | |
|  | **MAST CLIMBING WORK PLATFORMS (MCWP)** | | | | | |
|  | All MCWP supplied must comply fully with BSEN1495:1997+A2:2009. | | | | | |
|  | The Site Lead must ensure that a Lead MCWP Co-ordinator is appointed and deputies where required who has overall control of each specific MCWP operation. | | | | | |
|  | The duties of a MCWP Coordinator include the following: | | | | | |
|  | * All risk assessments and safe systems of work are suitably reviewed and communicated to all relevant parties | | | | | |
|  | * Records of familiarisation training and operator qualifications are maintained | | | | | |
|  | * MCWP movements from one work area or exclusion zone to another are coordinated with the Plant and Vehicle Marshal and other planned activities. | | | | | |
|  | * Plant Specification Checklist – Mast Climber ([HSF-CL-0046cq](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2790)), pre-use, daily and weekly checklists are completed | | | | | |
|  | * There are appropriate numbers of nominated persons on site within close proximity to MCWP in operation who have demonstrated they can implement the emergency lowering procedure | | | | | |
|  | * Any reported defects are rectified before a MCWP is put back into operation | | | | | |
|  | * Ensuring that a safe loading and unloading area has been provided for the delivery or later collection of the MCWP(s). See Minimum Controls for Loading and Unloading Areas ([HSF-RM-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13165)) | | | | | |
|  | The MCWP supplier must undertake a site survey for each MCWP location which will include: | | | | | |
|  | * Establishing the primary purpose that MCWPs will be used for, together with any other additional requirements there might be for the unit, e.g. prevention of falling debris | | | | | |
|  | * Length of the work platform required and the work platform configuration, including any edge extensions, for the full duration of the installation | | | | | |
|  | * Mast positions | | | | | |
|  | * Maximum height of travel | | | | | |
|  | * The work platform loading capacity and method of loading | | | | | |
|  | * Access and egress for personnel and materials | | | | | |
|  | * Ground and supporting base conditions (levels and load bearing capacity) | | | | | |
|  | * Area conditions around base with particular relevance if an MCWP is movable and is to be moved while on site | | | | | |
|  | * Tie fixing point strengths and fixing point details on the structure, including suitable means of access to such points for installation and dismantling | | | | | |
|  | * The results of the assessment of the strength of the structure to support MCWPs carried out by Temporary Works Designer | | | | | |
|  | * Identification of uninsulated electrical conductors in the vicinity of MCWPs. These exposed conductors must be adequately shielded or moved as appropriate | | | | | |
|  | * Windows or doors that open into path of the work platform. | | | | | |
|  | * Identification of fire escape routes and location of fire hydrants | | | | | |
|  | * Balconies or voids that necessitate special guarding methods or create special trapping hazards | | | | | |
|  | * Power supply and connection arrangements (if applicable) in suitable locations with adequate earth protection and power supply capacity | | | | | |
|  | * Extent of ground level fencing of MCWP requirements, when required by risk assessment | | | | | |
|  | * Access provision to and from site for MCWPs, with details of obstacles etc. | | | | | |
|  | * Transfer clearances for mobile MCWP movement | | | | | |
|  | * Position of any cable snagging hazards | | | | | |
|  | * Access provision for maintenance of machinery | | | | | |
|  | The results of the site survey will be used by the MCWP supplier to compile a safe system of work for the erection and dismantling of the machine. | | | | | |
|  | MCWPs must only be erected, dismantled or altered by persons who are trained, competent and authorised to do so. For static MCWPs this will be a representative from the supplier. For mobile MCWPs this will be an individual with the relevant training as detailed in the competencies section of this procedure. | | | | | |
|  | MCWPs must only be used on suitable surfaces that are level, firm and within the tolerances specified by the manufacturer. All MCWP locations must be reviewed and approved in accordance with [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508) Management of Temporary Works. | | | | | |
|  | Platform weather enclosures, tarpaulins, signs or any other construction which could affect the wind load on the platform, which are outside of the pre-determined manufacturer’s specification, must also be reviewed and approved in accordance [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508). | | | | | |
|  | The MCWP must be tied to structural members of the building, unless adequate strength of alternative tie locations can be assured. The building or structure must be assessed in accordance with [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508) to ensure it will withstand the loads imposed. The load parameters must be obtained from the MCWP supplier. | | | | | |
|  | The access point for the MCWP must be at one level only. Access points at levels higher than ground level must be installed to ensure that tripping hazards are eliminated. If the access point is at height the access must provide suitable protection against falling regardless of the position of the MCWP on the mast. | | | | | |
|  | An exclusion zone must be implemented with physical barriers around the base location of the MCWP to ensure that the risk of injury from being trapped and / or crushed by the descending platform or being struck by falling debris is eliminated. Suitable, clear and durable notices warning of the danger and instructing persons to keep clear must be conspicuously displayed. | | | | | |
|  | If the base of an MCWP is erected in an area accessible by vehicles a specific safe system of work must be implemented and arrangements made to divert the traffic and secure the area against vehicle incursion. | | | | | |
|  | When a MCWP is handed over to the site/project, the installer must ensure the following: | | | | | |
|  | * The installation is complete | | | | | |
|  | * The MCWP is not fouling the structure anywhere in its travel | | | | | |
|  | * All mast sections and mast ties are secure | | | | | |
|  | * All safety interlocks, including limit switches, are working correctly | | | | | |
|  | * All electricity supply cable is coiling or reeling correctly | | | | | |
|  | * The MCWP is responding correctly to the controls | | | | | |
|  | * The MCWP has been thoroughly examined and tested in accordance with section 12 | | | | | |
|  | * The correct rated load for the configuration is clearly and durably marked on the work platform | | | | | |
|  | * All guards are re-installed correctly | | | | | |
|  | * Finally, the formal handover must be recorded | | | | | |
|  | Inspection and testing by the MCWP supplier must be carried out after erection and before being taken back into their service, after the occurrence of a dangerous incident (prior to being put back into service) and at least quarterly thereafter. A Thorough Examination must be carried out every 6 months. | | | | | |
|  | At the beginning of each shift or working day, the MCWP operator must undertake an inspection to ensure that the MCWP are in a fit condition to start work using the MCWP Pre-Use/Daily Weekly Check ([HSF-SF-0046CQ](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10931)). | | | | | |
|  | On a weekly basis the MCWP Coordinator must inspect the MCWP, using the MCWP Pre-Use-Daily-Weekly Check ([HSF-SF-0046CQ](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8110)) to ensure that no damage or wear has occurred and that all safety systems are functioning correctly. The MCWP Coordinator must also consult the MCWP operator’s manual for any specific items not covered in the MCWP Weekly Checklist. | | | | | |
|  | The work platform of an MCWP is provided with guardrails and toe boards to protect the occupants from falling. Consequently, the use of a safety harness is not required during use of MCWPs unless any part of the guardrail system has been removed by a competent person e.g. to enhance access to the façade of a building, in which case a risk assessment must be carried out to ascertain the need for, and specification of, fall arrest or work restraint equipment ([HSF-RM-0063f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13277)). Similarly, the risk of installers falling during erection and dismantling operations must also be assessed. | | | | | |
