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WORKED EXAMPLE: METHOD STATEMENT

Erecting an independent tied scaffold on a two-storey house

Hollins & Reed Scaffolding Ltd · 12 to 13 October 2026 · In charge: Dan Hollins

Worked example of a method statement. Change it to fit your job before you use it.

Job details

Company	Hollins & Reed Scaffolding Ltd
Site and work area	7 Orchard Close, Stockport
Planned dates	12 to 13 October 2026
Customer	Mr and Mrs Barlow
In charge on site	Dan Hollins
Team	Three scaffolders: Dan Hollins leads and checks the scaffold before handover; Tom Ellis and Priya Shah work with him.
Work	Erecting an independent tied scaffold on a two-storey house
Risk assessment	Erecting an independent tied scaffold on a two-storey house: worked example RAMS, a separate document
Prepared by	Dan Hollins
Signature	
Date	

Work and boundaries

Erecting. Areas: Front and gable elevations, ground to eaves, two lifts; Pavement outside No. 7, kept behind barriers

Working arrangement

- Erection fall protection: Advance guardrail system.
- Other people will be using the area.
- Independent tied scaffold to a TG20 compliance sheet: two lifts, general purpose 2 kN/m², no sheeting. The family stays at home; the front door stays clear as their way out. The exclusion zone and public protection go up before anything comes off the wagon. The highway licence for

the pavement is held. Overhead lines were checked on the survey. The first-lift ladder comes off out of hours.

Emergency arrangements

Fall into a harness: Tom Ellis and Priya Shah recover the person from the lift above, using the rescue kit on the wagon. 999 comes second: do not wait for them to do the rescue. Anyone hurt on the path or road: stop work, keep people away, close the bay. Scaffold touching an overhead line: stay clear, nobody touches the tube, ring the line owner. Scaffold moving or collapsing: everyone off and keep people away. Fire in the house: the family leaves by the front door. First aider: Tom Ellis, kit on the wagon. Dan Hollins rings 999, gives 7 Orchard Close, and meets the crew at the main road junction.

Planned method

1 **Set up the work area**
Confirm the work area and scope before starting. Keep other people outside the active work area. Keep entrances and escape routes clear.

2 **Keep people clear of the work**
Agree how people get past or around the work while it is going on. Put barriers or signs where a route crosses the work. Do not leave open work unattended.

3 **Check the sheet or design first**
Keep the TG20 sheet, maker instructions or design on site. Brief the gang on the build order and how they will stay protected.

4 **Set the boundary before work starts**
Fence off the base and the area below the work. Protect any public route, traffic route or overhead line beside it.

5 **Check for asbestos before you disturb anything**
Check the asbestos survey covers exactly what you will disturb, to the full depth. Register only, or nothing: get a refurbishment survey or a sample first. Read what it says about old boards, soffits, sealants or insulation where ties and fixings go. No survey, or a material you do not recognise: stop and get it checked.

6 **Find and isolate hidden services**
Find cables and pipes before you disturb anything: drawings, then a detector. Mark what you find. Not sure what is there? Turn the supply off, or do not start. Have cables and gas isolated by the right person and prove them dead before you start.

7 **Check the weather before you start**
Do not lift or fix scaffold and loose materials in strong wind. Stop in heavy rain, ice or lightning.

8 **Stop things falling on people below**
Keep people out of the area below the work so nobody walks under the tubes, boards, fittings and tools. Keep toe boards and guards in place on any platform, and lanyard tools where you can.

9 **Unload and stack on the agreed area**
Take nothing off the wagon until the boundary is up. Stack it on the agreed area and protect the pavement.

10 **Set a firm, level base**
Put sole boards and base plates under every standard where the ground needs support. Check the ground or supporting structure before building up.

11 **Build the base lift with fall protection**
Nobody steps onto a new lift until the fall method in this document is in place. Board the lift and fit guardrails and toe boards before it is used. Anyone within 1 m of an unprotected edge clips on.

12 **Use advance guardrails**
Fit the advance guardrail from the lift below before anyone steps onto the new lift. Keep it in place until the lift is boarded and its own guardrails are in.

13 **Tie and brace the base lift**
Install the planned ties and bracing in the order shown on the sheet or design. Keep every tie within its stated safe working load.

14 **Fit the access ladder and secure it**
Fit it once the base lift is tied, before anyone works from that lift. It goes 1 m above the landing, at 65 to 75 degrees, and is tied. Out of hours, remove the bottom ladder or board it off.

15 **Use the hoist**
Check the hoist's thorough examination report is in date and it can take the weight. Keep people out from underneath while a load is up.

16 **Repeat for each lift**
For every lift, raise the materials by the agreed route, fit the fall protection, board it, then tie and brace it. Take the ladder up with the build, so nobody climbs the frame.

17 **Block off what is not finished**
Mark any part that is not finished and physically block the way onto it. Do this before leaving site, as well as during the work.

18 **Inspect before handing it over**
Check the finished scaffold, access, boards, guardrails, ties, toe boards and loading arrangements. Record the inspection and hand it over with the current tag or record visible.

19 **Clear and hand back the area**
Remove tools, waste and unused materials. Check the area is clean and ready to use. Tell the customer or whoever runs the site when the work is complete.