



Public Highways Ordinance 1967

*The Safety of Employees (Miscellaneous Provisions) Ordinance, 1952 **

The Health and Safety at Work (General) (Guernsey) Ordinance, 1987

Scaffold permit guidance notes

Falls from height are the dominant cause of fatal and serious injuries in the construction industry.

If you are erecting scaffolding on or over a footpath, road or verge interacting with a public highway you will need a permit.

A public highway includes any road, street, lane or public place.

Public place means any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, highways, and the common areas of schools, hospitals, apartment houses, office buildings, transport facilities, piers, slipways and shops.

Note. Whilst Terres Mises a l'Amende signifies a private parking area the land is still considered a public place when public or a substantial group of the public has access.


Permits allows the HSE to:

- ensure that the scaffolding is erected in accordance with health and safety legislation
- ensure that the safety of the public and operatives working in and around the area on the public highway are protected at all times

Conditions

A permit only covers one structure, and it cannot be issued for both scaffolding and hoarding. If you need scaffolding and hoarding, you will need separate permits for both. If you require two separate scaffolds at the same location, you will need to submit two applications.

You may need a traffic management plan, if this is likely to cause an obstruction to a public highway/road, road closure or obstruct parking spaces. You also need to determine whether listed building consent is required.

Anyone wishing to undertake any works or obstruct the Public Highway requires a permit. To obtain a permit, please complete the  [Road Works - Application Form \[370kb\]](#).

Initial requests can also be made to Traffic and Highway Services via Email to traffic@gov.gg or Phone: 01481 223400.

Handover

A handover procedure for transferring control of the scaffold from the erector to the user is an important part of managing scaffold safety. Both the scaffold erector and the user should be satisfied that the scaffold can provide a safe working platform and can carry the imposed loads safely.

A copy of the report should be retained on site, identifying the person responsible for further modifications and inspections of the scaffold.

Scaffold Inspection

It is the scaffold users/hirers responsibility to ensure that all scaffolding has been inspected in accordance with The Safety of Employees (Miscellaneous Provisions) Ordinance, 1952 as follows:

All scaffolds shall be properly maintained, and every part shall be kept so fixed, secured or placed in position as to prevent so far as is practicable accidental displacement.

No scaffold shall be used unless –

- (a) it has been inspected by a competent person within the immediately preceding seven days, and*
- (b) it has been inspected by a competent person since exposure to weather conditions likely to have affected its strength or stability or to have displaced any part*

All scaffolding inspections should be carried out by a competent person whose combination of knowledge, training and experience is appropriate for the type and complexity of the scaffold. Competence may have been assessed under the CISRS or an individual may have received training in inspecting a specific type of system scaffold from a manufacturer/supplier. A non-scaffolder who has attended a scaffold inspection course (e.g. a site manager) could be deemed competent to inspect a basic scaffold structure.

Scaffold boards must be inspected as part of any inspection routine. Timber boards can suffer from fissures, wane, mechanical damage, distortion, insect attack and fungal decay. Any defective boards should be replaced and removed from site.

Uncontrolled modification of a scaffold, particularly if carried out by people without adequate competence, can lead to instability and an increased risk of people falling from the scaffold. Only competent scaffolders who have been trained and are experienced in this kind of work may make modifications to scaffolds. Guard-rails and toe-boards may only be removed by competent scaffolders.

The scaffold inspection report should note any defects or matters that could give rise to a risk to health and safety and any corrective actions taken, even when those actions are taken promptly, as this assists with the identification of any recurring problem.

Information to be included in an inspection report:

- The name and address of the person for whom the inspection was carried out

- The location of the inspection
- A description of the scaffold
- The date and time of the inspection
- Details of any matter identified that could give rise to a risk to the health or safety of any person
- Details of any action taken as a result of any matter identified
- Details of any further action considered necessary
- The name and position of the person making the report

You will need the following before you can submit your application:

- a design and tie methods (where applicable)
- a traffic management plan (where applicable)
- evidence of listed building consent (where applicable)
- Site plan
- Site map/Perry's guide reference

Scaffold Design

What Scaffolds Require A Design?

Strength and stability calculations for scaffolding should be carried out unless it is assembled in conformity with a generally recognised standard configuration (TG20:21)

Essentially any scaffold where Tube & Fittings have been used and a TG20:21 compliance sheet cannot fully cover all aspects of the scaffold, should be designed.