|  | Where MCWP are to operate near to other construction equipment, such as cranes and especially where any part of the construction equipment or load can occupy the same space that is traversed by the work platform for a MCWP, a specific safe system of work must be implemented. In particular each operator must have an adequate field of vision and be able to communicate reliably with other operators. | | | | | |
|  | Guardrails adjacent to the structure may only be removed if the building will effectively prevent anyone from falling through the gap. All other guardrails and toe boards must remain in place at all times when the MCWP is in use. | | | | | |
|  | MCWP must not be used as shores or jacks. | | | | | |
|  | The rated load for the MCWP must be separately calculated by the supplier, with reference to the manufacturer’s instruction. It must be clearly and durably displayed on the MCWP. The rated load for the MCWP must not be exceeded at any time when the MCWP is in use. | | | | | |
|  | MCWPs must only be used within the scope of the manufacturer’s intended use. Where a usage is identified outside of the scope of the manufacturer’s intended use the supplier must be contacted, who will consult the MCWP manufacturer. Only with the written agreement of the MCWP manufacturer and the supplier, and when specific safe system of work has been approved, can operation outside of the intended use be undertaken. The manufacturer must confirm if additional maintenance or inspection is required. | | | | | |
|  | Specific emergency arrangements must be put in place prior to works commencing on a MCWP. Emergency arrangements must be tested on a 3 monthly basis and the recorded on the Emergency Evacuation and Drill Response Record ([HSF-SF-0009b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8135)). | | | | | |
|  | **TEMPORARY SUSPENDED ACCESS EQUIPMENT (CRADLES)** | | | | | |
|  | The Site Lead must ensure that a Lead Cradle Coordinator is appointed and deputies where required who have overall control of each specific cradle operation. | | | | | |
|  | The duties of a Cradle Coordinator include the following: | | | | | |
|  | * Reviewing and communicating all risk assessments and safe systems of work to all relevant parties | | | | | |
|  | * Maintaining records of familiarisation training and operator qualifications | | | | | |
|  | * Ensuring pre-use/daily and weekly checklists are completed | | | | | |
|  | * Requiring that there are appropriate numbers of nominated persons on site within verbal or visual proximity to cradle(s) in operation, who have demonstrated they can implement the emergency lowering procedure | | | | | |
|  | * Reporting and rectifying defects before a cradle is put back into operation | | | | | |
|  | * Ensuring that a safe loading and unloading area has been provided for the delivery and subsequent collection of the cradle(s). See Minimum Controls for Loading and Unloading Areas ([HSF-RM-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13165)) | | | | | |
|  | * Providing safety harnesses with suitable restraint lanyards as identified in Risk Assessment and Method Statement/Work Package Plan and relevant personnel are specifically trained in their use and inspection | | | | | |
|  | * Ensuring that a safety harness and lanyard inspection register is maintained and that safety harnesses and lanyards have been examined and certificated | | | | | |
|  | The Cradle supplier must undertake a site survey for each cradle location. The results of the site survey will be used by the cradle supplier to compile a safe system of work for the erection and dismantling of the machine. | | | | | |
|  | The configuration of the suspended access equipment will be based on advice and guidance prepared by the supplier’s representative who has knowledge of the various types of system available.  The dimensions and characteristics of suspended access equipment will be appropriate for the nature of the task(s) to be performed.  The general details will be settled by the detailed site survey and agreed between the Site Lead and the supplier. | | | | | |
|  | Cradles must only be erected, dismantled or altered by persons who are trained, competent and authorised to do so. | | | | | |
|  | After the installation has been completed and before a cradle is taken into use, the supplier will ensure the following: | | | | | |
|  | * The installation is complete | | | | | |
|  | * The cradle is not fouling the structure anywhere in its travel | | | | | |
|  | * All safety devices are working correctly | | | | | |
|  | * Electricity supply cables are coiling or reeling correctly (if applicable) | | | | | |
|  | * The cradle is responding correctly to the controls | | | | | |
|  | * The cradle has been thoroughly examined and tested in accordance with [LOLER](http://www.legislation.gov.uk/uksi/1998/2307/made) 98 | | | | | |
|  | * The correct rated load for the configuration is clearly marked on the SWL sign | | | | | |
|  | * Thorough examination and handover certification is issued | | | | | |
|  | * Debris netting around the cradle is installed to prevent materials or tools falling | | | | | |
|  | Once the initial installation has been completed in accordance with the supplier method statement, no modification to the installation will be allowed without a reassessment by the supplier. This will include a full study of the proposed modification, implications for safety during the remainder of the cradles planned use, and its subsequent dismantling. Any modification must only be undertaken by the cradle supplier’s qualified workforce. | | | | | |
|  | Repositioning of a cradle must only be carried out by the cradle supplier’s qualified workforce. | | | | | |
|  | Inspection and testing by the cradle supplier must be carried out after erection and before being taken back into their service, after the occurrence of a dangerous incident (prior to being put back into service) and at least quarterly thereafter. A Thorough Examination must be carried out every 6 months. | | | | | |
|  | At the beginning of each shift or working day, the Cradle Operator must ensure cradles are checked to ensure that they are in a fit condition to start work. The cradle supplier will supply a check list specific to the cradles on site. | | | | | |
|  | Once a week the cradle must be inspected to ensure that no damage or wear has occurred and that all safety systems are functioning correctly. This inspection must be carried out by the Cradle Coordinator using the daily inspection checklist and operators manual supplied by the cradle supplier. | | | | | |
|  | The cradle will be maintained by the Supplier in accordance with the manufacturer’s recommendation and the supplier organisations thorough examination regime. | | | | | |
|  | The Cradle Coordinator must ensure that a designated access and egress route to and from the cradle is ascertained and communicated to all cradle users including installers and those persons carrying out examinations, inspections and maintenance. | | | | | |
|  | An exclusion zone must be implemented with physical barriers around the base location of the cradle to ensure that the risk of injury from being trapped and/or crushed by the descending cradle or being struck by falling debris is eliminated. Suitable, clear and durable notices warning of the danger and instructing persons to keep clear must be conspicuously displayed. | | | | | |
|  | The use of harnesses within Cradles is obligatory for all personnel. Harnesses must be fixed to a structural member. Secondary lines can also be used direct to each operative. Fall protection equipment must not be attached to the work platform unless the supplier has agreed the location and suitability of anchor points. | | | | | |
|  | Where cradles are to operate near to other construction equipment, such as cranes and especially where any part of the construction equipment or load can occupy the same space that is traversed by the work platform for a cradle, a specific safe system of work must be implemented. In particular each operator must have an adequate field of vision and be able to communicate reliably with other operators. | | | | | |
|  | Specific emergency arrangements must be put in place prior to works commencing on a cradle. Emergency arrangements must be tested on a quarterly basis and the recorded on the Emergency Evacuation and Drill Response Record ([HSF-SF-0009b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8135)). | | | | | |
