



HANDING-OVER CERTIFICATE - SCAFFOLDING

Contractor : Contractor. customername

Site : Site. Site name

Date :	
Time :	
Erected by :	
Signature :	

Description of section handed over

Job specification. description

Stage

Jobsheet. description

Scaffolding as described above has now been completed and complies with the Construction Health, Safety and work at height 2005 regulation. It is structurally sound and should be used and loaded in accordance with our Quotation no. enquiry. enquiryid/enquiry. enquirynumber Item(s) no. job specification. itemnumber

Use only for

Job specification. purpose

Loading

to be job specification. Working lifts no. working lift(s) with distributed load of job specification. loading kN/m² per lift job specification. Platform description

The detailed requirements of the Regulations with regard to guardrails, working platforms, toeboards, bracing and ties have been complied with.

This scaffold must be inspected before being taken into use for the first time; after any event likely to have affected its strength or stability; and at regular intervals not exceeding 7 days since the last inspection.

All employers and people in control of construction work should ensure inspections are carried out by a competent person and recorded in accordance with Regulations 29 and 30 of the CHSW Regs 1996.

NB Tarpaulin sheets, advertising signs (or other windsails) must not be fixed to a scaffold unless it has been specifically designed to take them.

DO NOT REMOVE TIES



RISK ASSESSMENT

CLIENT	:	Contractor.customername
PROJECT	:	Site.sitename
DATE	:	
SUMMARY OF RISK TO BE ASSESSED	:	Specifically, the delivery, erection, adaptation and dismantling of scaffolding.

PERSONS AT RISK

- scaffolders
- other operatives working on or below the working platform
- other trades working on site
- Occupiers and members of the public

1.	Hazard: Manual handling Risk Injuries and strains caused by unnecessary manual handling or poor manual handling technique	Risk control Appropriate PPE (e.g. hard hat, boots, gloves) to be worn at all times; training in lifting techniques; use of gin wheels, hoists or other lifting devices where appropriate
2.	Hazard: Falls of people Risk Major injuries through falls of persons as a result of incorrectly constructed structures; inadequate edge or opening protection and access (unsafe ladders); poor housekeeping standards creating risks of tripping	Risk control Scaffolders to be registered on CITB Scaffolders' Record Scheme. All materials to be inspected before use, and any defective materials discarded and returned to depot for scrapping or repair. All scaffolding erected, adapted and dismantled only by our trained operatives. The wearing of safety harness to be in strict accordance with NASC/HSE <i>Risk Assessment and Risk Control Guidance on the Provision and Use of Safety Harnesses (1999)</i> . (See Company Safety File.) 'Chaining' of materials to be carried out on completed platforms only, i.e. correctly spaced handrails and toe boards to be fitted. Alternatively, harnesses to be worn and attached for this operation. Scaffold to be constructed on a minimum 3-board wide platform, 4-board wide where materials are being stacked.

		<p>Trades using the work platforms have a duty of care to check there have been no unauthorised alterations carried out after our handing over, for example:</p> <ul style="list-style-type: none"> (a) Ensure no handrails have been removed (b) Ensure toe boards are still in place (c) Ensure all brick guards are still in place (d) Ensure that boards have not been removed from the working platform (e) Ensure that ladders are correctly tied, the correct length and angle
3.	<p>Hazard: Falling materials - scaffolding and other Risk Head and other injuries through falling materials</p>	<p>Risk control Where possible area to be cordoned off during the erection/dismantling process. Warning signs to be displayed. Scaffolding materials to be neatly stacked and secured when not being used. Raising and lowering of materials by controlled means only</p>
4.	<p>Hazard: Asbestos or other contaminants Risk Injuries from contact with hazardous substances produced by actions of others on site</p>	<p>Risk control COSHH assessment: questioning the client and/or the site manager to ascertain the level of any risk.</p>
5.	<p>Hazard: Overhead power lines Risk Electrocution through contact of the tube with overhead power lines / plant / equipment.</p>	<p>Risk control Position of any overhead power lines to be identified on site survey; highlighted on job sheet; lines to be shrouded where appropriate; short lengths of tube to be used in the construction of the scaffold to maintain safe working distance; liaison with Authority controlling the power line</p>
6.	<p>Hazard: Unusual ground conditions / foundation for the scaffolding Risk Injury through collapsing scaffolding following ground movement or subsidence</p>	<p>Risk control Information gathering at site survey or at Pre-Tender meetings and/or from the Pre-Tender health and safety plan. Main contractor to advise on ground conditions prior to erection of scaffold. Timber spreaders to be used in accordance with BS5973</p>
7.	<p>Hazard: Safety of structure Risk Fall or crush injuries caused by collapse of building, roof, roof lights, scaffold</p>	<p>Risk control Information gathering at site survey or at Pre-Tender meetings and/or from the Pre-Tender health and safety plan. Main contractor / structural engineer to advise of any fragile, non load-bearing surfaces prior to erection of scaffold. Scaffold to be designed to accommodate. Tie points for scaffold to be indicated on job sheet and to be advised by Main Contractor.</p>

