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All relevant compliance sheets will be available, and each scaffold will be referenced to the compliance sheet that it is erected too. However, the erection process is the same for each scaffold except for any localised site-specific surroundings, occurrences, plant equipment and or hardware that may require a deviation of the methodology and introduce additional risks – these will be addressed individually in the on-site pre works Risk Assessment. If these are unable to be addressed on site works for the scaffold will be temporarily suspended until such time that the required localised methodology and Risk controls may be implemented. Solar Panels will be installed by qualified Electricians and Roofers to MCS QUALIFIED and ECS Gold card holders.

LOCATION A) FOR SOLAR INSTALLATION AND SCAFFOLD ACCESS TO ROOF Location B) FOR INSTALLATION OF SOLAR ARRAY AND SCAFFOLD INSTALLATION

All Solar Installation and scaffolding will be erected in accordance with the following Statutory Regulations and Codes of Practice. BS EN 12811-1 w Title & /or No. Of Doc:

RAMS setting out TG20:21 compliant Scaffold access Handrail and Loading Bay with Scaffold independent as set out in description of works compliant to sg4 and the installation of Solar panels as set out under building regs part A Part B and part P Electrical safety of a building (BUILDING Act 1984)

ICS Renewables Ltd
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Quote No. **01**
Job No.07

Customer

Sandy Veale
Wales Golf course
Cat's Ash, Caerleon, Newport NP18 1JQ

ICS Renewables Contact

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Site Address:	Cat's Ash, Caerleon, Newport NP18 1JQ	Date	26/01/26
Client:	Wales Golf course	Review Date:	26/04/2026



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DISTRIBUTION					
Doc No:	Rev	DATE	AUTHOR	DISTRIBUTION	COMPANY
ICS 06	1	26/01/2026	John Nicholls	Yes	ICS Renewables Ltd

	N/A	Y	N
Has the Document a Number		X	
Does it refer to the Risk & COSHH Assessment		X	
Are there planning details. Inc. Emergency, Utilities & Protection of the Public		X	
Is the equipment being used listed (Backup doc. Certs? Etc.)		X	
Does it say what protective equipment is required (Inc. Personal protective equip.)		X	
Is there a sequence of the works		X	
Does it state who is in charge of the works and How many are involved		X	
Are the working team briefed, and How is it recorded		X	

Persons who produced document	Name: John Nicholls	HSEQ Manager	Date: 26/01/2026
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Checked by	Name: Will Jones	Director	Date 26/01/2026
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1 ICS Renewables Ltd Solar installation and Scaffolding scope description. Wales Golf course

The Supply and erect of TG20:21 compliant Independent Scaffold Access and Edge protection for the purposes of Solar Install. as set out in the description of works to enable Solar install to wales golf course. All scaffolds will be erected in accordance with the sg4 compliance sheet

All relevant compliance sheets will be available, and each scaffold will be referenced to the compliance sheet that it is erected too. However, the erection process is the same for each scaffold except for any localised site-specific surroundings, occurrences, plant equipment and or hardware that may require a deviation of the methodology and introduce additional risks – these will be addressed individually in the on-site pre works Risk Assessment. If these are unable to be addressed on site works for the scaffold will be temporarily suspended until such time that the required localised methodology and Risk controls may be implemented.

Solar Panels will be installed by qualified Electricians and Roofers to MCS QUALIFIED and ECS Gold card holders.



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LOCATION A) FOR SOLAR INSTALLATION AND SCAFFOLD ACCESS TO ROOF wales golf course





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All Solar Installation and scaffolding will be erected in accordance with the following Statutory Regulations and Codes of Practice.

BS EN 12811-1 with reference to TG20:21 (Guide to good practice for Scaffolding with Tube and Fitting).

NASC SG4:15 (Preventing Falls in Scaffolding and falsework).

The Health and Safety at Work Act 1974

Construction (Design & Management) Regulations 2015

The Work at Height Regulations 2005

Scaffold Design – TG20:21 Compliance sheet designs

Building regs 1984

2 Standard of Materials.

All materials will be in accordance with relevant British Standard or its equivalent

- Scaffold tube BS EN 39, BS EN 10219-1(S355JOH grade),
- Scaffold boards BS2482 (MG),
- Scaffold fittings BS EN 74, ladders BS1129, BS2037 or BS EN 131.

Materials will be visually inspected prior to use by the operative; defective materials will be segregated/quarantined to prevent use.

3 Operative Qualifications

All operatives employed will have been suitably trained for the task at which they are employed to perform.

All Scaffolders will be registered under the CISRS Scaffolders registration schemes to their respective grade.

All Scaffolders will be fully conversant with the guidelines contained within NASC SG4: YOU (User Guide to SG4:22) & NASC TG20:21

All operatives will have been briefed on the NASC guidelines SG6:15 (Manual Handling in the Scaffolding Industry).

All ICS Renewables Electricians trained to BS 7671 LEVEL

4 Operative P.P.E.

All ICS Renewables Ltd operatives will be supplied and equipped with personal protective equipment as suits the task prior to any work commencing.

Requirements for all personnel will be, Hard Hat, Hi-visibility Vests, Safety Footwear with midsole protection, Harness, and suitable gloves.

ICS Scaffolders when carrying out the erect /Dismantling and or any alteration works will wear and utilise a Full Body Safety Harness.

Additional PPE will be issued as required by the risk assessment, permit to work, and/or specific site policy.

5 Supervision

Scaffolding works will be organised by Keith scaffold supervisor. He will program the works in accordance with the Clients instructions. They will liaise with the clients' representative on all matters relating to safety. They will ensure the Scaffolders erect the scaffold to the required standard and carry out the works in a safe manner.



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6 ICS Renewables Ltd Personnel

Company Director: Will Jones Mob07307664234
H&S Manager: John Nicholls Mob:07538790678
Operation Director Paula Parker Pastow mob 07748034849
Site Contact: Keith Scaffolder Mob:07411149805

7 Prior to Work Commencing

All ICS Renewables Ltd employees shall undertake a site-specific induction prior to the commencement of work to ensure all site rules and safety procedures are adequately transferred.

As well as having been briefed on and signed to acknowledge these RAMS prior to commencing works for the first time on this project.