|  | **INDEPENDENT SCAFFOLDS** | | | | | |
|  | See [competence](#Scaffold) section regarding scaffold design and erection for relevant competencies. | | | | | |
|  | Prior to any scaffold being erected on the Public Highway a relevant permit or licence must be in place from the Local Authority. The licence must be in place for the full duration of the construction works and must be renewed when necessary. | | | | | |
|  | All scaffolding companies responsible for designing scaffolding must hold Professional Indemnity (PI) insurance or have employed a design engineer who holds PI insurance. In both cases the validity of the insurance must be checked before the contract is awarded. | | | | | |
|  | Emergency Access Routes and Emergency rescue arrangements must be discussed and agreed with the HSES Function and/or Emergency Services prior to erection of the scaffold. | | | | | |
|  | Completed scaffold must be in accordance with BS EN 12811-1, BS EN 12810-1, [TG 20](https://www.nasc.org.uk/tg2013/) or to a specific engineered design | | | | | |
|  | All scaffolding contractors must work in accordance with [NASC guidelines](https://www.nasc.org.uk/tg2013/). | | | | | |
|  | Scaffold structures including scaffold edge protection, must be erected and inspected by an appropriately qualified CISRS operative with the appropriate grade of training and competence (this includes tube and fitting scaffolding around lift shafts, openings, prefabricated staircases, etc.) and undertaken in accordance with the Safe System of Work. | | | | | |
|  | Handrails must be erected and inspected by an appropriate qualified CISRS operative with the appropriate grade of training/competence (Class A handrails (Steel work erection – BS EN 13374 etc.) must be designed as such to be inspected by a competent person (CISRS). Handrails used for demarcation / excavation (tubes pushed into the ground / ‘A’ frames) need to be inspected by competent trained scaffold inspector with TW coordinator input). | | | | | |
|  | Any scaffold erected for more than 7 days must have a proprietary staircase installed for all primary access routes where this is reasonably practicable. The safe system of access must be agreed with the Site Lead and the HSES Function using the hierarchy below, where practicable: | | | | | |
|  | * Passenger hoist | | | | | |
|  | * Proprietary staircase | | | | | |
|  | * External ladder with landings and gates | | | | | |
|  | * Internal ladder with gates and toe boards | | | | | |
|  | * External ladder with hatches | | | | | |
|  | * Internal ladder with hatches | | | | | |
|  | During the erection or dismantling of scaffolds all works must be carried out in accordance with SG4 (latest issue). Advanced guardrails must be given the priority as the preferred erection method. | | | | | |
|  | Scaffold must be close boarded to prevent people, material or tools falling, and must be kept clear at all times. A clear access of at least 600 mm must be maintained where practicable. | | | | | |
|  | When the area beneath is an exclusion zone the size and type of material/components being used on the platform and the potential for deflection if something falls through must be assessed e.g. a piece of 20mm x 2m reinforcement steel has the potential to roll and fall through a 25mm gap and dependent on height of scaffold has the potential to deflect a considerable distance. | | | | | |
|  | Where access to the area below the working platform cannot be excluded all gaps must be physically covered using plywood or proprietary products. The covering plywood or proprietary product must overlap at least 100 mm either side of the gap in accordance with [NASC standard](https://www.nasc.org.uk/tg2013/) requirements. | | | | | |
|  | Boards potentially exposed to inclement weather must be secured to prevent movement. | | | | | |
|  | Timber scaffold boards and battens must be clearly marked showing that they are graded to BS2482, normally located on the end bands. The letter ‘M’ or ‘V’ denoting ‘Machine’ or ‘Visual’ grading should also be clearly marked. Boards and battens must not exceed the maximum support centres marked. Laminated Veneer Lumber and Composite Plastic scaffold boards and battens as defined in [TG20](https://www.nasc.org.uk/tg2013/) are also acceptable for use. | | | | | |
|  | Edge protection must be installed without gaps over 470 mm. The top rail height will be preferably 1000 mm high, but at least 950 mm high. Where scaffolds are loaded above toe board height, or where risk assessment shows the potential for materials or tools to fall, brick guards must be in place. | | | | | |
|  | Where there is a requirement for sheeting or encapsulation, the scaffold must be designed to withstand the potential loads imposed, refer to [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508) Management of Temporary Works. The sheeting must conform to LPS 1215 (Flame Retardant Certification). | | | | | |
|  | Hemping or topping up of scaffold standards must be kept to distances as small as reasonably practicable. Twenty one foot tubes must not be hemped or topped up. | | | | | |
|  | Where there is a requirement to tie scaffolding to a building or structure, the Temporary Works Function must ensure the building or structure will withstand the imposed load. The Site Lead / Temporary Works Coordinator must ensure the Scaffold Designer and Building Designer / Structural Engineer / Temporary Works Designer confirms the correct tie type, tie points and testing regime. | | | | | |
|  | Prior to a hand over certificate being issued, a joint inspection between the Company and the scaffold provider must be carried out. The Handover Certificate ([HSF-SF-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8103)) or an equivalent form provided by the scaffold provider (stating scaffold type, loading(s), intended use and pull out test results including tie counts, design drawings) is required for all scaffold and subsequent major adaptions. All hand over certificates must be retained and used for reference where required. | | | | | |
|  | All hand over certificates must be accompanied by a completed Scaffold Inspection Checklist ([HSF-SF-0063f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8104)) or an equivalent form provided by the company handing over the scaffold. | | | | | |
|  | All scaffolding must be inspected prior to first use, following any event or inclement weather which may have affected the integrity of the scaffold, after any major adaption, and at least every seven days. All inspections, except daily or pre-use visual must be recorded using the Scaffold, Working Platform and Mobile Tower Inspections ([HSF-SF-0063h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8106)) or an equivalent form provided by the company engaged to carry out the inspections. | | | | | |
|  | Design drawings and / or a [TG20 NASC](https://www.nasc.org.uk/tg2013/) Compliance Sheet must be on site and in the possession of the Scaffold Supervisor prior to commencing erection and must be available at the time of handover and during any inspections. | | | | | |
|  | Exclusion zones may require to be erected whilst carrying out scaffold works at height. The exclusion zone must be a solid barrier with appropriate safety signs in place. Whilst planning exclusion zones, dropped objects and deflection must be taken into account. | | | | | |
|  | When a scaffold is not available for use it must be marked with warning signs (e.g. Scafftag) and secure barriers fitted to stairways or ladders to prevent access. | | | | | |
|  | Precautions must be taken prior to inclement weather conditions that may adversely affect the safety of the scaffold. | | | | | |
|  | Any defective scaffold equipment must be taken out of service immediately and quarantined until removed from site. | | | | | |
|  | Where there is a risk of dropping tools or equipment from height, tool tethering must be implemented. | | | | | |
|  | The Safe System of Work for erecting or dismantling scaffold must contain suitable and sufficient detail including the planned sequence, significant risks, exclusion zones, resource and methodology for safely passing component parts from their ground level to installed location and vice versa and briefed to all involved in accordance with the Setting People to Work Safely procedure ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8082)). | | | | | |
