

SCAFFOLD ALTERATIONS WHILE IN USE

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Request · check against TG20 or the design · replace before remove · re-inspect before re-use

KD-RA-SC-005 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) and SG4:22 (fall prevention during erection); CDM 2015 regs 13 and 15 (planning, managing and monitoring the work). 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

The procedure for altering a scaffold that has been handed over and is in use: moving or removing ties, boards, guardrails, brick guards and lifts for following trades such as window, cladding and roofing installers — from the written request, through the TG20 or design check and closing the section, to the alteration itself and the re-inspection and re-handover.

This document does not cover: alteration by the erecting gang during erection and dismantling (KD-RAMS-SC-001, KD-RAMS-SC-002) — this document is the in-use request to re-inspection procedure; adding loading bays or temporary roofs (KD-RAMS-SC-005, KD-RAMS-SC-006); and any alteration to a designed scaffold its designer has not agreed.

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. Unauthorised alteration by other trades — ties, boards or guardrails removed to suit their work

At risk: All scaffold users, people below

Controls: Only the scaffold contractor alters the scaffold — stated at induction and on the tags; a trade that needs a change requests it through the site supervisor; supervisors check daily for missing components; a removed tie or guardrail closes that section until the scaffolder has reinstated it and it is re-inspected.

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

2. Loss of stability when ties are moved or removed

At risk: Everyone on and around the scaffold

Controls: A replacement tie is installed to TG20:21 or the design before the existing tie comes out — never the other way round; no more ties out at once than TG20 or the design permits; tie moves for windows and cladding planned in advance with the scaffold contractor and referred to the designer where the scaffold is designed or sheeted.

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

3. Falls during erection, alteration and dismantle

At risk: Scaffolders

Controls: SG4 without exception: scaffolders work within a protected zone — advanced guardrail or harness clipped to a secure anchor when outside it; the scaffold gang is CISRS carded for the scaffold type; no shortcuts at the leading lift.

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

4. Users working in or below the section being altered

At risk: Scaffold users, other trades

Controls: The section is tagged "not for use" and its access points barred before work starts; people below excluded while components are moved; the principal contractor tells affected trades when and where.

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

5. Falling tubes, fittings and boards

At risk: Everyone below

Controls: Exclusion below erection and dismantle — barriers and signage; nothing thrown or bombed, ever: components lowered by gin wheel or passed hand to hand; fittings in bags, never loose on lifts; tools lanyarded.

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

6. An alteration that changes the load class or the design assumptions

At risk: Everyone on and around the scaffold

Controls: Removing lifts, widening bays, adding brackets, sheeting, loading bays or hoist ties is checked against TG20:21, TG30:24 or the design first; anything outside them is approved in writing by the scaffold designer before work; the load class on the tag is changed if the alteration reduces it.

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

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7. Gaps left at the building face once boards or ties are moved for installers

At risk: Installers, scaffold users

Controls: Inside boards and guardrails removed for window or cladding installation are replaced by the protection the scaffold contractor specifies for that stage — never simply left open; installers told which lifts are altered for their work and what they must not do there.

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

8. Altered scaffold returned to use without inspection

At risk: All scaffold users

Controls: The competent person inspects the altered scaffold before it is used again and records it (Work at Height Regulations 2005 reg 12); handover certificate, drawing and tags updated with the change.

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

- Receive the written alteration request — location, what is to change, why, and for how long.
- The scaffold contractor checks the change against TG20:21, TG30:24 or the design and the tie pattern; outside them, the designer approves it in writing before any work.
- Plan the sequence, with replacement ties and protection first, and agree the timing with the principal contractor.
- Close the section — tags to "not for use", access barred, trades and people below told, exclusion set under the work.
- Alter to SG4:22 methods one bay at a time, fittings bagged and components lowered.
- Install replacement ties or bracing before removing existing ones; check every new fitting is tight.
- Reinstate boards, guardrails and toe-boards on every bay left in use before moving on.
- The competent person inspects and records the altered scaffold; update the handover certificate, drawing and tags.
- Re-open the section and brief the requesting trade on what has changed.
- Where the alteration is temporary, programme its reinstatement, which follows the same steps.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

- Scaffold components and replacement ties
- Tie tester where the design or contractor's procedure requires tests
- Gin wheel and fittings bags
- Scaffold tag system, barriers and signs

INSPECTION / THOROUGH EXAMINATION REFS

COSHH ASSESSMENT REFS

6 PPE — THE LAST LINE OF CONTROL, NOT THE FIRST

- Head protection
- Safety footwear
- High visibility
- Gloves — task-rated
- Eye protection
- Hearing protection
- Harness (SG4) — inspected and in date

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-WH-006 — Work at Height Permit

Where the site requires a permit for scaffold operations.

PERMIT NUMBER

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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.