



Knowsley Metropolitan Borough Council
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**HIGHWAYS ACT 1980 - SECTIONS 169, 172, 173.
 APPLICATION FOR LICENCE TO ERECT SCAFFOLDING OR HOARDING
 ON THE PUBLIC HIGHWAY**

I/We
 of

Tel No

hereby APPLY for a Licence under Sections 169, 172 and 173 of the Highways Act, 1980 to permit me/us to erect scaffolding or hoarding on, and which will obstruct, the Public Highway at:

PART 1

- 1) Type of scaffolding or hoarding. _____
- 2) Length of highway to be affected. _____
- 3) Height of scaffolding or hoarding. _____
- 4) Proximity of edge of scaffolding or _____
 hoarding to the carriageway.
- 5) Nature of work to be carried out. _____
- 6) Date and time of erection. _____
- 7) Date and time of removal. _____
- 8) Attach the following:-
 - A) Standard detail drawing of scaffolding/hoarding layout YES/NO
 - B) Method Statement of Working YES/NO
 - C) **Proof of Public Liability Insurance. This must provide a minimum of £10m cover. YES/NO**

DECLARATION

I acknowledge that I have read and understand the notes for guidance contained in Part 2, and that the works referred to above must be conducted in accordance with the requirements of the Highways Act 1980, the New Roads and Street Works Act 1991 and associated legislation and codes of practice, together with any other conditions imposed by the Highway Authority (Knowsley MBC).

I also acknowledge that the licence is granted on the condition that I will indemnify the Highway Authority against any claim in respect of injury, damage or loss arising out of this application.

Signed..... Date

Surname..... First Name

FOR OFFICE USE

Approved by _____ Date _____

PART 2

Notes for Guidance for Scaffolding or Hoarding Applicants

The issue of a licence is dependent upon the following conditions being met and maintained throughout the duration of the works.

1. Knowsley MBC has the right to dictate the timing of the erection and removal of the scaffolding or hoarding. If a scaffold is to be erected in a pedestrianised area, or on a footpath/highway, which requires to remain open, the scaffolder shall be allowed to base out to 2nd lift only. Thereafter, they must go no higher until suitable fans and a boarded protection lift, which conform to BS: 5973, are fitted. It will also be necessary for the remainder of materials to be loaded onto the scaffold to allow for construction within its base dimensions. Furthermore, if the work is requested during the Monday to Saturday period, basing out and materials unloading shall take place prior to 8.00 am.
2. During the erection and removal of the scaffolding or hoarding, the applicant must ensure that he complies with the Code of Practice "Safety at Street Works and Road Works".
3. Where a scaffold or hoarding reduces the width of footway available to pedestrians to a width less than 1.2M then an alternative pedestrian walkway shall be provided, as outlined in the Code of Practice "Safety at Street Works and Road Works".
4. The Licensee must comply at all times with any directions given by Knowsley MBC in regard to safety measures.
5. Scaffolding structures, spanning a footway which will continue to be used by pedestrians, shall provide a minimum of 2.1 metres of headroom and incorporate a protected 1st lift and fans as necessary.
6. Ledger bracing below 2.1 metres will not be allowed.
7. If ledger bracing is required, then a hoarding to a minimum height of 2.1 metres shall be provided.
8. All standards up to 2.1 metres shall be adequately colour contrasted using high conspicuity adhesive tape.
9. The scaffolding structure shall be adequately lit throughout the hours of darkness.
10. Hoardings.
 - (a) Hoardings and barriers shall be clearly marked with tape or colour contrasted with paint and shall be marked at night by danger lamps.
 - (b) Doors shall not open onto the footway.
 - (c) The faces of the hoarding abutting the highway shall be free of any projections or surfaces likely to cause injury or damage to the public using the highway.
11. Toeboards and handrails shall be provided for the full length of all working lifts.
12. Where they cannot be avoided, all projections and protruding parts shall be suitably covered so as to protect.
13. The name, address and contact telephone number of the Licensee shall be clearly displayed on the scaffold or hoarding.

- 14. A Licensee shall do such things in connection with the structure as any statutory undertaker reasonably requests him to do for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by the undertakers.**
- 15. If any safety measures outlined above are not adhered to, the Council is entitled to remove the hazard by any means they see fit and re-charge their costs incurred to the Licensee.**
- 16. Any Licensee who fails to comply with the terms of the licence is guilty of an offence and liable to a fine not exceeding £400.**

HEALTH AND SAFETY EXECUTIVE

A GUIDE TO THE SAFE ERECTION AND DISMANTLING OF SCAFFOLDING

1. Introduction

Erecting and dismantling scaffolds remains a high risk activity, not only to those carrying out work, but to other workers and the general public. The following guide sets out steps which need to be considered by anyone involved with such work. It is aimed not only at those directly working in the scaffolding industry but also to clients, planning supervisors and principal contractors. Set out below are a number of key issues you will need to consider to ensure scaffolding operations are undertaken safely.