The ICS supervisor will liaise with the on-site management team to keep to them informed of the planned works and work area

8 Material Transportation & Storage

DELIVERY OF SCAFFOLD MATERIALS and solar panels

- The delivery of materials will come to site by a Class 2 Ridged lorry; all scaffold materials will be unloaded as required and carried out as per SG6.15 Guidance
- Our ICS Driver will ensure clear segregation / exclusion zone is set up around the lorry.
- All delivery's will be delivered on a work off lorry and no materials will be left on site overnight till project is completed.
- Delivery of required materials will be pre agreed with the client and agreed location to allow materials to be delivered.
- No operative to be allowed on the rear of a lorry without a temporary handrail or being clipped on

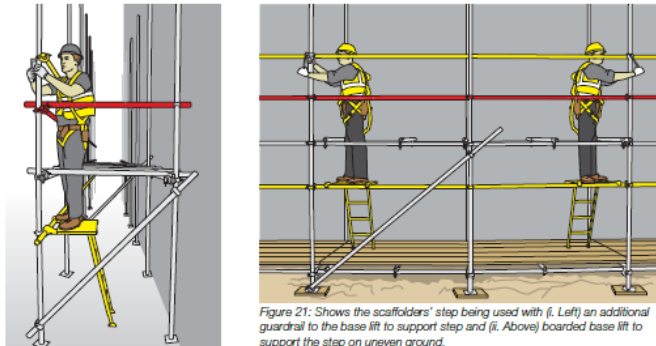
9 SG4:22 and site working Procedures Wales golf course

- Scaffolders will work in accordance with NASC SG4:15 – This requires that works will be carried out from a position of collective safety (from a boarded platform with a maximum of one less board than the width of the scaffold – with boards centrally placed so as there are minimal gaps each side of the boards, this allows for the braces to be attached to the lower ledger by means of double couplers.



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- Scaffolders will work from the platform (as described) and from behind a minimum of a single guard rail of at least 950mm in height from the boards, this will be introduced from the lift below by scaffolders working from scaff steps when installing the lift, from the lift which is complete of guard rails and ledgers. The scaff step will be based on the fully boarded platform and the step platform hooked over the guard rail, thus allowing the scaffolder to clip his harness to the top inside ledger and then step up onto the scaff step platform from where the outside edge will be protected by the outside top ledger (acting as a guard rail when in this position). From here the next lift guard rail @ least 950mm from the board level will be introduced and fixed to the entire perimeter of the scaffold, this will be performed by at least two scaffolders working from separate scaff steps.
- Note: if the scaffold is to be fully boarded on each level a full deck of boards will be used.
- When the next lift exterior guard rail is fully installed the scaffolders will step down from the scaff steps and infill the lift they are currently working on, this will include the transoms and boards and ladder access to the next lift, meaning when they ascend the ladder onto the next platform level they will be in a position of collective safety for scaffolders (on a deck of boards with minimal gaps – maximum of one less than the width of the platform if braces are to be installed double to double on a non-boarded lift or a fully boarded platform if to remain fully boarded. They will be behind and protected by a fully fixed guard rail of at least 950mm high to ALL exterior facades of the scaffold.
- From this position the next lift will be able to be installed/erected – Toe boards, mid guard rails including stop ends, inside and outside ledgers, braces and continuation of façade bracing – onto advanced collective exterior guard rails – as described.
- This process will be repeated with scaffold ties being installed progressively as the scaffold is erected and at the relevant height.



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- Materials will be passed up hand to hand at lower levels – chained up, where materials are passed from one scaffolder to another to the appropriate height with materials being physically always held.
- All ground level exclusion zones and barriers will be removed and the access from ground level to the 1st boarded level will be removed/secured as per the arrangement with the user of the scaffold to prevent any unauthorised access by third party stakeholders.
- Upon successful completion the scaffold will be handed over to the user with a hand over certificate being issued detailing the date and capacity of the scaffold structure.



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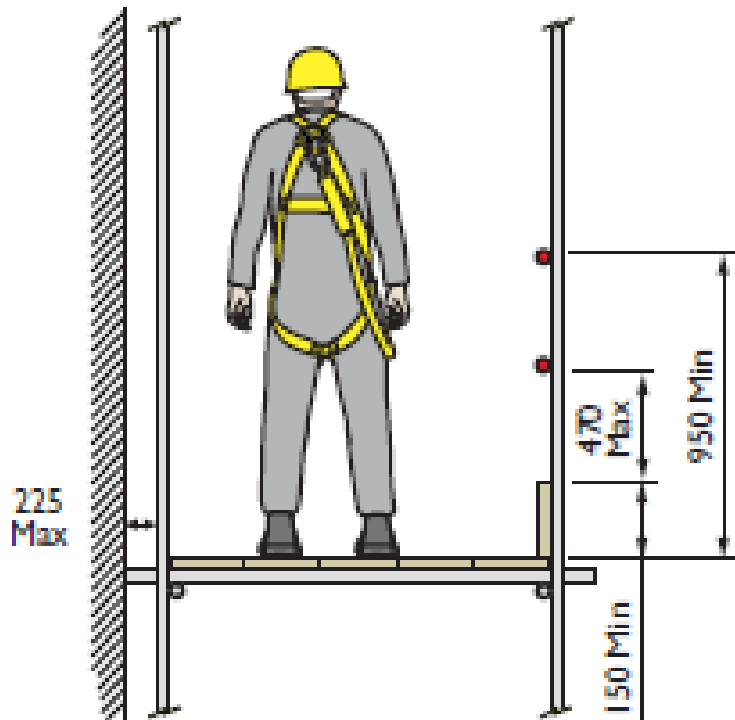


Figure 11: A finished working platform for users

Cross section of completed scaffold – from platform to top guard rail

Significant Changes within Sg4:22

1. Removal of obsolete technology and methods of work no longer commercially available or commonly used.
2. Accident and enforcement action learning included, with updated guidance and case studies.
3. Embracing Technology recommended – avoiding work at height with the use of drones for surveys and 3D modelling.
4. Fragile Surfaces Information added to prevent falls - Following two fatal accidents involving scaffolders falling through fragile roofs, we have expanded the guidance for working on or near fragile surfaces.
5. System Scaffolding working to SG4 - NASC has recommend that the principles of prevention and protection in SG4 should be adopted by the manufacturers in their instructions. One area of concern that the working party were asked to consider was the installation and removing of system decking on partially boarded structures. This edition will include guidance on systems of work for handling decking whilst avoiding the need to climb the structure relying solely on personal fall protection equipment (safety harnesses).
6. Updated to reflect Technical Guidance (TG20:21) - The guidance has been updated to reflect changes brought about by the revised NASC technical guidance TG20 last year. Examples include updated illustrations such as TG20 loading bays.



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When scaffolders encroach from a **scaffolders' safe zone** to within 1 metre of an area not protected by guardrails they are considered 'at risk' and personal fall protection equipment must be used (Figure 9).

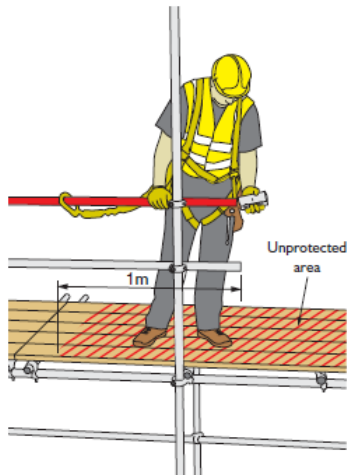


Figure 9: Shows a scaffolder exposed to a risk of falling at a leading edge (within 1 metre from the edge of the **scaffolders' safe zone**).

