



# CCM G12.3A

## *Guidance Note*

### *Additional Temporary Works Safety Prompts*

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### 12.3.1 **Inspection of Scaffold or other Temporary Works by Subcontractors**

Where scaffold or other TW inspection is carried out by a competent sub contractor TWS on behalf of Cenvé, it must be noted that the Cenvé TWC maintains overall responsibility. The TWC must therefore verify the sub contractor TW Supervisor possesses the training and competence to inspect the TW adequately and must also either countersign subsequent inspection records by the TWS or maintain their own independent records.

Cenvé check inspections, normally carried out through a nominated Cenvé Temporary Works Supervisor, must be of a sufficient standard to maintain confidence in the level and competence of any inspections being carried out by others in the name of Cenvé.

### 12.3.2 **Crane / MEWP / Pump Ground Bearing Pressure, Pads, Spreaders (TIN 42, 42S)**

Although the planning and positioning of cranes and consequent outrigger loading is the responsibility of the Appointed Person (Lifting), the TWC is responsible for ensuring that outrigger loads are safely distributed into the ground.

### 12.3.3 **Temporary Works in Long Term Use: Inspections**

It must never be forgotten that temporary works can deteriorate over time and a regime of periodic inspections must be put in place. Routine inspections, at periods determined by the TWC and engineering staff, must consider long term deterioration of materials such as timber wedges in facade retention, the integrity of ties, the stability of embankments etc. Records of these routine inspections must be kept.

### 12.3.4 **Edge Protection**

Edge protection is an important element of temporary works and must comply with the requirements of BS EN 13374: 2004. Edge protection must be managed in the same way as all other temporary works.

### 12.3.5 **Ladder Integrity**

Where it is not practical to use stair access towers, ladders must be inspected either as an integral part of the scaffold working platform, or as individual ladders used for access through the structure e.g. through slab openings etc. Inspections must include condition, suitability of openings and ties and records must be kept.

### 12.3.6 **Anchor Points for Harnesses & Winches**

The safe attachment of winches and harnesses is critical and the TWC (or their nominee) must ensure that an assessment of their load bearing capacity is carried out before use. Anchor points may require re-assessment over the longer term to identify any deterioration.

### 12.3.7 **Demolition**

Demolition works may require engineering involvement to determine and check load path assumptions, which underlie proposed demolition methods and possible temporary instability. This could require temporary bracing or support or alternatively be managed by appropriate sequencing and methodology. Additional specialist assistance may be required.

### 12.3.8 Podium Steps

If not chosen, maintained or used correctly, podium steps may fail or overturn.

Duty holders have specific responsibilities under the Work at Height Regulations so workplaces must ensure the actions listed below have been addressed:

#### **Workplace Actions:**

- a. All work at height must be planned with correct and appropriate equipment selected and defined in the relevant Method Statements or Task Sheets.
- b. The equipment must be authorised for use by a competent person.
- c. Podium Steps are an item of Temporary Works (TW), thus the appointed TW co-ordinator (TWC) must ensure that this and similar work at height equipment is entered onto the project TW Register.
- d. The manufacturer's instructions must be contained on file and be accessible for users.
- e. An Inspector must be appointed to carry out weekly formally recorded inspections on the Cenve Statutory Inspection Form 11A.
- f. Supervisors must check equipment is fit for purpose and in good condition during their inspections.
- g. Users must be given familiarisation training and inspection requirements for their access equipment.

#### **The User Must:**

- a. Use the work station only if they are authorised to do so.
- b. Ensure they have been briefed and understand the user guide for their podium.
- c. Set up and use their work stations in accordance with manufacturer's instructions.
- d. Always make a visual inspection before use, based on manufacturer's instructions.
- e. Ensure the podium is positioned on flat, level, dry and firm ground.
- f. Position the podium to avoid over reaching with the platform set at the correct height and the foot pedal safety catch locked.
- g. Never use the podium if any parts are damaged or show signs of excessive wear
- h. **Report all defects immediately to their supervisor / site management.**

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