

LOADING MATERIALS ONTO SCAFFOLD LIFTS

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Load class on the tag · stacked at the standards, not mid-bay · packs landed on rated bays only

KD-RA-SC-003 Rev A0

Statutory basis: Work at Height Regulations 2005 — Schedule 3 covers working platforms, with Part 2 the scaffolding requirements, and inspection sits at reg 12 and Schedule 7; industry practice per NASC TG20:21 / TG30:24 (design and compliance); lifts of materials to the scaffold are planned under LOLER 1998 reg 8, and moving materials along the lifts is assessed under the Manual Handling Operations Regulations 1992; CDM 2015 regs 13 and 15. Scaffolds outside TG20 compliance require a bespoke design. This document is the recorded safe system of work required by HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5.

1 DOCUMENT AND PROJECT IDENTIFICATION

RAMS REFERENCE	PROJECT / SITE REF	SITE NAME AND ADDRESS	DATE PREPARED	NEXT REVIEW DATE
CLIENT / PRINCIPAL CONTRACTOR	PLANNED START	DURATION	OPERATIVES	SUPERVISING THE WORK

2 SCOPE OF WORKS

Placing and storing materials on scaffold working platforms for every following trade, bricklayers included — bricks, blocks, mortar, tiles, boards, sheet and cladding materials, fixings and small plant — including landing loads by telehandler, crane, gin wheel or goods hoist, distributing them along the lifts, stacking height and position, and keeping each platform within its load class and clear as a working and escape route.

This document does not cover: how the bricklaying gang uses the platform while laying — no alterations, brick guards and edge housekeeping (KD-RA-BR-005), erection and rating of the loading bay and its gate sequence (KD-RAMS-SC-005), the crane lift plan and slinging (KD-RAMS-PL-003), and any scaffold whose handover does not state a load class.

SITE-SPECIFIC SCOPE, LOCATIONS AND LIMITATIONS

3 RISK ASSESSMENT — SCORE EACH RISK FOR THIS SITE, THEN ADD WHAT IS MISSING

The hazards and controls below are the starting point for this activity, written by a working main contractor. They are not complete for your site until a competent person has scored each risk, added the site-specific hazards, and struck out anything that does not apply. Rate risks High / Medium / Low before and after controls.

1. Overloading a platform beyond its load class — boards break, the scaffold deflects or fails

At risk: Everyone on and below the scaffold

Controls: The load class on the handover certificate and tag is briefed to every trade that loads out; material weights taken from delivery tickets or packaging, not guessed; loads spread along the lift rather than concentrated in one bay; anything heavier than the class allows is a design question for the scaffold contractor, never a site decision.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

2. Point loads from pallets and packs landed straight onto working lifts

At risk: Everyone on and below the scaffold

Controls: Pallets and packs landed only on loading bays designed and rated for them; no telehandler or crane places a load onto an ordinary working lift unless the scaffold design includes it; forks never pushed into or rested on the scaffold; packs broken down in the bay and distributed by hand or trolley.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

3. Materials falling from stacks at the platform edge

At risk: People below, the public

Controls: Stacks kept low and stable, close to the standards rather than mid-bay, and never higher than the toe-board or brick guard protects; brick guards fitted wherever materials are stored on the lift; nothing leaned on or stacked against guardrails; light sheets and insulation weighted or taken down at the end of the day.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

4. Obstructed platforms — trips and blocked escape along the lift

At risk: Scaffold users

Controls: A clear walkway kept past stacks and mortar boards on every loaded lift; nothing stored in front of ladder access, gates or stair exits; banding and offcuts removed as they are created.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

5. Trades removing guardrails, boards or ties to make loading easier

At risk: All scaffold users

Controls: Nothing is removed by anyone but the scaffolder; where a guardrail is in the way of loading, the answer is a loading bay or gate from the scaffold contractor; any missing component is reported and the lift closed until it is replaced and re-inspected.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

6. Stored packs acting as sheeting and changing the wind load on the scaffold

At risk: Everyone around the scaffold

Controls: Large-area packs (insulation, plasterboard, sheet materials) stored flat and restrained, or kept off the scaffold; wrapped packs treated as the scaffold contractor directs where the scaffold is not designed for sheeting; loose materials secured or removed before forecast high winds.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

7. Loads striking the scaffold or people — telehandler, crane, gin wheel and hoist*At risk: Scaffold users, people below*