6.3 Double fall arrest lanyards

Certain scaffolding operations will require systems of work that use two energy absorbing lanyards or twin-tailed lanyards, commonly referred to as double lanyards (Figures 67 and 68). Scaffolders are typically required to use double lanyards when they have to access structures without a boarded platform or guardrail protection e.g. bridging using beams or temporary roofs erected in-situ. The main benefit of using a double lanyard system of work is that it allows the scaffolder to remain clipped on continuously when exposed to the risk of a fall e.g. when crabbing along a beam, using the protected traversing technique (see the *protected traverse* page 21) or climbing a structure (last resort).



Figure 68: Double lanyard system using two separate fall arrest lanyards.



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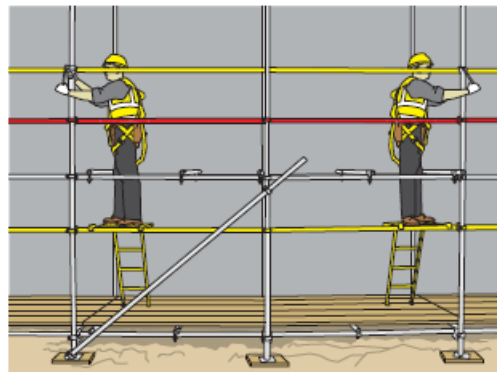
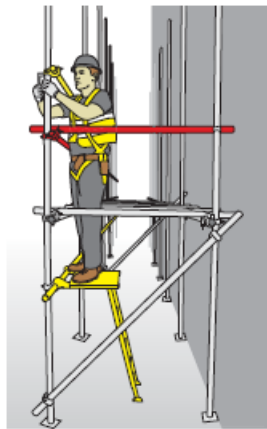
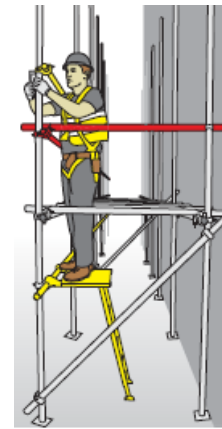


Figure 21: Shows the scaffolders' step being used with (i. Left) an additional guardrail to the base lift to support step and (ii. Above) boarded base lift to support the step on uneven ground.

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These operations are carried out during the erection of the scaffold and with use of the scaff steps to allow the installation of the "next" lift guard rail from a position of collective safety so as when accessing the "next" lift the scaffolder will be in a safe zone – on a fully boarded platform with at least one guard rail of at least 950mm in height to all exposed edges.

10 Erection Methodology Wales golf course

Prior to any work commencing, all operatives will have been fully inducted onto the site, will be fully briefed on both site and ICS procedures and requirements in relation to both work activities.

All ICS staff and operatives will be fully inducted to the site by the principal contractor and made aware of the necessary requirements under CDM 2015 and COVID-19 amongst others

All ICS operatives will be briefed on the site-specific RAMS and the lead scaffolder will carry out a pre work site inspection to ensure that there are no additional risks and that the work site is safe to undertake the scaffolding works, once complete he will brief any findings and carry out a prestart briefing to his team.

The operatives will sign the method statement to confirm the adequate transfer and understanding of this information.

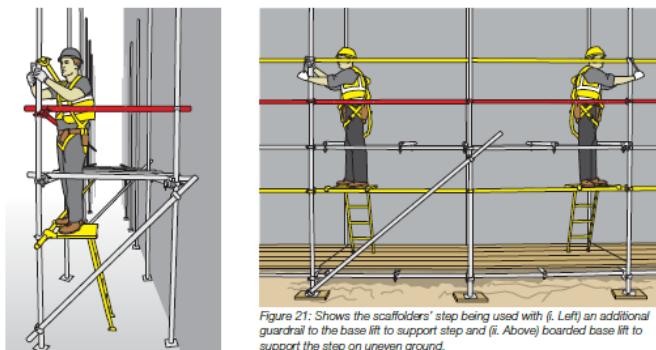
Method of Erection of Tg20 Compliant Scaffold structures

- The methodology for erection of the scaffolds – To TG20:21 compliance sheets (design-criteria) will be as follows and is the same principle for erection of all maximum 2m lift TG20:21 scaffolds. With the additional implementation of any additional risk controls created from any localised site-specific surroundings, occurrences, plant equipment and or hardware that may require a deviation of the methodology and introduce additional risks – these will be addresses individually in the on-site pre works Risk Assessment. If these are unable to be addressed on site works for the scaffold will be temporarily suspended until such time that the required localised methodology and Risk controls may be implemented.



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- Scaffolders will work in accordance with NASC SG4:22 – This requires that works will be carried out from a position of collective safety (from a boarded platform with a maximum of one less board than the width of the scaffold – with boards centrally placed so as there are minimal gaps each side of the boards, this allows for the braces to be attached to the lower ledger by means of double couplers.
- Scaffolders will work from the platform (as described) and from behind a minimum of a single guard rail of at least 950mm in height from the boards, this will be introduced from the lift below by scaffolders working from scaff steps when installing the lift, from the lift which is complete of guard rails and ledgers. The scaff step will be based on the fully boarded platform and the step platform hooked over the guard rail, thus allowing the scaffolder to clip his harness to the top inside ledger and then step up onto the scaff step platform from where the outside edge will be protected by the outside top ledger (acting as a guard rail when in this position). From here the next lift guard rail @ least 950mm from the board level will be introduced and fixed to the entire perimeter of the scaffold, this will be performed by at least two scaffolders working from separate scaff steps.
- Note: if the scaffold is to be fully boarded on each level a full deck of boards will be used.
- When the next lift exterior guard rail is fully installed the scaffolders will step down from the scaff steps and infill the lift they are currently working on, this will include the transoms and boards and ladder access to the next lift, meaning when they ascend the ladder onto the next platform level they will be in a position of collective safety for scaffolders (on a deck of boards with minimal gaps – maximum of one less than the width of the platform if braces are to be installed double to double on a non-boarded lift or a fully boarded platform if to remain fully boarded. They will be behind and protected by a fully fixed guard rail of at least 950mm high to ALL exterior facades of the scaffold.
- From this position the next lift will be able to be installed/erected – Toe boards, mid guard rails including stop ends, inside and outside ledgers, braces and continuation of façade bracing – onto advanced collective exterior guard rails – as described.
- This process will be repeated with scaffold ties being installed progressively as the scaffold is erected and at the relevant height.



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- Materials will be passed up hand to hand at lower levels – chained up, where materials are passed from one scaffolder to another to the appropriate height with materials being physically held at all times.
- When this is no longer feasible scaffold materials will be hoisted using a rope and gin wheel, this will be fixed in accordance with NASC guidance and materials will be pulled up using the rope to the working level.
- An exclusion zone will be installed at ground level prior to any use of the Gin wheel and rope, this will prevent any interface with any other stakeholder.

