



LEIA Safety Information Sheet

Temporary Works Composition

Prepared by the LEIA Safety and Environment Committee

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PREAMBLE

This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

INTRODUCTION

Temporary Works can be defined as anything a contractor has to provide or do in order to construct the permanent works.

More definitive descriptions can be found in various construction-related Conditions of Contract:

FIDIC Conditions of Contract:

Temporary works means all temporary works of every kind (other than contractors equipment) required on site for the execution and completion of the permanent works and remedying any defects.

ICE Conditions of Contract:

All temporary works of every kind required in or about the construction and completion of the works.

Temporary Works is defined in BS5975 as

(those) parts of the works that allow or enable construction of, protect, support or provide access to the permanent works and which might or might not remain in place at the completion of the works

TEMPORARY WORKS MANAGEMENT

The correct design and execution of temporary works is an essential element of risk prevention and mitigation in construction. BS 5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework, provides recommendations for temporary structures on building sites, with practical guidelines on design, specification, construction and the use and dismantling of falsework and the procedural controls to be applied to all aspects of temporary works.

Temporary Works Procedures

Principal Contractors (PC) should be able to demonstrate that they have in place effective arrangements for controlling risks arising from the use of temporary works. These are usually captured in a temporary works procedure which will contain most or all of the following elements:

- Appointment of a Temporary Works Co-ordinator (TWC)
- Preparation of an adequate design brief.
- Completion and maintenance of a temporary works register
- Production of a temporary works design (including a design risk assessment and a designer's method statement where appropriate).
- Independent checking of the temporary works design.
- Issue of a design/ design check certificate, if appropriate.
- Pre-erection inspection of the temporary works materials and components.

Control and supervision of the erection, safe use, maintenance and dismantling of the temporary works – ie, procedures to:

- Check that the temporary works have been erected in accordance with the design, and issue a formal 'permit to load' where necessary.
- Confirm when the permanent works have attained adequate strength to allow dismantling of the temporary works, and issue a formal 'Permit to Dismantle' where necessary.
- The procedure should include measures to ensure that the design function and the role of TWC are carried out by competent individuals.
- Smaller contractors may not have the experience to operate their own temporary works procedure and may need to obtain external expertise. It is common for large and medium contractors to outsource aspects of temporary works design and management.

Temporary Works Coordinator (TWC)

BS5975 requires a Designated individual (DI) to manage the temporary works process. Every organization that has an involvement with temporary works should appoint a senior person to prepare, maintain and implement the organization's procedure for the control of temporary works. This person, usually reporting to the Board of Directors, is referred to as the DI.

The DI appoints the TWC.

The TWC is responsible for ensuring that the PC's procedures for the control of temporary works are implemented on site. The TWC is not normally the designer, but is responsible for ensuring that a suitable temporary works design is prepared, checked and implemented on site in accordance with the relevant drawings and specification.

The principal activities of the TWC are listed in Clause 7.2.5 of BS5975. On some projects, particularly smaller jobs involving lower risk temporary works, it may be appropriate for the TWC and designer roles to be carried out by the same person, provided that he/ she is competent to carry out each of the roles.

The TWC for a project should be formally appointed and have adequate authority to carry out his/ her tasks, including stopping the work if it is not satisfactory. It is essential that those selected to act as TWC are competent with relevant up-to-date training, and experience and qualifications appropriate to the complexity of the project. Ideally a TWC would:

- Have experience of the relevant types of temporary works.
- Have completed formal TWC training.
- Some schools of thought hold that TWC should be a Chartered Engineer with a degree or HNC/HND academic qualification in an appropriate subject.

The key attributes of a competent TWC are in order of priority:

1. relevant experience
2. formal TWC training
3. professional qualifications
4. the competence and authority to be effective

Design brief

A design brief should be prepared for each item of temporary works to serve as the focus for subsequent decisions, design work calculations and drawings. It should include all data relevant to the design of the temporary works and should be prepared in good time to allow for all subsequent activities. The brief may be relatively simple for the smaller schemes, but for major work, more information will need to be collected and collated before design work can commence. The TWC should ensure that an adequate design brief is provided to the designer and design checker of the temporary works.

Procedures and training

Temporary Works training is widely available from many organisations and must be undertaken by the TWC.

Documentation

The TWC must complete a temporary works register for the site and issue the Permit to Load and Permit to Dismantle. The TWC should develop a procedure and the necessary forms, although generic systems may be available, however, the TWC is responsible for ensuring they are adequate.

LIFT & ESCALATOR TEMPORARY WORKS

Lifts

Based on the installation of a typical lift, the temporary works items will be:

Temporary door and its mounting to the building

The building could be reinforced concrete, masonry or studwork of some description. The expansion bolts in concrete or masonry should be satisfactory, but the designer must ensure that a generic design (if used) specifies anchor bolts suitable for masonry. With studwork the temporary door will have to be fixed into a framework similar to that used for the permanent door. Documentation should clarify that the generic design has been designed and checked.

Use of the top of the lift car as a working platform.

This element of TW contains several covered by generic designs. An anchorage in the shaft roof soffit is installed by specialists and load tested and will be part of a generic design with other elements. Documentation needs to clarify that the system has been designed and checked ie not every component but the way they are used together to support the working platform.

Working platforms, protection decks or scaffolds within a lift shaft

Each item will need a design and design check. It must be installed by a competent person and the installation checked. At this point the TWC must issue the Permit to Load. A subcontractor should ask the PC for the Permit to Load. A PC must ensure their own TWC carries out this process.

For any clarification of this information sheet contact your company Safety Advisor or the LEIA Safety and Training Manager.

REFERENCES:

BS 5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework, May 2019

Available from: <https://shop.bsigroup.com>

The Temporary Works Forum website: <https://www.twforum.org.uk/>