|  | Where a scaffold is supplied and controlled by a Client or Third Party the above requirements must all be checked and records in place to demonstrate that the scaffold has been erected in accordance with the design and inspected as required by a competent person. Where a Client or a Third Party hands over a scaffold to the Company for its sole use, the above requirements must also be checked and appropriate records in place. The Insurance Function must also be consulted to ensure all requirements are in place. | | | | | |
|  | **Prefabricated Mobile Towers** | | | | | |
|  | All prefabricated mobile towers must be erected in accordance with the safe system of work and manufacturer’s instructions by trained erectors. Preference to be given to collective measures (i.e. advanced guardrail) where practicable. | | | | | |
|  | All working platforms must have two handrails and toe boards in place to the correct spacing in accordance with the manufacturer’s instructions and as defined within Schedule 2 of the Work at Height Regulations. Where this cannot be achieved e.g. in arches, tunnels etc. a safe system of work must be implemented. | | | | | |
|  | An inspection must be carried out by a trained competent person and an appropriate tag (e.g. Mobile Tower Scafftag) must be completed and fixed to the tower: | | | | | |
|  | * Before first use | | | | | |
|  | * When the tower is erected for more than 7 days | | | | | |
|  | * After an alteration is made to the platform e.g. removal of handrails and alteration of platforms | | | | | |
|  | The inspection must be recorded on the Scaffold, Working Platform and Mobile Tower Inspections Register ([HSF-SF-0063h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8106)) and the Scafftag updated. | | | | | |
|  | As the stability of any mobile tower scaffold can be easily affected by inappropriate use the Site Lead must ensure, unless the tower has been specifically designed for such use, the following activities are **never** carried out from a mobile tower: | | | | | |
|  | * Fixing of sheeting, or other similar materials | | | | | |
|  | * Grit blasting or water jetting | | | | | |
|  | * Using the tower to hoist materials or support rubbish chutes | | | | | |
|  | * Attaching, supporting plant or materials to the exterior of the tower | | | | | |
|  | Specific control measures for working from prefabricated mobile towers must be recorded on a Task Briefing Sheet ([HSES-TF-0011b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7850)) and the contents communicated to the relevant employees in accordance with the Setting People to Work Safely Procedure ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8082)). | | | | | |
|  | The Site Lead must ensure the following checks are carried out prior to mobile scaffold towers being moved: | | | | | |
|  | * The height of tower must be reduced, where appropriate, to 4 m or less | | | | | |
|  | * Location of power lines or other overhead obstructions are noted | | | | | |
|  | * The ground is firm, level and free from potholes | | | | | |
|  | * There are no people or materials on the tower. Tower surfing is strictly prohibited! | | | | | |
|  | Any defective towers, that cannot be rectified immediately, must be dismantled by a trained person under a specific safe system of work. | | | | | |
|  | **PODIUM STEPS** | | | | | |
|  | Podium steps are commonly used as a safer alternative to stepladders as they offer the additional protection of an enclosed platform. All Podium steps must meet the PAS 250 Standard. Only Anti- Surf podiums are permitted for use. | | | | | |
|  | Podium steps must have a unique identification number and be tagged with an inspection tag e.g. a Scaftag or Microtag. | | | | | |
|  | Podium steps must be inspected weekly by a nominated competent person who must complete the inspection tag and the Weekly Podium Inspection Report ([HSF-SF-0063i](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8107)). | | | | | |
|  | Users must check podiums for excessive wear, damage or defects before each use. If the user is at any point unsure about a component, it must be immediately removed from service, quarantined in such a way that it cannot be used by mistake until it has been inspected and signed off as fit for use by a competent person. | | | | | |
|  | All personnel using podium steps must receive the Safe Use of Podium Steps briefings ([HSF-RM-0063a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8095)) from the nominated competent person. | | | | | |
|  | Manufacturer’s instructions must be legible and understood by the user. | | | | | |
|  | All podiums must have the contractor’s or owner’s name clearly displayed. | | | | | |
|  | **Roof Working AND Fragile Surfaces** | | | | | |
|  | A specific Safe System of Work (Method Statement, Work Package Plan and Risk Assessment) must be produced before any roof work is undertaken. Where the risk assessment identifies a risk of falling a permit system ([HSF-SF-0063a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8098)) must be considered as a specific control measure. Fragile roofs must only be accessed under a Permit system. | | | | | |
|  | Edge protection must be provided at all leading edges before work commences in accordance with BS EN 13374 (Temporary Edge Protection) and in conjunction with the Temporary Works Coordinator and Temporary Works Function, as required. Where this requirement cannot be implemented specific control measures must be identified and implemented in conjunction with the HSES Function (i.e. running lines, restraint systems, etc.). | | | | | |
|  | When roof construction works are being undertaken, leading edge protection must be provided as work progresses where practicable in preference to other means of fall prevention. | | | | | |
|  | All roof openings, including roof lights, ventilation ducts etc., must be adequately protected to prevent falls of persons or materials. This protection may include temporary works, signage and fencing. Exclusion zones must be put in place below any roof openings where practicable. | | | | | |
|  | On fragile surfaces, crawling boards must be provided, which are at least 600 mm wide, secured to prevent movement and fitted with handrails. | | | | | |
|  | Any materials stored at roof level must be safely stacked and secured so they will not move in high winds or slide down the pitch of the roof under their own weight. The roof must be assessed by the Temporary Works Function to ensure that storing materials will not exceed the safe working load. | | | | | |
|  | Roof trusses must be securely stored. Where roof trusses are being stored awaiting installation the scaffold must be designed to support and accommodate this additional loading. | | | | | |
|  | Parapet walls must not be used as a working platform. | | | | | |
|  | Where safety netting is used as edge protection the requirements of Section 8 of this procedure must be implemented in full. | | | | | |
|  | **Rope Access** | | | | | |
|  | The Site Lead must ensure that rope access techniques are NOT used unless a site specific Risk Assessment has demonstrated that the use of other types of work at height equipment are not justified e.g. arboriculture works etc. Where rope access techniques are to be used, approval must be gained from a HSES Advisor. | | | | | |
|  | The Site Lead must ensure that a site specific risk assessment and safe system of work is in place, with due consideration given to the following: | | | | | |
|  | * Selection of ropes and equipment that provide a high margin of safety e.g. ropes suitable for tree climbing must have a minimum diameter of 10 mm and are not normally larger than 14 mm. When selecting a rope, carefully consider the compatibility of any friction hitches or mechanical devices used | | | | | |
|  | * Equipment must only be erected and used under the supervision of a competent person | | | | | |
|  | * A pre-use check must be carried out by a competent person prior to the works commencing | | | | | |
|  | * Access and positioning must only be undertaken if there are at least two separately anchored lines – a working line and a safety line. The user must be connected to both lines using a suitable harness | | | | | |
|  | * The working line must be equipped with a safe means of ascent and descent and have a self-locking design to prevent the user falling if they lose control | | | | | |
|  | * The safety line must be equipped with a mobile fall protection system connected to, and travelling with, the user of the system | | | | | |