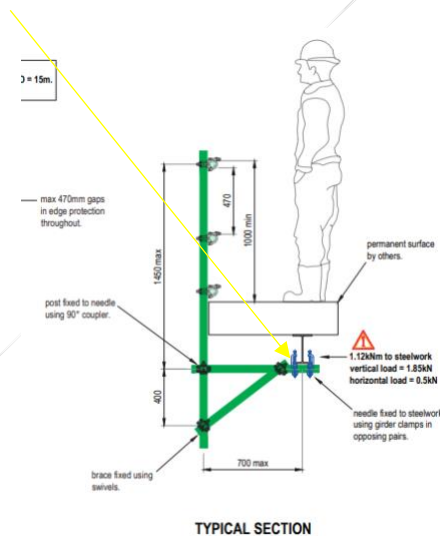


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- Only trained and competent scaffold operatives will use the Gin wheel and rope – all materials will be secured – In accordance with NASC guidance and pulled up to the working level by the operatives at ground level who will be positioned away from directly below the gin wheel – to one side.
- All fittings and small tie components will be pulled up in weight tested bags attached to the rope by the secure handles, all bags will be checked prior to use and any in an unsuitable condition will be segregated and returned to the yard for disposal.

Erection Process of Perimeter Guardrails

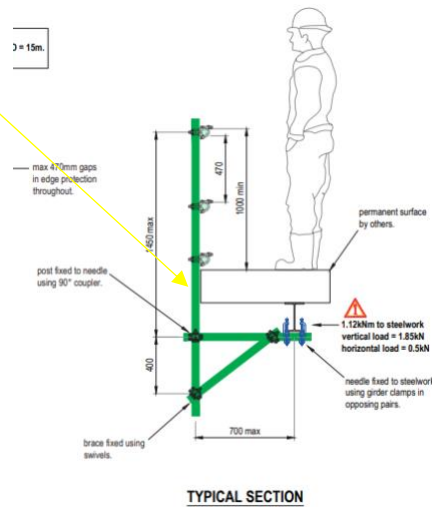
- The methodology for erection of the scaffolds for the Construction of Perimeter Guardrails – To TG1:22 Guidance (design-criteria) will be as follows and is the same principle for erection of all guardrails not to exceed max bay sizing of 3m - With the additional implementation of any additional risk controls created from any localised site-specific surroundings, occurrences, plant equipment and or hardware that may require a deviation of the methodology and introduce additional risks – these will be addresses individually in the on-site pre works Risk Assessment. If these are unable to be addressed on site works for the scaffold will be temporarily suspended until such time that the required localised methodology and Risk controls may be implemented.



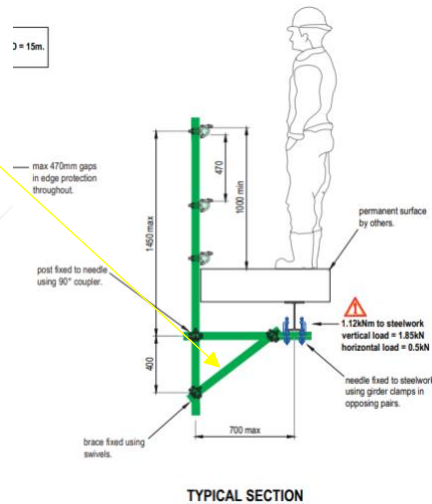
- Then the standard will be Installed to the End of the Butt to Allow the Guardrails to be installed



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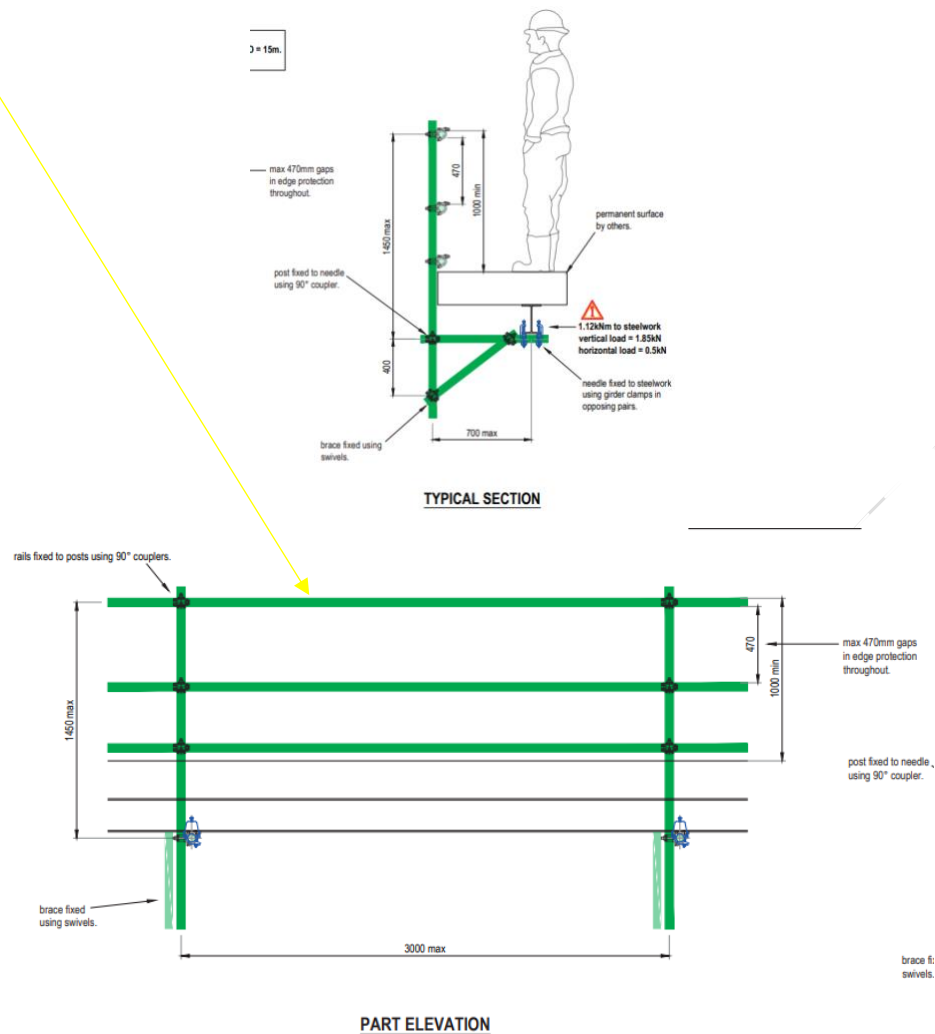
- After the Standard is installed the Bracing tube will be installed to bottom of the standard to the Sk's to give additional Strength as per Tg1 Guidance



