



Committee Approver	OPERATIONS COMMITTEE
Stakeholder Consultation	
Date Approved	23 February 2023
Classification	Policy (sitting as an appendix to H&S Policy)
Title	Scaffold Policy
Revision Date	January 2023
Revised by	Head of Assets Procurement and Compliance Team Leader Asset Team Leader Health & Safety Advisor
Next Revision Date	January 2026
Related Documents	H&S Policy
Location of Electronic Copy	F:/LIVE POLICIES

## 1. Policy Statement

Scaffolds must be designed, erected, altered and dismantled only by competent people and the work should be carried out under the direction of a competent supervisor. Viewpoint will ensure contractors procured to erect scaffolds are competent.

## 2. Purpose

To ensure the safe use of scaffolding as a working platform or as a means of access to the place of work.

The policy will ensure:

- The contractor will be asked for a safety certificate (including “pull tests” etc.) which states the scaffold is safe for use, prior to the scaffold being used.
- This rule will apply whether the scaffold provides access for employees of the contractor or of Viewpoint or both.
- If scaffolding is to be left unattended at any time, it essential to prevent illegal access. To achieve this, access ladders will be removed, unless the scaffold is protected by hoardings erected around its base. This will be carried out at the end of each working day.
- Before erecting a scaffold on a public highway the appropriate authority will be contacted to obtain permission.
- Suitable measures will be carried out to protect the public from any operations carried out from scaffolding structures.
- Guidance will be taken from a specialist on whether a scaffold structure erected for the Viewpoint’s use requires to be earthed.
- Scaffolds will be inspected on an on-going basis as deemed necessary (at least weekly) by a competent person.

## 3. Legislation/related policies

Health & Safety at Work etc. Act 1974

Management of Health & Safety at Work Regulations 1999, as amended

Construction (Design and Management) Regulations 2015

TG20:21

#### **4. Scope**

This Policy applies to the use of scaffold on any Viewpoint sites.

#### **5. Roles and Responsibilities**

##### **Board**

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

##### **Executive and Leadership Teams**

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented within Viewpoint.

The Executive and Leadership Teams shall ensure that procedures are in place and operating. The Executive and Leadership Teams shall also ensure that relevant managers and team members familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, and ensure it is fully implemented. Any associated training must be undertaken.

##### **Staff**

All staff are responsible for ensuring that they familiarise themselves with this policy, as well as undertaking any associated training.

#### **6. Monitoring & Evaluation**

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or incident reports.