



Integrated Management System

Contractor Management Guidance Document

Work at Height (Fixed Scaffold)

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Issued By: **Peter Lund**

A handwritten signature in black ink, appearing to read 'Peter Lund', is positioned below the 'Issued By' text.

Approved By: **Andrew Edwards**

A handwritten signature in black ink, appearing to read 'Andrew Edwards', is positioned below the 'Approved By' text.



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1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
 - Effectively described; and
 - Performed safely

Note 1.1: For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

Note 1.2: Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding work at height (**Fixed Scaffold**) at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

Note 2.1: If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via HSE_Team@Motorfuelgroup.com.

3. GENERAL GUIDANCE

3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts for a specific work scope at a Company Service Station, that includes a requirement to perform work at height which has been identified as involving significant risk (**Major Works**). This guidance document specifically details expectations regarding use of **Fixed Scaffolds**.

3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit (WCP)** to be prepared, authorised and issued.

Contractors will conduct a work site inspection to identify if risks of exposure to work at height exist and if present, the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

3.3 RISK ASSESSMENT & METHOD STATEMENT

Contractors will carry out a work site hazard inspection and determine the risk reduction measures (i.e., controls) required when a need for work at height is identified. Consideration will be given to:

- The scope of work and associated tasks, for example:
 - Working at height
 - Access and egress
 - Equipment to be used; and
 - Potential for dropped objects
- Location of the work activity (i.e., workplace hazards)
 - Traffic movement
 - Flammable liquids and vapours
 - Infrastructure
 - Activities of other (i.e., customers, visitors, etc.); and
 - Overhead hazards (i.e., powerlines)

Note 3.3.1: The presence of overhead electrical cables presents a risk of electrocution, for 230 kV cables the recommended minimum safe working distance is four (4) metres (13.1 feet) and for 50kV cable the minimum safe working distance is three (3) metres (9.8 feet).

- Equipment to be used, for example:
 - Scaffolding, including:
 - Poles
 - Connectors
 - Boards; and
 - Securing plates and rope
 - Mechanical equipment, including hand tools
 - Hand tools
 - Fall protection equipment (i.e., full-body harness and lanyard); and
 - Anchor points for fall protection systems
- Duration of the work
- Condition and stability of existing surfaces, including ground conditions
- Physical capabilities of the workers; and
- Emergency procedures required in the event of an incident

Contractors will formally record the assessment findings as part of the task-specific Risk Assessment and Method Statement that will include as a minimum:

- Hazards
- Associated risks to people, the environment and assets
- Risk ranking for existing risks (e.g., High, Medium or Low)
- The risk reduction measures (i.e., controls) required to reduce the existing risks
- A residual risk ranking following implementation of controls (e.g., High, Medium or Low); and
- Step by step description of how work tasks will be performed safely, including scaffold construction, maintenance and dismantling

Note 3.3.2: If residual risk is determined after implementation of additional risk reduction measures (i.e., controls) to remain **High Risk**, work cannot begin. Further assessment is required to identify other controls that, following implementation, will residual reduce to an acceptable level.

4. PREPARING TO ERECT SCAFFOLD

When determined to be the safest and most effective option for gaining access to work at height, fixed scaffolding will be used to control the risk associated to work at height.

Prior to starting to erect scaffolding Contractors (i.e., Site Management or Job Supervisor) will:

- Confirm the design of the required scaffold (i.e., type, shape, etc.)
- Where necessary, review Subcontractors' Risk Assessment and Method Statement (RAMS) for the work, to:
 - Ensure mutual understanding
 - Confirm suitable for the proposed work; and/or
 - Identify and record any required amendments to the RAMS
- Review the Work Control Permit (WCP) if required with the designated MFG Representative
- Prepare a Clearance Certificate
- Communicate the content of the Work Control Permit and Clearance Certificate to the Job Crew and other affected personnel (i.e., Pre-Job Safety Brief) and confirm mutual understanding of:
 - Risk Assessment and Method Statement (RAMS)
 - Work Control Permit (WCP) if required; and
 - Clearance Certificate
- Ensure:
 - Sufficient materials and equipment are available to safely construct the scaffolding
 - Job Crew:
 - Are trained and competent to safely construct the scaffold; and
 - Have the required Personal Protective Equipment (PPE)
Note 4.1: PPE will include fall protection equipment if specified in the Risk Assessment and Method Statement and/or Work Control Permit
 - Effective implementation of the identified risk reduction measures, including work site secured against unauthorised access
 - Work site, materials and Job Crew are ready in all aspects to perform the work

5. SCAFFOLD DESIGN & CONSTRUCTION

Contractors (i.e., Job Supervisor) will ensure fixed scaffolds are:

- Designed, assembled, maintained, and dismantled by Competent Personnel
 - Used in accordance with the designer's and/or manufacturer's specifications
 - Able to support (without failure) its own weight and at least four (4) times the maximum intended load
 - Constructed on a firm, level foundation, with consideration given to:
 - Voids such as basements or drains; and
 - Patches of soft ground, which could collapse when loaded
- Note 5.1:** The ground or foundation must be capable of supporting the weight of the scaffold and any loads likely to be placed on it. Extra support will be provided as necessary.
- Braced and tied into a permanent structure or otherwise stabilised

Note 5.2: Rakers only provide stability when they are braced and footed adequately; single tube rakers alone do not usually provide this and need to be braced to prevent buckling.