- When The standard / Bracing is installed the Scaffold contractor will start to Install the Triple guardrails as per Tg1 Guidance with Maximum Bay sizes of 3m

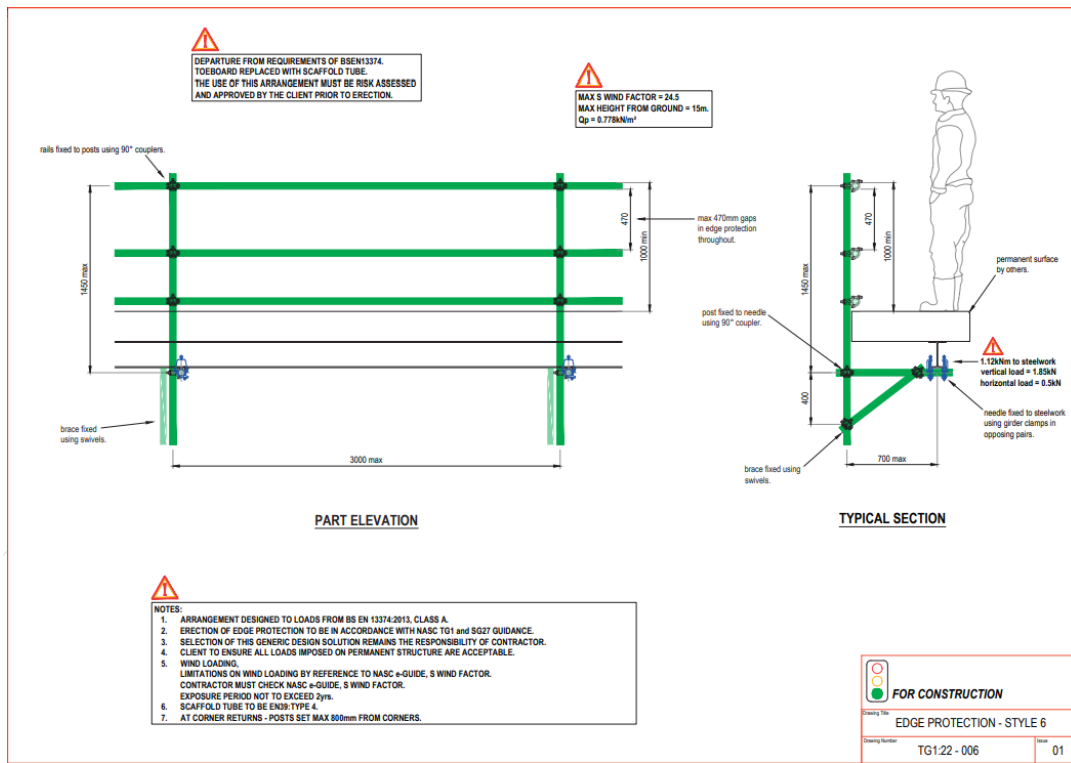
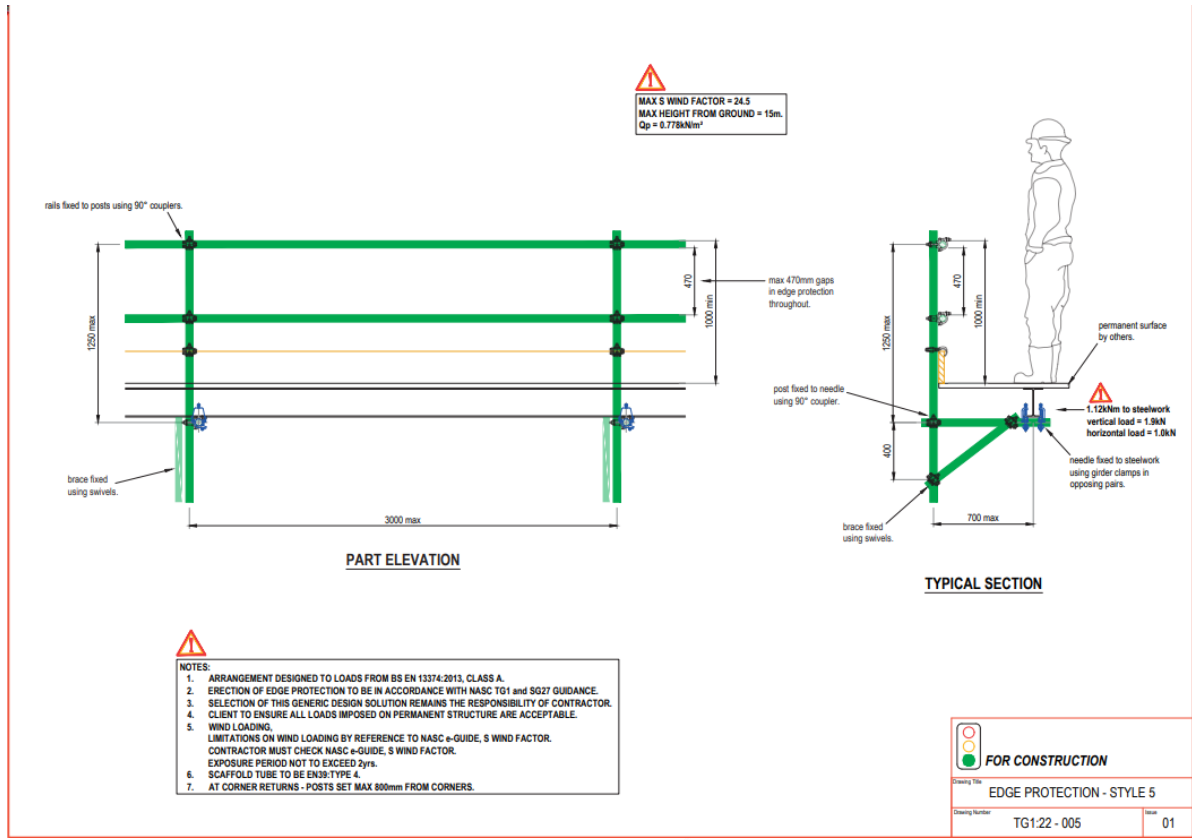


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SECTION 02 | Planning for work at height

WORK AT HEIGHT REGULATIONS 2005 HIERARCHY OF CONTROLS



Figure 6: This diagram is a simple illustration of how the 'Work at Height Regulations 2005 Hierarchy of Controls' could be interpreted for scaffolding operations.