See [CG6-20 Scaffolding design](https://nasc.org.uk/wp-content/uploads/2015/12/CG6-20.pdf) at <https://nasc.org.uk/wp-content/uploads/2015/12/CG6-20.pdf>

Scaffold structures that normally require bespoke design

Include:

- all shoring scaffolds (dead, raking, flying)
- cantilevered scaffolds ¹
- truss-out scaffolds
- façade retention
- access scaffolds with more than the 2 working lifts²
- buttressed free-standing scaffolds
- temporary roofs and temporary buildings
- support scaffolds
- complex loading bays ¹
- mobile and static towers ¹
- free standing scaffolds ¹
- temporary ramps and elevated roadways
- staircases and fire escapes (unless covered by manufacturers instructions)

- spectator terraces and seating stands
- bridge scaffolds ¹
- towers requiring guys or ground anchors
- offshore scaffolds
- pedestrian footbridges or walkways
- slung and suspended scaffolds
- protection fans ¹
- pavement gantries
- marine scaffolds
- boiler scaffolds
- power line crossings
- lifting gantries and towers
- steeple scaffolds
- radial / splayed scaffolds on contoured facades
- system scaffolds outside manufacturers' guidance
- sign board supports
- sealing end structures such as temporary screens
- temporary storage on site
- masts, lighting towers and transmission towers
- advertising hoardings/banners
- rubbish chute
- any scaffold structure not mentioned above that falls outside the 'compliant scaffold' criteria in TG20 or similar guidance from manufacturers of system scaffolds.

The above list is not exhaustive and any scaffold that is not a standard configuration or does not comply with published manufacturers' guidelines will require a specific design produced by a competent person.

Note

1. TG20:21 provides compliant scaffolds for a limited range of cantilever scaffolds, loading bays, static towers, mobile towers, use of rakers, bridges and protection fans.
2. TG20:21 provides a range of compliant scaffolds, which can be boarded at any number of lifts, but only two platforms can be used as working platforms at any one time.

Scaffold design requirements

Scaffold design calculations dictate that all calculations should include:

1. A thorough assessment of loading conditions and combinations of the scaffold.
2. A check of the capacities of every single scaffold component to support the loads/combinations of loads involved.
3. An assessment of the scaffold's rigidity and stability, ensuring adequate safety factors are included.
4. Identification of the loads the scaffold will hold.

This is an absolute necessity in proving whether the scaffold itself is adequate, the structure relies upon the safe transmittal of loads, so it is essential to undertake a substantiation process for all supporting and adjacent structures.

When each scaffold is completed, a competent employee of the Scaffolding Contractor will inspect the scaffold for compliance with regulations, codes of practice and TG20:21 compliance unless specifically designed and then complete a Scaffold Handover to the client/hirer

Where applicable, the green insert of a tag type inspection system (if used) shall be completed and located at the access point of the scaffold, and the first entry made in the scaffold inspection register by the competent person. The Handover Certificate is considered to be the first inspection.

IMPORTANT NOTES:

Strength and stability calculations for scaffolding must be carried out unless:

- **A note of the calculations, covering structure arrangements contemplated is available (GENERIC DESIGN), or**
- **It is assembled in conformity with a generally recognised standard configuration (only BS EN 12811-1 2003 is acceptable, as detailed in TG20:21)**

You must follow safe methods of erection (SG4:15) to comply with your duties under the Health and Safety at Work (General) (Guernsey) Ordinance, 1987.

You must have due consideration of the relevant sections of the Health and Safety of Employees (Miscellaneous Provisions) Ordinance, 1952.

Refer to NASC website at www.nasc.org.uk for latest editions of the guidance listed below.

Health & Safety Guidance Notes

SG4 Preventing Falls in Scaffolding

SG25 Access and Egress from Scaffolds

SG30 Working from Vehicles

SG32 Guidance on the Provision of Inside Board Brackets

SG6 Manual Handling in the Scaffolding Industry

SG7 Guide to Risk Assessment & Method Statement (RAMS)

SG19 A Formulating a Rescue Plan

SG29 Internal Edge Protection

SG35 Handover of Scaffold Structures

Technical Guidance Notes

TG4 Anchorage Systems

TG20 A Comprehensive Guide to Good Practice for Tube and Fitting Scaffolding.

Competence Guidance Documents

CISRS Cap 609 General Information Booklet

NASC TG20:21 Webinar available at: <https://www.youtube.com/watch?v=TRkI3gpues4&t=1095s>

How much does it cost and what happens next?

Type	Application time	Fee
Standard	7 or more days prior to erection	£70
Urgent	Less than 7 days prior to erection	£100
Retrospective	After erection has commenced	£140

Each permit should be applied for at least 7 days in advance of planned start date of erection.

Once your application has been submitted and we have all the information required to process your application, your permit will be issued to you in around five working days.

A standard application costs £70 where the application was made 7 days or more than 7 days prior to the proposed commencement of work.

An urgent application costs £100 where the application was made less than 7 days prior to the proposed commencement of work.

A retrospective application where the application was made after the commencement of work costs £140.

Invoices will be issued monthly; queries should be directed to housing.invoices@gov.gg