

Temporary Works Policy

Introduction and Commitment

Capital Sky Ltd is committed to the safe and effective management of all Temporary Works in accordance with BS 5975-1:2024 Temporary Works – Management procedures for the control of temporary works and BS 5975-2:2024 Temporary Works – Falsework: Design and implementation. Temporary Works are recognised as a critical construction risk and must therefore be managed through a structured, documented, and competent control system that ensures safety, coordination, and design integrity throughout all stages of construction, use, and dismantling. This policy applies to all Capital Sky Ltd operations, including construction, refurbishment, and demolition activities, and is supported by the company's Temporary Works Procedure.

Governance and Roles

Capital Sky Ltd establishes a formal Temporary Works management structure in line with BS 5975-1. The Managing Director is responsible for appointing a competent Designated Individual (DI) in writing. The DI holds overall responsibility for ensuring that a Temporary Works management system is implemented, maintained, and effectively resourced across the organisation. The Designated Individual (DI) is responsible for appointing competent Temporary Works Coordinators (TWC) in writing for each project or defined area of works. Where required, the DI will also ensure the appointment of Temporary Works Supervisors (TWS) to support site-level implementation and control. The Project Manager is responsible for ensuring that sufficient time, resources, and support are provided to allow the TWC and TWS to carry out their duties effectively. All appointments must be confirmed in writing, and no individual may act in any Temporary Works role without formal authorisation.

Temporary Works Management System

Capital Sky Ltd operates a controlled Temporary Works management system which ensures that all Temporary Works are identified, risk assessed, coordinated, and controlled throughout the project lifecycle. All Temporary Works must be recorded in a Temporary Works Register, which shall be maintained by the TWC and kept current for the duration of the project. No Temporary Works shall be designed, altered, installed, loaded, or dismantled without formal control under this system. The Temporary Works management process ensures that risks are identified early, responsibilities are clearly defined, and communication between designers, contractors, and site teams is maintained at all times. Design Control (BS 5975-2:2024 – Falsework and Temporary Works Design) All Temporary Works design activity, including falsework, must comply with BS 5975-2:2024. A formal Design Brief must be prepared for all Temporary Works. The Design Brief shall define all relevant loading conditions, constraints, assumptions, site conditions, interfaces, and safety requirements. All designs must be prepared by competent designers in accordance with the appropriate Design Check Category (0, 1, 2 or 3) as defined in BS 5975-1:2024. The level of check must reflect the complexity, risk, and criticality of the Temporary Works. Falsework designs must specifically demonstrate stability, load path integrity, and compliance with safe erection, use, and dismantling requirements as set out in BS 5975-2:2024.

Where Temporary Works are designed by subcontractors or specialist contractors, the designs must be independently reviewed and accepted prior to implementation.

No design shall be used for construction unless formally approved and issued as a controlled document.

Implementation, Inspection and Control

Temporary Works shall only be constructed and loaded in accordance with an approved design issued for construction.

Prior to loading or use, the Temporary Works Coordinator or Temporary Works Supervisor shall inspect the works to confirm compliance with the approved design and site conditions. Where appropriate, a formal Permit to Use Temporary Works shall be issued.

Temporary Works must be inspected regularly during their operational period by the TWC or TWS. Inspection frequency shall be determined by risk, complexity, and site conditions.

Any deviation from the approved design, change in site conditions, or unforeseen risk must be reported immediately to the TWC and design team for review and amendment.

Dismantling and Removal

Temporary Works shall only be dismantled when formally authorised by the Temporary Works Coordinator following confirmation that they are no longer required.

Prior to dismantling, a final inspection shall be completed to confirm that all associated permanent works are stable and that removal can be carried out safely.

Where required, a Permit to Dismantle Temporary Works shall be issued before removal commences.

Competence and Responsibilities

All individuals involved in Temporary Works must be competent for their appointed role in accordance with BS 5975-1:2024.

The DI is responsible for ensuring competence across all appointments, including TWCs, TWSs, designers, and checkers.

All personnel must understand their responsibilities and operate strictly within their defined scope of appointment.

Non-Compliance

Failure to comply with this policy, BS 5975 requirements, or the Capital Sky Temporary Works Procedure may result in disciplinary action, removal from site, or termination of contract.

Where unsafe conditions are identified, work must be stopped immediately and escalated to the Temporary Works Coordinator.

Policy Review

This policy will be reviewed annually or sooner where required due to changes in legislation, standards, client requirements, or operational practice.

Name: Martin Maloney

Position: Chief Executive Officer

Signature:



Dated: 15/05/2026

Latest Review Date: 15/05/2027