NATIONAL ACCESS & SCAFFOLDING CONSIDERATION

5

MANUAL HANDLING:

- Chaining up/chaining down method for tasks related to erecting/altering and dismantling scaffolding framework, Beams and scaffold boards.
- TUBE-FITTINGS:- YES all as EN 74 grade of scaffold materials.
- BOARDS BS/EN 2482.
- LIFTING GEAR: N/A.
- LADDERS, (LIGHT DUTY EN 131), HATCHWAYS: YES



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TASK	LOAD	ENVIRON	PERSON
SQUATTING YES ☒ NO ☐	BULKY/UNWIELDY YES ☐ NO ☒	HOT YES ☒ NO ☐	NEED FOR UNUSUAL STRENGTH, ETC. YES ☒ NO ☐
LIFTING HIGH YES ☐ NO ☒	DIFFICULT TO GRIP YES ☐ NO ☒	COLD YES ☐ NO ☒	TRAINING REQUIRED YES ☒ NO ☐
LIFTING LOW YES ☒ NO ☐	HOT YES ☐ NO ☒	HUMID YES ☒ NO ☐	PPE TO BE WORN YES ☒ NO ☐
HANDLING WHILE SEATED YES ☐ NO ☒	COLD YES ☐ NO ☒	WINDY YES ☐ NO ☒	18-55 YEARS? YES ☒ NO ☐
REPETITION YES ☒ NO ☐	HEAVY YES ☒ NO ☐	DUSTY YES ☐ NO ☒	MEDICAL CONDITION OR HISTORY YES ☐ NO ☒
REACHING HIGH YES ☐ NO ☒	LIGHT YES ☐ NO ☒	NOISY YES ☐ NO ☒	
REACHING LOW YES ☒ NO ☐	SHARP/ABRASIVE YES ☒ NO ☐	VIBRATING YES ☐ NO ☒	
CARRYING YES ☐ NO ☒	UNSTABLE YES ☒ NO ☐	OBSTRUCTIONS YES ☒ NO ☐	
TWISTING YES ☐ NO ☒	ECCENTRIC SHAPE YES ☐ NO ☒	STEPS YES ☐ NO ☒	
BENDING SIDeways YES ☒ NO ☐		CONFINED SPACES YES ☐ NO ☒	
PUSHING YES ☒ NO ☐		SLOPES YES ☐ NO ☒	
PULLING YES ☒ NO ☐		UNEVEN SURFACES YES ☒ NO ☐	

Control measures

- Mechanical means to be used where practicable
- All operatives to be trained in SG6:10 (safety guidance to manual handling of scaffold components) training received during access and rigging training and also Tone company Induction.
- On-going training by means of tool box training.



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SECTION 4

Resources/Documentation Control/Scafftag use/Inspection periods.

ARRANGEMENTS:

- Delivery materials as required by site.
- In general, there will be two to three operatives on site at scaffold commencement.
- ICS Management shall attend site at regular intervals.
- Two to four number of Scaffolding operatives including Staff or Supervision anticipated to be on site to carry out the work safely shall be one lead Scaffolders and dependent on actual scaffold operation being undertaken 4 qualified grade scaffolders

SCAFFOLD INSPECTIONS ARRANGEMENTS.

ICS Scaffold weekly inspections will be carried out by ICS Scaffolding Ltd H&S

ICS Scaffolding Ltd safety inspections require,

- a detailed scaffold inspection report emailed to the retrospective site management within 24hr of the scaffold inspection being completed.

- **OTHER SCAFFOLDING PLANT:**

ICS shall follow Staunton Builders procedure on daily / weekly plant and equipment checks.

Supervision of these works shall be undertaken by ICS Management and Lead Scaffolders Keith



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The ICS scaffolding team are suitably experienced and knowledgeable in the principles and processes of manual handling in relation to scaffolding operations and use of Rope and wheels as per their CISRS and follow up training based on NASC SG6:15.

- **Cutting of components (NO Hot works)**
- It is not envisaged that any cutting will need to be carried out, however If any Scaffold tube is required to be cut on site due to specific site conditions this shall be done by a Reciprocating saw which is cold cut process with no permit required – when cutting Operative's shall wear correct PPE and cut from the collective protection of balcony or within a Safe Exclusion zone.

Completion of Frame work

- All working platforms are fully boarded with boards butting end to end. They are placed on the scaffold frame from the level below as per **SG4 :22** and the preceding methodology.
- All working platforms shall be double hand-railed as per the preceding methodology working on a minimum of 4 boards compliance to **SG4:22**.
- All fully boarded platforms shall be double Guardrail with load bearing double couplers and fixed to a height of top handrail maximum 950mm, bottom guardrail maximum gap of 470 mm to top of toe-board.
- Longitudinal/Façade/Sway bracing shall be fixed progressively with swivel couplers placed at every 5th bay spanning across 2 bays and within 300mm of node point as appropriate or as design drawing.

All sleeves/joint pins shall be staggered in either uprights or ledgers. In the first bay the scaffolders will use one longer scaffold tube to stagger the joints then from the will install 3m scaffold tubes.

Scaff tag and handover cert will be issued on completion of inspection.

Method of Dismantling

Before dismantling commences the method, statement and risk assessment will be re-submitted and shown to the operatives by supervision to identify if any changes that have taken place since erection, and the relevant hazards and preventive/control measures will be explained.



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The uncontrolled descending of scaffolding materials (bombing) is not permitted, any operative discovered working in this manner will be removed from site and subject to disciplinary procedures.

The operatives will sign the method statement to confirm the adequate transfer and understanding of this information.

11 Quality and Inspection

On completion of the structure, a competent person will inspect the structure and when satisfied that the scaffold is erected to the TG20:21 Compliant sheet

The scaffold will be assigned an individual number, and a record of inspections will be kept in the scaffold register in the Site Office or site file.

12 Environmental considerations

At no time will scaffolding materials be stored or stacked in a negligent manner.
Scaffolding materials will not block any designated walkways or emergency routes.
All materials will be suitably secured where there is a strong possibility of high winds in this area.

Generally, no waste is created by our works, however if any waste is created, it will be returned to the company yard for disposal.

13 Emergency Procedures

The client will provide first aid personnel and facilities on site.
Operatives will initially report any incident/accident to their immediate line manager/supervisor.
All accidents and incidents must be recorded, and a copy made available to us.
All Emergency procedures are to be instructed in the site induction.
Site Emergency Number is: As per site Induction.

14 References

TG20:21 Good practice for tube and fitting scaffolds
SG4:22 Preventing falls in scaffolding & False work
SG6:15 Manual Handling in the Scaffolding Industry
SG19:17 Guidance to formulating a rescue plan
Risk assessment & Method statement
Drawing Numbers:
Design Calculations for above stated designs
NASC Guidance TG4:19 Anchorage systems for scaffolding this is not really for this – more TG20:21 /SG27 for steel guard rail – bear in mind you want to install a triple rail
NASC Guidance SG9:15 Use, inspection & maintenance of lifting equipment and accessories for lifting in scaffolding.

Compliant Sheet Wales golf close

15 Scaffolding - Risk Assessment

Risk Assessment Matrix (Determine the Level of Risk)



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This document can be used to identify the level of risk and help to prioritise any control measures. Consider the Severity/consequences and likelihood for each of the identified hazards and use the table to obtain the risk level.

