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WORKED EXAMPLE: RISK ASSESSMENT AND 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. 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
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.

Risk assessment

Hazard	Who might be harmed and how	Controls in place
People entering the work area or tripping over materials Step 1	Workers, occupants and visitors	Mark or barrier the active work area. Store tools and materials away from access routes.
People using the building or passing by walking into the work or over what it leaves Step 2	Occupants, visitors, members of the public and workers	Keep the barriers and signs up while the work is active. Give people a clear way round where their normal route is blocked.
A scaffold built outside its design can collapse or expose the gang to falls Step 3	Scaffolders and people near the build	Use a supervisor who knows the type and size of scaffold. Stop if the scaffold or site does not match the sheet or design.
People or vehicles enter the scaffold work area or a tube reaches a live line Step 4	Scaffolders, other workers, the public and drivers	Use barriers, signs and a banksman where the site needs them. Keep the agreed clearance from overhead lines.
Breathing asbestos fibres from old boards, sheets, sealants or insulation Step 5	The team and anyone in the building	Do not cut, drill or break any material until it is confirmed asbestos free. Licensed work is not for this method; hand it to a licensed contractor.
Hitting a live cable or gas pipe causes shock, fire or gas escape Step 6	The person doing the work and everyone nearby	Check again wherever the work moves. If you hit something, stop, keep clear and report it.
Wind catches the scaffold and loose materials or blows someone off balance at height Step 7	The team and people below	Agree a wind limit for this work and check the forecast before you start. Tie down or take in loose materials before you leave.
Tubes, boards, fittings and tools falling onto people below Step 8	People below	Bring waste down by hand or in bags. Never throw it. Keep the exclusion zone up until the last item is down.

Hazard	Who might be harmed and how	Controls in place
Tubes or boards fall on someone, or the wagon reverses into them Step 9	Scaffolders and the public	Use a banksman if the wagon reverses. Nothing passes over people.
Settlement or overturning from a weak, uneven or undermined base Step 10	Scaffolders and people nearby	Provide extra support where the ground or structure cannot carry the scaffold and its loads. Keep the base safe from vehicles and excavations.
A scaffolder falls while the next lift is being built Step 11	Scaffolders	Use collective protection first. Do not free climb or step onto an unprotected lift.
The fall-protection method is not used as the scaffold rises Step 12	Scaffolders	Stop if this job's system is not available or suitable. Never replace collective protection with free climbing.
The scaffold moves or collapses before it is stable Step 13	Scaffolders and people below	Do not build beyond the last permitted tie. Keep incomplete lifts out of use.
Someone climbs the scaffold out of hours, or falls using a loose ladder Step 14	Scaffolders, users and members of the public	Check the ladder is removed or boarded before anyone leaves site.
A load falls from the hoist onto someone below Step 15	People below the hoist	Secure the scaffold materials before the lift. One person controls the lift and everyone can hear them.
A fall from an unprotected lift, or from climbing the frame to reach it Step 16	The scaffolders	Do not free climb. Finish one lift before starting the next.
Someone walks onto an unfinished lift Step 17	Other trades and anyone on site overnight	Keep incomplete lifts out of use.
Other trades use an incomplete or unsuitable scaffold Step 18	Scaffold users and people below	Keep it closed until the inspection is passed. Correct defects before other trades use it.

Hazard	Who might be harmed and how	Controls in place
Debris, tools or unfinished work left in the area Step 19	Workers, occupants and visitors	Remove waste by the agreed route. Record and protect any unfinished work.