|  | * All equipment must be checked carefully by the user before each use and maintained to a high standard. If the user is at any point unsure about a component, it must be immediately removed from service, quarantined in such a way that it cannot be used by mistake, until it has been inspected by a competent person | | | | | |
|  | * Any tools which are needed for the work must be tethered to the operator with a suitable lanyard, e.g. a rope or chain, so that they cannot be dropped. Where a risk of dropped tools or falling materials remains, an exclusion zone must be in place beneath the work or protected by fans, covered walkways or similar | | | | | |
|  | It is recognised that arboriculture techniques and tree form and species will mean that it is not always reasonably practicable to have either two climbing lines or to be attached to the tree by two separate systems.  A single rope can only be used if a risk assessment has shown that the use of a second line would entail higher risk, and appropriate measures have been taken to ensure safety. In such cases, the Site Lead must seek further guidance from the Arboriculture Association’s ‘A Guide to Good Climbing Practice’ which sets out techniques and systems of work that can be considered as best practice guidance in arboriculture. | | | | | |
|  | A minimum of two people must be present during all rope access operations. One of the team must be available on the ground, competent and equipped to maintain effective communication with others engaged in the activity. This safety critical person must be able to initiate an aerial rescue without delay, to minimise the risk of suspension trauma (see Emergency section below). | | | | | |
|  | Ground personnel must be appropriately instructed and briefed to ensure: | | | | | |
|  | * Climbing and work ropes on the ground are kept free of knots, kinks, tangles, and clear of plant/machinery | | | | | |
|  | * Ropes are kept in safe positions, e.g. away from obstructions, vehicles, equipment and the public | | | | | |
|  | * Precautions that have been taken to exclude the public and traffic from the work area are maintained while work is in progress | | | | | |
|  | Rope access personnel must have an appropriate emergency first aid qualification, and as a minimum carry a personal first aid kit, incorporating a large wound dressing, barrier gloves, plasters and means to call the emergency services. | | | | | |
|  | On all reasonably foreseeable approaches to the work area, appropriate warning and prohibition signs must be erected informing that unauthorised access is prohibited. In areas where pedestrians may access, additional controls, e.g. physical barriers and /or extra personnel must be used. | | | | | |
|  | Rope access personnel not specifically trained in working adjacent to overhead power lines must observe the appropriate minimum distances: | | | | | |
|  |  | | **Description** | **Exclusion Zone** | |  |
|  |  | | Low-Voltage Line | 1 metre | |  |
|  |  | | 11 kV and 33 kV Lines | 3 metres | |  |
|  |  | | 25 kV (Network Rail only) | 2.75 metres | |  |
|  |  | | 132 kV Line | 6 metres | |  |
|  |  | | 275 kV and 400 kV Lines | 7 metres | |  |
|  | Work may only proceed under the authority and guidance of the appropriate utility authority. The exclusion may have to be extended dependent upon the Owner’s requirements or to allow for the possibility of other machinery/equipment encroaching into the exclusion zone. | | | | | |
|  | Everyone engaged in rope access operations must be fit to undertake the task. Physical or mental issues that could affect performance must be reported to their Line Manager. | | | | | |
|  | A certificate of conformity with the relevant BS EN standard must be provided with all new items of rope access equipment. Equipment must carry a relevant CE mark. | | | | | |
|  | All items of rope access equipment must be used according to the manufacturer’s instructions. The equipment must only be used for its intended purpose. | | | | | |
|  | Weekly inspections of equipment must be recorded in the Inspection of Safety Harness-Lanyard-Inertia Reels (Weekly and Thorough) ([HSF-SF-0048c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8028)) or the specialist contractors equivalent and equipment ‘thoroughly examined’ by a ‘competent person’ every 3 months. Defective equipment must be immediately withdrawn from use and destroyed. | | | | | |
|  | All rope access equipment must be maintained and stored in accordance with manufacturer’s instructions. Wet equipment must be dried thoroughly before storage, e.g. in a well-ventilated environment away from any direct heat source. | | | | | |
|  | **Stepladders and Loose Ladders** | | | | | |
|  | All projects and locations must commence with a prohibition on the use of stepladders and loose ladders. Stepladders and loose ladders must only be used as a last resort. | | | | | |
|  | Site Leads must ensure that a stepladder or loose ladder is NOT used unless a site specific Risk Assessment has demonstrated that the use of other types of work equipment is not practicable, justified and the safest option. The risk assessment must also detail the site specific controls for the safe use of ladders. | | | | | |
|  | Stepladders and Loose Ladders can only be used to work from if the following applies (as defined by the Health and Safety Executive): | | | | | |
|  | * Short duration (a few minutes rather than hours) | | | | | |
|  | * Light in nature (requires no heavy lifting, carrying or destabilising pressure applied by the user or equipment in carrying out the work – minimal manual handling) | | | | | |
|  | * Maintain three points of contact at all times. This means two feet and one hand ideally, or where both hands need to be free, two feet and the body must be entirely supported by the ladder | | | | | |
|  | * Requires nothing to be carried that would cause instability of the loose ladders, step ladder or user | | | | | |
|  | * Does not necessitate using the top third of the loose ladder or step ladder | | | | | |
|  | Stepladders and Loose Ladders that are to be used to work from must be under the control of the Permit to Work on Steps or Loose Ladders ([HSF-SF-0063j](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8108)). The Permit to Work on Ladders is valid for a specified timeframe, however the TASK, the EMPLOYEE and the LADDER must all remain the same for the permit to remain valid. Ladders that are used purely for access or egress onto or into work areas (such as scaffolding, excavations etc.) do not require a ladder permit. The Stepladders-Looseladders briefing ([HSF-RM-0063b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8096)) must be used to brief individuals on their use. | | | | | |
|  | Stepladders or loose ladders must have a unique identification number, have a ladder tag (if it is not part of a scaffold) and be subject to weekly inspections by a competent person. The inspection must be recorded on the Weekly Inspection of Steps / Loose Ladders ([HSF-SF-0063k](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8109)) form. | | | | | |
|  | Users must check stepladders and loose ladders ([HSF-SF-0046BI](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12520)) for excessive wear, damage or defects before each use. If the user is at any point unsure about a component, it must be immediately removed from service, quarantined in such a way that it cannot be used by mistake until it has been inspected by a competent person. | | | | | |
|  | Stepladders and loose ladders must be maintained and stored in accordance with manufacturer’s instructions. | | | | | |
|  | Stepladders and loose ladders that are used on site must comply with the following: | | | | | |
|  | * Timber BS 1129: 1990 Kite marked Class 1 Industrial | | | | | |
|  | * Aluminium BS 2037: 1994 Kite Marked Class 1 Industrial | | | | | |
|  | * Glass Fibre BS EN 131: 1993 Kite marked Industrial | | | | | |
|  | When not in use all ladders must be secured to prevent unauthorised use | | | | | |
|  | In excavations ladders shall be on a firm level base, sufficiently secured to prevent slipping and shall, unless a suitable alternative handhold is provided, extend above the landing place at least one metre to provide a safe handhold and be subject to a regular inspection. | | | | | |
|  | All ladders must be adequately secured (using proprietary systems/lashing not using scaffolding fittings), stabilised, have an exclusion zone around them to protect third parties from falling debris and the ladder user from potential collisions with plant/equipment, set up on a firm level base with clear access and egress to the base as far as is reasonably practicable. | | | | | |