Controls: Telehandler and crane lifts to the loading bay planned under LOLER 1998 reg 8 with a trained signaller at the bay; gin wheels scaffold-fitted, used within their rated load with an exclusion below; goods hoists loaded within their rating at gated landings; if the scaffold is struck, loading stops and it is inspected before use.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

8. Manual handling of boards, materials and components*At risk: Operatives*

Controls: Mechanical aids first — trolleys, board lifters, hoists. Two-person lifts for boards and long components; order materials in manageable sizes; plan storage close to the workforce; keep carrying routes clear and lit.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

Site-specific hazards not listed above — every site has at least one:

HAZARD	WHO IS AT RISK	CONTROLS	INITIAL H/...	RESIDUAL...	ACTION OWNER	BY WHEN

4 METHOD — SEQUENCE OF WORK

- 1 Read the handover certificate and tag for load class, loading bay positions and any storage restrictions; no handover, no loading.
- 2 Plan the load-out with the trade supervisor — quantity per lift, stack positions, and deliveries timed to the work.
- 3 Agree the lift plan for telehandler or crane loads to the bay; brief the signaller and the bay gate sequence.
- 4 Land loads only on the rated bay and break packs down there — never land onto working lifts.
- 5 Raise small loads by gin wheel within its rated load, or by goods hoist to its gated landing, with the area below kept clear.
- 6 Distribute along the lift by hand or trolley, stacking close to the standards rather than mid-bay and keeping the walkway clear.
- 7 Stack low and stable behind toe-boards and brick guards; nothing against guardrails.
- 8 Check the lifts at the start of each shift and after each delivery — stacks, walkway, guardrails, boards and ties.
- 9 Clear surplus and waste at the end of each day; secure or remove light packs before forecast wind.
- 10 Report any overloaded, altered or damaged lift to the scaffold contractor; the lift stays closed until re-inspected.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE**5 PLANT, EQUIPMENT AND MATERIALS**

- | | |
|--|---|
| Loading bay to the design, with up-and-over gate | Platform trolleys suited to the boards |
| Telehandler or crane under the lift plan | Brick guards and debris netting (scaffolder-fitted) |
| Gin wheel (rated) or goods hoist | Scaffold tag and handover certificate |

INSPECTION / THOROUGH EXAMINATION REFS**COSHH ASSESSMENT REFS****6 PPE — THE LAST LINE OF CONTROL, NOT THE FIRST**

- | | | |
|-----------------|---------------------|--------------------|
| Head protection | High visibility | Eye protection |
| Safety footwear | Gloves — task-rated | Hearing protection |

RPE TYPE, FACE-FIT STATUS, AND ANY OTHER PPE REQUIRED**7 PERMITS REQUIRED BEFORE THIS WORK STARTS**

A permit authorises this work in that place, on that day. It extends the safe system of work in this document — it does not replace it (HSE HSG250). The site issues the permit; record its number before work starts.

KD-PTW-LO-008 — Lifting Operations Permit

For telehandler or crane loads to the loading bay.

PERMIT NUMBER**KD-PTW-WH-006 — Work at Height Permit**

Where the site requires a permit for work on the scaffold.

PERMIT NUMBER

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continued

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8 EMERGENCY ARRANGEMENTS — COMPLETE FOR THIS SITE

FIRST AIDER AND LOCATION	NEAREST A&E	ASSEMBLY POINT
HOW THE ALARM IS RAISED	EMERGENCY ACCESS FOR THIS WORK AREA	SPILL / ENVIRONMENTAL RESPONSE

9 BRIEFING RECORD — EVERYONE WORKING UNDER THIS RAMS SIGNS BEFORE STARTING

By signing you confirm the contents of this RAMS have been explained to you, you understand the hazards and controls, and you will work to the sequence stated. Tell the supervisor if the work or the site does not match this document — work stops until it does.

NAME	COMPANY	SIGNATURE	DATE

10 PREPARED AND ACCEPTED

Prepared / adapted for this site by — I confirm I have adapted this document to the site, scored the risks, and that it describes how the work will actually be done.

PRINTED NAME	ROLE / COMPETENCE	COMPANY	SIGNATURE	DATE	TIME

Accepted for the site by — principal contractor or site manager review.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Review this RAMS if the work, the site or the law changes, and at least before each new phase of the works. Flatten the completed PDF before filing so the record cannot be silently edited.

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-11	first-issue	First issue.	— not yet approved —
A0	2026-09-11	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft; not approved and not for sale; A = approved for issue by the person named, on the date shown.