2. The law and planning for safety

Health and Safety at Work Act 1974
Construction (Design & Management) Regulations 2015
Management of Health and Safety at Work Regulations 1999

This guide is not designed to explain the above legislation in detail. However, it is important to remember that a wide range of people ranging from clients through to the self-employed have legal responsibilities. In simple terms the law requires that scaffolding operations are properly planned and then, carrying forward the results of the planning, the ensure the work is carried out safely on site.

3. Scaffold licences

A licence from the local authority is required before a scaffold can be erected on a public highway. An additional licence is usually needed if you plan to install a protective fan (not applicable to Knowsley MBC). A licence may set down standards on such matters as lighting or painting the scaffold or for a fan it may restrict the height at which it is set. For further advice you should contact your local authority.

4. Protection of the public

When scaffolding operations are in progress the public must be excluded from both the area of work and a sufficient area around it. Steps to ensure this will include:

- Obtaining a temporary pavement or street closure whilst operations are carried out;
- Undertaking operations in "quiet" hours ie. Early morning, at night or at weekends;
- Incorporating fans, crash decks and "tunnels" as early as possible into a scaffold;
- Erecting barriers and signs and diverting the public away from operations;
- Storing scaffold clips and other loose materials are safely on the scaffold; and
- Not raising or lowering materials over members of the public or other site workers.

Also consider that disabled persons need proper access along pavements covered by scaffolding.

5. Scaffolders working at height

Scaffolders must follow safe systems of work to prevent people falling. In particular: -

- When lifting or lowering materials, scaffolders must be clipped on or working within a handling platform that is fully boarded, with double guard rails and toe boards.
- A minimum 3 board working platform together with a single guard-rail is provided as erection or dismantling works progress.

- Safety harness to be worn at all times by scaffolders and fitted with a 1.75m length lanyard and a 55mm opening scaffold hook or similar for one handed operation.
- Harnesses should be clipped on to a secure anchorage point where falls of 4 metres or more are possible. A secure anchorage point requires the following minimum conditions:
- The scaffold must be tied into a sound structure as work progresses.
- Attachment can be made to a ledger, transom or guard-rail supported with load bearing couplers or a transom supported by ledgers in a lift above fixed at both ends by single couplers.
- At least one bay of a scaffold should remain boarded out as work progresses and this should be used for ladder access for the full height of the scaffold.
- Safe ladder access for scaffolders should be incorporated as early as possible into the erection process.
- Scaffolders should not be clambering up and down scaffolds without proper ladder access and safe working platforms provided on each lift being worked on.

6. Stability of scaffolds

Each year there are a number of scaffold collapses across the country. To make sure your scaffold does not collapse you should ensure that:-

- The anchors specified to tie a scaffold to a structure are suitable for the base material and that they are installed correctly.
- Scaffold anchors or ties are installed as erection work progress. Conversely, they should not be removed too early during dismantling operations.
- More ties will be needed on a sheeted or netted scaffold to ensure its stability, and
- Scaffolds are not overloaded with equipment, especially tube and fittings, during erection or dismantling operations.

7. Training, supervision and monitoring

Effective training of scaffolders is possibly the most essential factor in preventing accidents on site. In addition, do not forget the importance of monitoring the scaffold contractor. Clients, principal contractors and others in control should take reasonable steps to ensure that any work being carried out on their site premises is undertaken safely. Simple steps to take include:

- Checking the training levels of scaffolders and who will supervise them on site, and
- Site monitoring of scaffolders to ensure they follow proper safety standards.

8. References and further information

Health and Safety in Construction HSG150 HSE Books - Tel 01787 881165

Protecting the public; Your next move HSG1651 HSE Books.

National Access and Scaffolding Confederation (NASC) Guide SG4:00: "The use of fall arrest equipment whilst erecting, altering & dismantling scaffolding". Construction Industry Publications - Tel 0121 7228200 (Available May 2000).

BS 5973:1993 Code of practice for access and working scaffolds and special scaffold structures in steel. BSI publication - Tel 020 8996 9001.