			Potential Severity of Harm (consequences)				
			1 – None No lost Time injury/minor Damage	2 – Minor Injury	3 – Reportable Injury (more than 7 days off)	4 – Major Extensive permanent injury (loss of finger/s) Extended hospitalisation	5 – Fatal or Catastrophic) Death/ Permanent disabling injury)
Likelihood of Harm Occurring	5 -	Almost certain to occur in most circumstances	5 Low (L)	10 Medium (M)	15 High (H)	20 High (H)	25 High (H)
	4 -	Very Likely	4 Low (L)	8 Medium (M)	12 Medium (M)	16 High (H)	20 High (H)
	3 -	Likely to occur at some time	3 Low (L)	6 Low (L)	9 Medium (M)	12 Medium (M)	15 High (H)
	2 -	Unlikely to occur but could happen	2 Low (L)	4 Low (L)	6 Low (L)	8 Medium (M)	10 Medium (M)
	1 -	Very Unlikely	1 Low (L)	2 Low (L)	3 Low (L)	4 Low (L)	5 Low (L)

Take high/medium and low out of all the above boxes – you have a key below centralise numbers in boxes

How to Prioritise the Risk Rating Once the level of risk has been determined the following table may be used to determine when to act to institute the control measures.

High 15-25	These risks are extreme, countermeasure actions to mitigate these risks should be implemented immediately.	NOTE: Risk control (and not cost) must be the primary consideration.
Medium 8-12	These risks are extreme, countermeasure actions to mitigate these risks should be implemented. Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. These “lower level” controls must not be considered permanent solutions.	ICS to Develop administrative controls to limit the use or access. Provide supervision and specific training related to the issue of concern. (See Administrative Controls below)
Low 1-6	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	



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Hierarchy of Control

Controls identified may be a mixture of the following in order to provide minimum operator exposure.

Elimination	Eliminate the hazard.
Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazard.



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TASK:	Installation of solar panels and scaffold access to wales golf course
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Hazard	Risk rating	Persons Affected	Detailed description of control measures	RESIDUAL RISK
Fall of persons during erection, Alteration or/and dismantle.	High	Scaffolders Solar installers and supervision	ICS Renewables operatives to wear a suitable full body safety harness, the harness to be used in accordance with current NASC Guidance Note SG4: 22 Rescue will be in accordance with the hierarchy of recovery actions detailed in the fall recovery plan. In most cases recovery can be undertaken from the existing scaffold, with the lift adjacent to the fallen person being boarded out and the person then pulled onto the lift.	Low
Fall of materials during movement on site, during erection & dismantle.	High	Scaffolders, Solar installers supervision, site personnel and the general public	The work area is to be barriered off at ground level using suitable means to prevent access. Materials to be stored by suitable means to prevent inadvertent movement i.e. scaffold fittings to be bagged. Materials must not be stored vertically unless they are prevented from falling. All operatives to be aware of the general public/Any working trades working in areas where ics are erecting, adapting, dismantling & general movement of scaffold equipment. One member of the scaffold team to act as banksman when loading / unloading vehicle.	Low
Collapse of scaffold during erection and dismantle	Medium	Scaffolders, supervision, site personnel and the general public	ICS Scaffolding to be erected in accordance with The Work at Height Regulations 2005 & NASC TG: 20:21 (BS EN 12811). The scaffold and ties will be erected/dismantled progressively. Material storage will only be within designated areas. The scaffold will be erected in strict accordance with the approved design.	Low
Access to scaffold during erection prior to Inspection handover & during dismantle	High to Medium	Site personnel and the general public	On commencement of erection and dismantle an "incomplete" scaffold sign will be displayed adjacent to the access routes. Physical barriers to be erected to prevent access.	Low



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Trips, slips and falls whilst moving around site. Uneven ground	High	Scaffolders Solar installers and supervision	Operatives to be aware of their surroundings do not stand on manhole covers. Ensure you are looking where you are walking and working, do not step onto or over debris, and avoid tripping or slipping hazards. Do not enter access routes or work areas that are not adequately lit. Chose an access route or work area that is free from hazard. Be aware of vehicle movements and maintain a safe distance. Report any hazard to your Supervisor.	Low
Manual handling. Movement of Materials on site. Unloading/loading of vehicles.	Medium	Scaffolders Solar installers	Materials to be unloaded and loaded at the agreed location prior to the start of each shift, at an agreed time via HGV vehicle. NOTE: No loading / unloading operations prior to 0800hrs. When handling materials good manual handling technique to be utilised. Scaffolders have been briefed and trained on the NASC guidance note SG6:15 Manual Handling in the Scaffolding Industry. Good communication is required when passing materials hand to hand. Client to ensure storage is provided as agreed to keep movement of material to a minimum.	Low
Abrasion, splinters from scaffold boards, Tubes and lubricant from handling scaffold fittings.	Medium	Scaffolders	All site personnel to wear suitable gloves whilst handling scaffold materials. Gloves conform to EN388:2003 & EN420:2003	Low
Risk of head injury.	Medium	Scaffolders Solar installers	It is company policy that all operatives will wear a hard hat during the course of their working day.	Low
Adverse weather conditions e.g. high winds causing materials to become unsafe.	High	Scaffolders Solar installers and other contractors	All Scaffold boards will be secured where there is potential for uplift. All loose materials will be suitably secured to prevent them being dislodged from their storage area.	Low



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Trips, slips over materials being stored on site & during scaffolding and solar installing operations.	Medium	Scaffolders, Solar installers supervision, site personnel and the general public	Our work area to be barriered off by suitable means to prevent access, storage of materials within the work area will be subject to good housekeeping. Where it is not possible to maintain barriered off areas storage of materials to be subject to good housekeeping. Clear signage will be prominently posted.	Low
Leptospirosis	Medium	Scaffold Operatives Solar installers	ICS OPERATIVE operatives to maintain a good level of hygiene, full PPE including overalls, safety boots & gloves must be worn at all times, operatives must wash hands before eating & drinking. Full welfare facilities are to be provided by the client.	Low
Other Trades Contractor Co-ordination, personnel	Medium	Scaffolders Solar installers supervision, site personnel	All areas of work are to have clear and visible signage; Areas of work are to have a barrier erected to segregate the area off from other trades. Client is to inform other trades of pending Scaffolding works in the area. Permit office are to inform supervisor of other trades and works that are commencing in the area.	Low
Trades working In Area	High	Scaffold Solar installers operatives and supervision	OPERATIVES are to be informed of pending scaffolding works prior to our attendance on site, All agreed storage areas are to be implemented and encapsulated with secure Heras fencing panels, or other form of Barrier system used by Berkley Homes The area of ongoing works will be barriered to prevent unauthorised 3 rd party intrusion. Suitable arrangements shall be implemented by ICS to warn of any persons attempting to enter any work area occupied by ICS The Lead Scaffolders shall supervise all the Scaffolding Team with suitable verbal instructions to temporary cease all operations where there is a direct interference by other contractors on site. Our operatives will always remain polite and courteous. When manually transferring scaffolding materials to the immediate work area materials will be carried at shoulder level with the front of the item tilted downwards.	Low