|  | **Loading and Unloading Deliveries of Plant and Equipment etc.** | | | | | |
|  | The Site Lead must ensure that delivery planning includes the following: | | | | | |
|  | * The load is packaged to ensure the shape and size of materials can be offloaded safely | | | | | |
|  | * The means of off-loading on site are taken into account when the vehicle is loaded | | | | | |
|  | * The vehicle used is appropriate and properly equipped for the load | | | | | |
|  | * Any site specific off-loading/on-loading restrictions are taken into account e.g. overhead lines | | | | | |
|  | * Public interfaces are reviewed and additional control measures taken e.g. traffic management controls and/or the use of plant and vehicle marshals, See People, Vehicle and Plant Interface procedure ([HSF-PR-0047](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815)) | | | | | |
|  | Work at height on vehicles must be avoided whenever possible. | | | | | |
|  | Where access to the delivery vehicle is unavoidable, the following hierarchy of controls must be considered: | | | | | |
|  | * Vehicle-based edge protection systems, or alternatively, location-based edge protection systems | | | | | |
|  | * Fall restraint systems (e.g. Safety harness and restraint lanyard) ([HSF-RM-0063f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13277)) | | | | | |
|  | * Fall protection systems (airbags and/or mats) | | | | | |
|  | Personnel must not be permitted to gain access to areas of a vehicle at height unless a risk assessment has been carried out and a safe system of work is in place relative to the type and size of edge protection afforded by the vehicle. | | | | | |
|  | If a safe means of unloading or loading is not achievable, then the activity must not proceed and the vehicle must be turned away until a safe method of unloading/loading is provided. | | | | | |
|  | Three points of contact must be used at all times when accessing or climbing on/off a vehicle using the designated access point(s). | | | | | |
|  | See Minimum Controls for Loading and Unloading Areas ([HSF-RM-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13165)) | | | | | |
|  | **EXCAVATIONS AND VOIDS** | | | | | |
|  | When working in or near to any excavation, void (including chambers, man holes, basements etc.), suitable barriers must be in place to prevent any person or materials from falling into the opening. Barrier systems may include, but not be limited to: | | | | | |
|  | * Fabricated guard rail assemblies that connect to the sides of the trench box or clamped onto piling sheet | | | | | |
|  | * Trench box extensions or trench sheets extending above ground level | | | | | |
|  | * Guard rails and toe boards adjacent to a Temporary Works approved excavation at one metre distance from the excavation where site constraints allow | | | | | |
|  | * Physical barriers (such as double clipped Heras fencing, water filled barriers, pedestrian barriers etc.) at one metre distance from the excavation, where site constraints allow | | | | | |
|  | Refer to the Excavations Procedure ([HSF-PR-0016](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8608)) for further details. | | | | | |
|  | **MAN-RIDING BASKETS** | | | | | |
|  | Man-riding baskets must be used and operated in accordance with the requirements of the Lifting Operations Procedure ([HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085)). All man-riding baskets and lifting equipment used for providing safe access to a task must be subject to a thorough examination by an authorised competent person every six months. If there is no valid certificate of thorough examination it must be quarantined and taken out of use. | | | | | |
|  | The man-riding basket must display the Safe Working Load (SWL) and the number of persons that it can carry. The SWL must not be exceeded. | | | | | |
|  | The Lift Supervisor or Slinger/Signaller must conduct a recorded pre-use inspection before each shift ([HSF-SF-0046IQ](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10955)). | | | | | |
|  | All users of man-riding baskets must use a fall restraint harness ([HSF-RM-0063f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13277)) and fixed length lanyard attached to a designated anchor point. The only exception to this being where working over or adjacent to water that presents a risk of drowning. Automatic inflation life jackets must be worn in such cases. Refer to Working Near Water procedure ([HSF-PR-0065](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1116)). | | | | | |
|  | When using Rescue Man Riding Baskets, refer to Emergency Arrangements section of this procedure below. | | | | | |
|  | **OVERHEAD LINE TOWER PLATFORMS** | | | | | |
|  | Prior to use a Platform Inspection Check sheet must be carried out, and recorded ([OPS-SF-5647a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2962)), for each work platform by a competent person, paying particular attention to the condition of the welds, structural stability and condition. | | | | | |
|  | Where work is carried out using 12 m, 16 m, 19 m and 21 m temporary working platforms a safety line must be installed on the inside of the platform to allow safe attachment and anchorage. The worker must be secured to the safety line at all times whilst inside the working platform. | | | | | |
|  | In the case of the 6 m platform an inertia reel must be used anchored to a safe point on the tower’s cross-arm steelwork. | | | | | |
|  | When working within permanent platforms attachment is not required. | | | | | |
|  | The safe working load of the platform must never be exceeded. | | | | | |
|  | The installation, use and removal of platforms must be in accordance with the current work instruction unless authorised by the review team. | | | | | |
|  | Platforms must be subject to a recorded thorough examination by a competent person every six months. Any platform without a valid certificate of thorough examination must be removed from use. | | | | | |
|  | **POWERED SPACER TROLLEYS** | | | | | |
|  | All Powered Spacer Trolleys must be subject to a thorough examination by a competent person every six months. The Powered Spacer Trolley must display the safe working load and the number of persons that it can carry. | | | | | |
|  | Prior to use a documented pre-use inspection ([OPS-SF-5646a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8762)) must be carried out, on each spacer chair by a competent person, paying particular attention to the condition of the welds, condition of the frame, operation of wheels and the brake system. | | | | | |
|  | Safety nets must be utilised at all times as a secondary safety control to prevent objects from falling. | | | | | |
|  | All tools and equipment must be securely attached to the trolley at all times. | | | | | |
|  | Whilst working in the powered spacer trolley a suitable lanyard secured to the chair handrail must be used. | | | | | |
|  | **WOOD POLE PLATFORMS** | | | | | |
|  | Wood pole platforms used for providing safe access to a task must be subject to a visual pre-use inspection and to a recorded thorough examination by a competent person every six months. Any platform without a valid certificate of thorough examination must be removed from use. | | | | | |
|  | **PERMANENT ATTACHMENT SYSTEMS** | | | | | |
|  | Tower Access Ropes / Rapid Rail / Latchway / Steel Temporary Rope Access System (STARS) must be inspected for damage or signs of excessive wear. Inspections must be undertaken and recorded after installation and before use. | | | | | |
|  | Pre-installed systems (e.g. Rapid Rail and Latchway) will be thoroughly inspected before use. Thereafter a competent person will carry-out a daily visual inspection before use. | | | | | |
|  | Grab locks on to the rope must be checked by moving it slowly up the rope for approximately 500 mm then pulling the grab sharply downwards. | | | | | |
|  | When on site the ropes for STARS and universal rope grabs must be thoroughly examined by a competent person every three months and a record of that inspection kept throughout the life of the equipment. | | | | | |
|  | Hoists | | | | | |
|  | The Supervisor of Hoist Erection must be on location at all times during erection and must not undertake the Thorough Examination for the equipment. | | | | | |
|  | The Appointed Person for Hoist activities must have overall control of the selection, siting, erection, use, inspection, maintenance and ultimate dismantling of the hoist and the expertise of the Supplier must be utilised. | | | | | |