Note 5.3: Ties must be used within their safe working load limit. Install ties as the scaffold is erected and only remove them in stages as it is struck. If a tie is removed to allow work to proceed, an equivalent tie must be provided nearby to maintain stability.

- Constructed with:
 - Correctly designed (i.e., as per code) guardrails installed, which will include:
 - Horizontal top rail
 - Horizontal intermediate rail installed midway between the top rail and base
 - Intermediate vertical supports; and
 - Toe boards, of sufficient height to prevent slipping under the intermediate rail and/or dropped objects
 - Complete decking (e.g., scaffolding grade timber), which is adequately secured to prevent movement (e.g., closed tied or nailed)
 - Rigid footing or anchorage points that can support the scaffold without settling or displacement
 - Poles, legs, or uprights that are secure and rigidly braced to prevent swaying and displacement
- Not designed to encroach over the highway (including pavements)

Note 5.4: Scaffold encroachment over a highway (including pavements) require a license under Section 169 of the Highways Act (1980) to be issued by the local Highway Authority.
- Not erected or dismantled over people or busy pavements
- Not fitted with sheets or debris netting attached unless the scaffold has been designed for their inclusion; and
- Inspected to confirm:
 - Platforms are:
 - Fully boarded
 - Wide enough for the work and for access (usually at least 600 mm wide)
 - Properly supported; and
 - Not overhanging excessively (e.g., no more than four times the thickness of the board)
 - Safe access to the work platforms, preferably secured ladder(s)
 - Loading bays are fitted with fall protection, preferably gates, which can be safely moved in and out of position to place materials on the platform; and
 - Scaffold is confirmed as suitable in all aspects for work at height before it is used
 - Inspected and confirmed fit for continued use whenever it is:
 - Substantially altered; and/or
 - Adversely affected (e.g., by high winds)

Note 5.5: Until a scaffold is complete in all aspects, fall protection (e.g., full body harness and safety line) will be worn by those erecting the scaffold. Once complete the use of fall protection is only required when:

- An unguarded fall from height hazard is present; and
- Modifying or dismantling a scaffold.

6. SCAFFOLD INSPECTION & CERTIFICATION

Contractors (i.e. Job Supervisor) will ensure fixed scaffolds are:

- Inspected by a Competent Person:
 - On completion of the erection process
 - Prior to each working shift (i.e., Job Crew using the scaffold)
 - Following:
 - Modification from original design
 - Adverse weather; and
 - Impact or structural damage

Note 6.1: Scaffolding Inspectors will be appropriately qualified and will inspect each scaffold on completion and subsequently every seven days until it is dismantled. The Inspector will record the details of the inspections in the Contractor's Scaffolding Register.

- Tagged at each point of entry to indicate its status and condition as follows:
 - **Green Tag:**
Bearing the words **Safe for Use** or similar wording to indicate it is safe to use.
 - **Yellow Tag:**
Bearing the words **Caution: Potential or Unusual Hazard** or similar wording to indicate the presence of a potential or unusual hazard.
 - **Red Tag:**
Bearing the words **Unsafe for Use** or similar wording to indicate it is not safe to use.

7. SCAFFOLD DISMANTLING

When dismantling fixed scaffolds Contractors will:

- Check:
 - The stability of the scaffold
 - Note 7.1:** Scaffold components should firmly be connected to each other. If individual parts have been removed or severely damaged during the service life, replace them for safe scaffold dismantling.
 - That scaffold decks are still firmly in place
 - The anchors and all fasteners on the scaffold for stability.
- Determine the Personal Protective Equipment (PPE) required for scaffold dismantling, include fall protection equipment if required
- Ensure that no building materials or tools are still lying on the scaffold to avoid the potential for these to become dropped objects during dismantling.
- Ensure a safe storage area for dismantled scaffold parts
 - Note 7.2:** Also consider the needs for a safe and clear access and egress route for the vehicle collecting the dismantled scaffold.
- Remove dismantled scaffold parts from the scaffold immediately during dismantling
- Safely remove scaffold components from top to bottom:
 - Remove the tubes and safety railings before dismantling the scaffold decks
 - Dismantled scaffold parts should be safely lowered to the ground and not stored on the scaffold during dismantling
 - Note 7.3:** This will be achieved by hand-to-hand transfer or carefully use of rope or hoist.
- Safely remove anchors
 - Note 7.4:** Ensure scaffold stability at all times during the dismantling stage and only remove anchors after dismantling the scaffold.
- Remove all scaffold components and boarding from site

8. MONITORING WORK PERFORMANCE & WORK COMPLETION

The Contractor (i.e., Job Supervisor) will:

- Monitor work activities related to the use of fixed scaffold
- Confirm that:
 - Activities are carried out in accordance with the work control documentation
 - Any required field checks (e.g., alignment, etc.) are performed and recorded
- On completion of the work activities:
 - Confirm and verify:
 - All waste and/or excess materials are removed from the work site
 - All handheld tools are removed and stored securely
 - Barriers, warning tape, flagging, signage, and floodlighting are removed; and
 - The work site is left in a safe condition
 - Sign-off the relevant work control documents, for example:
 - Clearance Certificate; and
 - Work Control Permit (WCP) if required