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			Ladder guards are to be always installed and secured to the first lift ladder when operatives are not in attendance and replaced where operatives ascend the ladder to gain access to their working area. The appointed ics operatives to immediately remove the ladder guard in the event of an emergency. The ladder guard will be a compatible size to suit the ladder installed to prevent foot placement.	
Design	Medium	Scaffold Operatives Solar installers	If the Scaffold fall into the design criteria laid out in TG20:21 then a design will be required. If design should change for any reason or modification, then the designer is to be informed and new design is to be issued. The risk assessment will have to be updated to include any new inherent risks.	Low
Needle stick injuries	Medium	Scaffold operatives Solar installers and supervision	Client to confirm that the area at the base of the property, communal areas and podium areas has been inspected & sharps have been removed as required. If operatives discover any such drug use paraphernalia, they are not to touch anything but immediately report it to Site Management who will arrange for it to be professionally disposed.	Low
Fire Exit doors, emergency exits & emergency assembly points.	High	Scaffolding operatives. Solar installers	At no time will our operatives be permitted to block any emergency routes, fire exits, emergency assembly points or public entrances. Vertical scaffold tubes that are to be positioned either side of fire doors or shop doors are to be protected with yellow foam padding.	Low
Smoking & E-cigarettes	Medium	Scaffolding operatives, residents Solar installers	Company supervision, drivers and operatives will not smoke cigarettes or e-cigarettes at the place of work at any time, this is only permissible within designated areas across the project.	Low
Welfare Shared welfare facilities	High	Scaffolding Operatives Solar installers	Site Management shall have provided ICS with precise, documented locations of suitable toilets, seated welfare areas and cleaning areas. These are to be provided free of charge without the requirement to purchase items so as to be permitted to use facilities (i.e. local café or supermarkets).	Low



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			These areas are to be within an agree walking distance of the project.	
Assault or verbal abuse from any other persons working on site	Medium	Scaffolding Operatives Solar installers	Operatives are promoted not to engage in verbal altercations with members of public or others. All enquiries are to be directed to site management. Any instance where ICS operatives are subject to physical or verbal abuse including being spat at, they are to contact the authorities IMMEDIATELY and also inform Site Management.	Low

20 ICS renewables Rescue Plan

In the event of an operative falling from a scaffold in which he is left suspended in his harness within or adjacent to the scaffold structure, we have adopted the following system to carry out rescue procedures in accordance with NASC guidelines SG19:17.

Execution of Rescue Plan

PLANNING

- Ensure that all members of the scaffold team have received training and instruction on the safe system of work, including the rescue and emergency arrangements.
- This will be undertaken by formal briefing and toolbox talk by Safety Office. The briefing, which may be by simulation, must be documented. The toolbox talk should be included in the Master List of talks.)
- Management to ensure work is properly monitored and supervised.
- Records must be made available to audit the training. This will entail:
 - the format of the briefings
 - content of the Toolbox talk
 - full details of any simulation setup (where applicable)
 - all procedural actions taken during the simulation.)

RESCUE PROCEDURE

- The 1st priority MUST be to recover the suspended operative from suspension as quickly as possible, without endangering, unnecessarily, the safety of the rescuer(s) or the casualty.
- Inform the Emergency Services and Site Management as soon as practicable to make them aware there is an emergency and to request assistance.
- If conscious, can the suspended operative recover themselves or assist in their own rescue?
- Can they climb back on to a platform?



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- Can they support themselves on part of the structure so that they are not solely supported by the harness e.g. get a foothold on a tube?
- **If conscious**, get the suspended operative to take steps to reduce the risk of further injury, from suspension trauma, until rescued? e.g.
 - Encourage them to keep all 4 limbs moving to aid blood circulation, by flexing the leg muscles and moving the arms and legs
 - Transferring body weight from one side to the other.
- Colleagues should create or move to a working platform at a position adjacent to the casualty, clip on to the guardrail, ledger or other suitable anchorage point, and assist the suspended operative to get onto the working platform - Although this will be done quickly - never lose sight of safety.
- If a mobile tower is to be utilised in the recovery, this will be moved directly aside the suspended operative and then colleagues will position the suspended operative onto the tower and the lanyard can then be unclipped or cut as appropriate.
- **If unconscious**, then the suspended operative must be manoeuvred manually on to the platform. Note: If the lift is not boarded, then the rescuer(s) should create a temporary platform a minimum of 4 boards wide, to facilitate the rescue. Where guardrail protection is not provided the rescuer(s) must be clipped on at all times. Rescuers must maintain safe practices for any activity outside the structure.
- **Suspended scaffolds.** To retrieve the suspended operative, the colleagues will utilise the retrievable inertia block and choose one of the following options:
 1. If safe to do so they are to lower the suspended operative to a point of safety.
 2. Raise the suspended operative through the lift to a safe boarded platform.
- Once the suspended operative is on a safe platform their fall arrest equipment can be released or the lanyard cut from the anchor point to which it is attached, only if it is safe to do so. They should now be treated as a casualty.
- Whether the casualty is unconscious or semi-conscious they are best attended by a competent first aider who should ensure the emergency services are called immediately. They should then ensure the airway is open, the patient is breathing and only then place the patient in the traditional recovery position until the emergency services are in attendance.
- Where possible, the remaining operative(s) should assist the emergency services by providing safe access to the casualty e.g. positioning a ladder, installing temporary guardrails, securing the platform boards etc.
- The Emergency Services will then make their way to the casualty to administer treatment and make an assessment as to their condition before deciding on the next steps to be taken to get the casualty to ground level, using either the site emergency response team, or the external Emergency Services.

Beam work related rescue procedure.



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- Having set up a puncheon tube with top of puncheon double already fixed and measured depth of beam 2 Safety butts 300mm apart, to act as step
- This safety puncheon tube shall be in position adjacent beam fixing area for immediate fixing alongside fallen scaffold operative for self-help.
- Scaffolder is using

1-0m lanyard when crabbing beam work all as SG4-15 principles

IMPORTANT!

Where there is potential for suspension trauma the suspension time should be kept to a minimum by getting the suspended scaffolder back to a position of safety as soon as possible. Any scaffolder who has been suspended in a harness must be treated as a medical emergency and seek urgent medical attention, even if they feel o.k.

Sign on sheet

SAFE PLAN OF WORK DOC ICS Renewables LTD Wales golf course

I confirm that I have been instructed on the hazards & controls measures associated with the task, including the job specific information (if applicable), I also confirm that if the work environment changes or other hazards are encountered, I will bring it to the immediate attention of my supervisor.

NAME	SIGNATURE	POSITION	DATE



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