|  | Ground Base and Tie Stability | | | | | |
|  | All necessary load bearing data, including the tying arrangements must be received, appraised and approved prior to commencing the erection of a hoist by a competent person in consultation with the Temporary Works Function. | | | | | |
|  | Rescue Procedure | | | | | |
|  | The Site Lead must ensure the suppliers rescue procedure for erection and dismantling of the structure is approved by a competent person. | | | | | |
|  | Inspection and Maintenance | | | | | |
|  | The Site Lead must ensure a competent person conducts daily and weekly inspections and record details on the Lifting Equipment Accessories Register ([HSF-TF-0039j](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8063)) | | | | | |
|  | The Supplier must undertake routine maintenance activities as specified in the Manufacturers Instruction Manual and details must be recorded in the Lifting Equipment Accessories Register ([HSF-TF-0039j](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8063)) | | | | | |
|  | Statutory Examinations | | | | | |
|  | A competent engineer must be appointed to conduct the statutory examination and test which must be witnesses by an independent and impartial engineer. Timescales for examinations are: | | | | | |
|  | |  |  | | --- | --- | | Rope Hoist | Six Month | | Rack and Pinion Hoist | Three Month | | Electrical Installation | Three Month | | | | | | |
|  | Examination certificates must be available for inspection. | | | | | |
|  | A documented procedure must be in place for passenger hoists to rescue personnel whilst it is in operation at its maximum passenger load and its maximum height or worse-case scenario. This must be in place prior to commissioning the hoist for use and include emergency communication or signalling arrangements. | | | | | |
|  | Practice drills must be conducted at a frequency agreed by the Site Lead with any resulting outcomes recorded and actioned. | | | | | |
|  | Electrical Arrangements | | | | | |
|  | Electrical installation, termination, testing and energising arrangements must comply with [HSF-PR-0068](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1117) Electrical Safe System of Work. | | | | | |
|  | Hoist way, Gates, Interlocks and Notices | | | | | |
|  | The hoist platform must be fully enclosed to a height of at least 2m and where possible fully enclose the hoist way. | | | | | |
|  | 2m high close-meshed gates must be provided at every landing point and these must be equipped with electrical and mechanical interlocks. | | | | | |
|  | An additional exclusion zone must be provided around the base to restrict plant interface and exclude unauthorised personnel. | | | | | |
|  | Highly visible notices must be displayed advising: | | | | | |
|  | * Safe working load | | | | | |
|  | * Gates to be closed | | | | | |
|  | * No passengers (unless a passenger hoist is provided) | | | | | |
|  | * Hoist to be operated by a competent Hoist Operator only | | | | | |
|  | All hoists must be fitted with mechanical and electrical overrun devices to prevent travel beyond safe limits. | | | | | |
|  | To prevent unauthorised use the hoist controls must be fitted with an isolator. | | | | | |
|  | Commissioning and Testing Arrangements | | | | | |
|  | A testing regime must be in place and will be dependent upon the hoist location and configuration. It must include a 25% overload test. A record of the test must be recorded on [HSF-TF-0039j](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8063) Lifting Equipment Accessories Register. | | | | | |
|  | Manufacturers Operating Instructions | | | | | |
|  | The Manufacturers Operating Instructions for the hoist must be available on site and be held by the Appointed Person or other delegate. The safe system of work and Lift Plan must incorporate any relevant information contained in the Manufacturers Operating Instructions. | | | | | |
|  | **EMERGENCY PROCEDURE** | | | | | |
|  | The planning of work at height activities must identify suitable means of rescue for all stages of the work, including the provision of suitable facilities and resources to rescue personnel from their working area should they become ill, incapacitated or they are involved in any type of incident. | | | | | |
|  | A Rescue Plan must be documented by a competent person in liaison with the HSES Function. The Rescue Plan must clearly identify the following: | | | | | |
|  | * Risk Assessments and Method Statements (Work Package Plan) including use of any specialist rescue equipment | | | | | |
|  | * Casualty recovery procedure including aerial rescue procedures, if applicable | | | | | |
|  | * Risk of, and actions in the event of, suspension trauma | | | | | |
|  | * Staffing levels, allocation of roles and competencies | | | | | |
|  | * Means of raising the alarm and coordinating emergency services (if required) | | | | | |
|  | * Arrangements for securing and controlling the incident location and access routes | | | | | |
|  | * The inspection regime for rescue equipment and method for reporting defects | | | | | |
|  | * The frequency of practice drills and testing of the emergency procedure, along with methods of implementing lessons learnt | | | | | |
|  | * Selection of appropriate PPE (i.e. relief step safety devices to alleviate the effect of suspension syncope (trauma)) | | | | | |
|  | * The contact and specific location information for the emergency services, e.g. a grid reference, a designated meeting point, the distance from the main road, ground conditions for emergency vehicles including the type of access (suitable for car, four-wheel drive, emergency service vehicles etc.), etc. In urban areas, the use of identifying features, street names and postal codes are essential. | | | | | |
|  | Where fall arrest harnesses are used, the Rescue Plan must address the avoidance and relief of suspension trauma and in particular first aiders must be made aware of the proper treatment. Paramedics arriving at the site must be made aware that the casualty may have suffered from suspension trauma. Conscious casualties should be kept in a sitting position where possible. See Fall Restraint or Fall Arrest ([HSF-RM-0063f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13277)). | | | | | |
|  | Rescue Plans must be briefed to all relevant parties included in the working at height operation. | | | | | |
|  | Where appropriate the emergency services must be consulted at the planning stages for work at height, they should not be relied upon as the primary option for rescue and should only be used as a last resort. | | | | | |
|  | Appropriate training must be provided to sufficient personnel to ensure the planned rescue techniques can be successfully implemented without delay. Refresher training will be provided at appropriate intervals. | | | | | |
|  | Rescue equipment must be used, maintained and inspected in accordance with the manufacturers’ instructions and thoroughly examined after being used for a rescue or evacuation (where applicable). Non-compliant equipment must not be used. It must be immediately quarantined, replaced and returned to the supplier or destroyed with appropriate records/reports maintained. | | | | | |

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| **ACRONYMS AND Definitions** | | |
| **ANTI-SURF** | A device that ensures the equipment cannot be moved when in use | |
| **CISRS** | Construction Industry Scaffolders Record Scheme | |
| **CPCS** | Construction Plant Competence Scheme | |
| **FASET** | Fall Arrest Safety Equipment Training | |
| **IPAF** | Independent Powered Access Federation | |
| **IRATA** | Industrial Rope Access Trade Association | |
| **LANTRA** | National Training Organisation for the Land Based Industries | |
| **LOOSE LADDERS** | A ladder which does not form part of a proprietary access system: e.g. an OHL tower works, secured deep excavation access, prefabricated mobile access tower or integrated trench box access system | |
| **MCWP** | A Mast Climbing Work Platform is an automated and mechanised form of access principally on the elevation of a building to provide a temporary working place, giving variable height access to specific areas of the structure above ground level | |
| **MEWP** | Mobile Elevated Working Platforms are classified by IPAF as follows:  1a Static Vertical  1b Static Boom  3a/3a+ Mobile Vertical  3b/3b+ Self Propelled Boom  Push Around Vertical  MEWPs are classified by CPCS as follows:  A25 Mobile Elevated Work Platform – Scissor  A26 Mobile Elevated Work Platform – Boom  A27 Mobile Elevated Work Platform – Mast Climber | |