		Ties to be used are Apollo Construction Product, specific to the type of scaffolding and usage and the buildings structure where the scaffold is to be anchored too ie:Nylon Scaffold Screw System,Apollobolt Self Tapping Anchor, Edge Protection Bracket Systems or traditional Tube & Clip Through Ties of window and door openings.
8.	Hazard: Mechanical/electrical/other equipment Risk Injuries through incorrect use of mechanical handling equipment during the transportation of scaffolding materials around the site; injuries through incorrect use of saws and Hilti drills	Risk control Full training to be given before using any equipment
9.	Hazard: Vehicles Risk Vehicles running over people, especially when reversing	Risk control Passenger to guide DAB Scaffolding's vehicle when reversing on site Main Contractor to advise delivery vehicles of scope of scaffolding works to the delivery bay areas 5.0M head clearance allowed on designed drawings Main Contractor to position Men Working Overhead notices to front face of scaffold

MAINTENANCE AND INSPECTION

1. A handover certificate will be issued by DAB Scaffolding Ltd on completion. Site manager to ensure scaffolds are properly constructed before accepting handover and taking into use. A signed receipt is required by DAB Scaffolding Ltd.
2. The inspection by the Site Manager or a competent person on behalf of the Client to be recorded in the CHSW Regs 1996 Inspection Report. This Record to be available for inspection on site.All scaffolds to be inspected by the Site Manager after substantial addition or alteration and after any event likely to have affected its strength or stability, and at regular intervals not exceeding 7 days
3. The Site Manager should carry out basic daily checks at the beginning of each day before allowing other trades to work on the platforms
4. All working platforms of the scaffold to be clear and cleaned of debris before dismantle or adoptions works can take place by the Main Contractors Operatives.

STATUTORY CONTROLS

Health & Safety at Work Act 1974; Construction (Design and Management) Regulations 1994; Construction (Health, Safety and Welfare) Regulations 1996; Management of Health and Safety at Work Regulations 1999; Construction (Head Protection) Regulations 1989; Provision and Use of Work Equipment Regulations 1998; Manual Handling Operations Regulations 1992; PPE Regulations 1992; COSHH 1999;Work at Height Regulations 2005



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3.	<p>Hazard: Falling materials - scaffolding and other Risk Head and other injuries through falling materials</p>	<p>Risk control Where possible area to be cordoned off during the erection/dismantling process. Warning signs to be displayed. Scaffolding materials to be neatly stacked and secured when not being used. Raising and lowering of materials by controlled means only</p>
4.	<p>Hazard: Asbestos or other contaminants Risk Injuries from contact with hazardous substances produced by actions of others on site</p>	<p>Risk control COSHH assessment: questioning the client and/or the site manager to ascertain the level of any risk.</p>
5.	<p>Hazard: Overhead power lines Risk Electrocution through contact of the tube with overhead power lines / plant / equipment.</p>	<p>Risk control Position of any overhead power lines to be identified on site survey; highlighted on job sheet; lines to be shrouded where appropriate; short lengths of tube to be used in the construction of the scaffold to maintain safe working distance; liaison with Authority controlling the power line</p>
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