| **NASC** | National Access and Scaffolding Confederation | |
| **OPENINGS** | Any hole in or through any ground, floors or structure that persons or materials can fall through causing personal injury: e.g., manholes, cored holes, small steps / recesses, service risers, lift shafts, stairwells, skylights / roof lights, raised flooring, pumping chambers or gullies | |
| **PASMA** | Prefabricated Access Suppliers and Manufacturers Association | |
| **PAV** | A Push Around Vertical elevating work platform which is either 110 volt, battery powered or manual wind up, to a maximum working height of 9.5 metres, for use both internally in buildings or externally | |
| **PODIUM** | A mobile low level access platform, with generally step access and complete with edge protection around the platform | |
| **SBU** | Strategic Business Unit | |
| **SG4** | The current version of the **NASC** Scaffold Guidance | |
| **TG20** | The current version of the **NASC** Technical Guidance | |
| **WORK AT HEIGHT** | There is no minimum height requirement for work at height. The Regulations cover all work activities where there is a need to control a risk of falling from a height or through a distance where personal injury may occur. This includes access to and from the place of work, loading / unloading vehicle or deliveries, working in service/lift risers, roof work, excavations, etc. This activity is regardless of the: | |
|  | * Work equipment being used | |
|  | * The duration of the activity | |
|  | * The height at which the work is performed. | |
| **WORKING PLATFORM** | Defined by Regulation 2 of the Work at Height Regulations 2005 as ‘any platform used as a place of work or as a means of access to or egress from a place of work’ | |
| **REASONABLY PRACTICABLE** | Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk. |
| **RED TEXT** | Not yet available, use current BMS for relevant document | |

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| **INPUTS** | | |
| **Reference** | **Type** | **Title** |
| [I Link](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | British Standards |  |
| S.I. 2005 No. 735 | Legislation | [The Work at Height Regulations 2005](http://www.legislation.gov.uk/uksi/2005/735/contents/made) |
| [GHO/HSEN/SF/013-A01](https://home360.balfourbeatty.com/ghoreferencecentre/GHO%20BMS%20Library/Standard%20001%20-%20Working%20at%20Height.pdf) | Group Standard | Working at Height – 001 |
| [INDG401](http://www.hse.gov.uk/pubns/indg401.pdf) | HSE Guidance | Working at height – A brief guide |
| [HSG33](http://www.hse.gov.uk/pubns/priced/hsg33.pdf) | HSE Guidance | Health and safety in roof work |
| [HSG150](http://www.hse.gov.uk/pubns/priced/hsg150.pdf) | HSE Guidance | Health and safety in construction |
| [TG20](https://www.nasc.org.uk/tg2013/) | NASC Technical Guidance |  |
|  | HSE Guidance | [Work at Height toolkit](http://www.hse.gov.uk/work-at-height/wait/index.htm) |
|  | Website | [http://www.faset.org.uk](http://www.faset.org.uk/) |
| [HSF-PR-0016](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8608) | Procedure | Excavations |
| [HSF-PR-0047](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815) | Procedure | People, Vehicles and Plant Interface |
| [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508) | Procedure | Management of Temporary Works |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992) | Procedure | Control of Derogation |
| [HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734) | Procedure | Occupational Health Surveillance – Assessment |
| [HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591) | Procedure | Setting People to Work Safely |
| [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) | Procedure | Lifting Operations |
| [HSF-PR-0046](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7786) | Procedure | Plant |
| [HSF-PR-0065](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1116) | Procedure | Working Near Water |
| [HSF-RM-0063a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8095) | Reference Material | Safe Use of Podium Steps |
| [HSF-RM-0063b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8096) | Reference Material | Stepladders-Loose Ladders |
| [HSF-RM-0063c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8097) | Reference Material | Safe Working from Mobile Towers Briefing |
| [HSF-RM-0063d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11571) | Reference Material | High Rise Construction HSE Guide |
| [HSF-RM-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13165) | Reference Material | Minimum Controls for Loading and Unloading Areas |
| [HSF-RM-0063f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13277) | Reference Material | Fall Restraint or Fall Arrest |

| **OuTPUTS** | | | |
| --- | --- | --- | --- |
| **Reference No.** | **Document Title** | **Retention Period** | **Responsibility** |
| [HSES-TF-0011b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7850) | Task Briefing Sheet | 3 years | Site Lead |
| [HSF-SF-0009b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8135) | Emergency Evacuation and Drill Response Record | 3 Years | Site Lead |
| [HSF-CL-0046al](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2511) | Plant Specification Checklist – MEWP – Trailer Mount | 3 Years | Site Lead |
| [HSF-CL-0046am](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2512) | Plant Specification Checklist – MEWP – Scissor Lift | 3 Years | Site Lead |
| [HSF-CL-0046an](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2513) | Plant Specification Checklist – MEWP – Boom Lift | 3 Years | Site Lead |
| [HSF-CL-0046ao](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2514) | Plant Specification Checklist – MEWP – Push Around Vertical (PAV) | 3 Years | Site Lead |
| [HSF-CL-0046ap](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2531) | Plant Specification Checklist – MEWP – Vehicle Mounted | 3 Years | Site Lead |
| [HSF-CL-0046cq](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2790) | Plant Specification Checklist – Mast Climber | 3 Years | Site Lead |
| HSF-CL-0046cy | Plant Specification Checklist – Lanyard and Harness | 3 Years | Site Lead |
| [HSF-SF-0048c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8028) | Inspection of Safety Harness/Lanyard/Inertia Reels (Weekly and Thorough) | 3 Years | Site Lead |
| [HSF-SF-0063a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8098) | Fragile Roof-High Risk Roof Working Permit | 3 Years | Site Lead |
| [HSF-SF-0063b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8100) | MCWP Pre Use-Daily Weekly Checklist | 3 Years | Site Lead |
| [HSF-SF-0046AL](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10931) | MEWP (All) Pre-Use-Daily-Weekly Check | 3 Years | Site Lead |
| [HSF-SF-0063d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8102) | MEWP Recovery Checklist | 3 Years | Site Lead |
| [HSF-SF-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8103) | Scaffold Handover Certificate | 3 Years | Site Lead |
| [HSF-SF-0063f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8104) | Scaffold Inspection Checklist | 3 Years | Site Lead |
| [HSF-TF-0039j](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8063) | Lifting Equipment Accessories Register | 3 Years | Site Lead |
| [HSF-SF-0046IQ](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10955) | Man Basket Pre-Use-Daily-Weekly Check | 3 Years | Site Lead |
| [HSF-SF-0063h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8106) | Scaffold, Working Platform and Mobile Tower Inspections | 3 Years | Site Lead |
| [HSF-SF-0063i](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8107) | Weekly Podium Inspection Report | 3 Years | Site Lead |
| [HSF-SF-0063j](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8108) | Permit to Work on Steps or Loose Ladders | 3 Years | Site Lead |
| [HSF-SF-0063k](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8109) | Weekly Inspection of Steps/Loose Ladders | 3 Years | Site Lead |
| [OPS-SF-5647a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2962) | Platform Inspection Check Sheet | 3 Years | Site Lead |
| [OPS-SF-5646a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8762) | Powered Spacer Trolley Visual Inspection | 3 Years | Site Lead |
| [HSF-SF-0046BI](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12520) | Ladder Pre-Use-Daily-Weekly Check | 3 Years | Site Lead |