



*Raising standards in scaffolding*



# Welcome to our Scaffolders User Guide

## Our keys to success...

### PROFESSIONAL EXCELLENCE

Leading in continual improvement of our people, our knowledge and industry expertise, to add value at every opportunity.

### HONEST RELATIONSHIPS

Working with our customers, suppliers and ourselves, through open conversations in good and bad times.

### RESPONSIBLE LEADERSHIP

Teamwork, personal accountability and supportive respect, enables us to do the right thing to direct a safe future.

### COMMITMENT TO QUALITY

Trusting in our processes and controls which are driven by passion and commitment to achieve consistent results.

***Remember by ensuring we work to our key values we will be successful as a team and individuals.***



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# LOGGING ONTO TUUBES

To start you must already have both you individual Allsafe Scaffolding email address and Password.

**Step 1**

Go to [www.tuubes.co.uk/staff](http://www.tuubes.co.uk/staff)  
Please add TUUBES as a home screen icon, video available.

**Step 2**

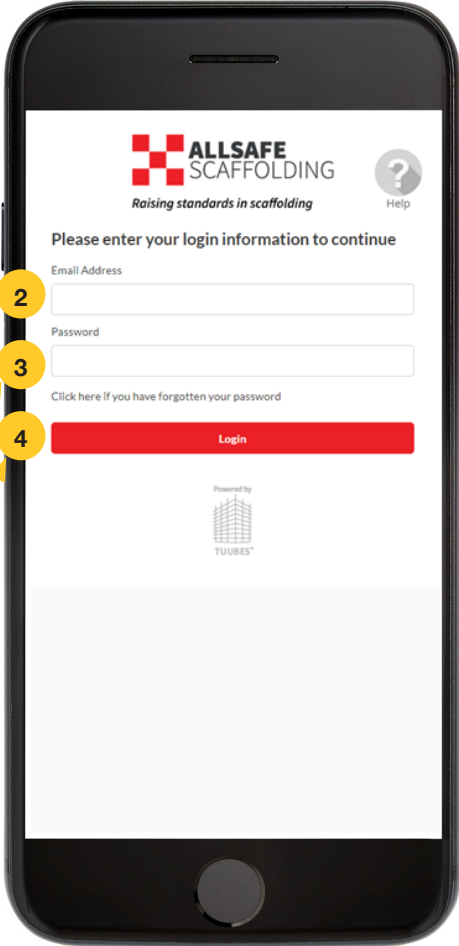
Enter your email address.

**Step 3**

Enter your password.

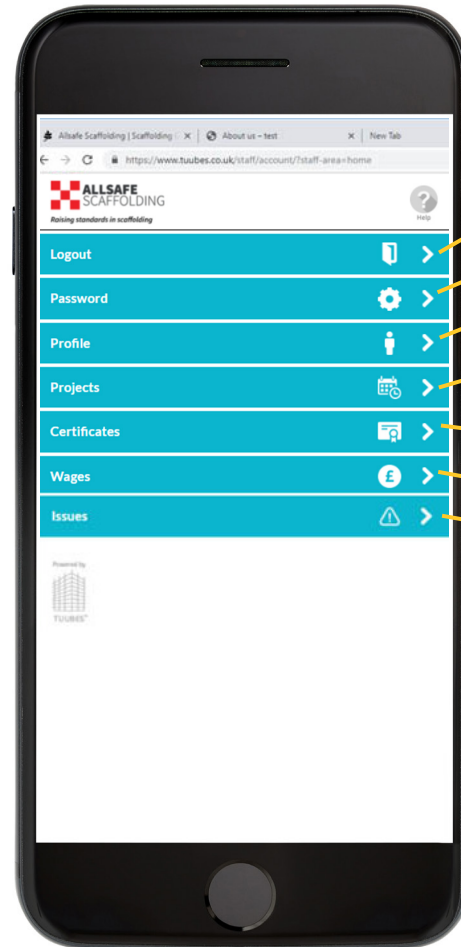
**Step 4**

Select Login.



**Note !**

If you have forgotten your password or e-mail address contact the office.



Always log out when you've finished a session.

How to change your password.

How to change your individual profiles.

How to manage Projects.

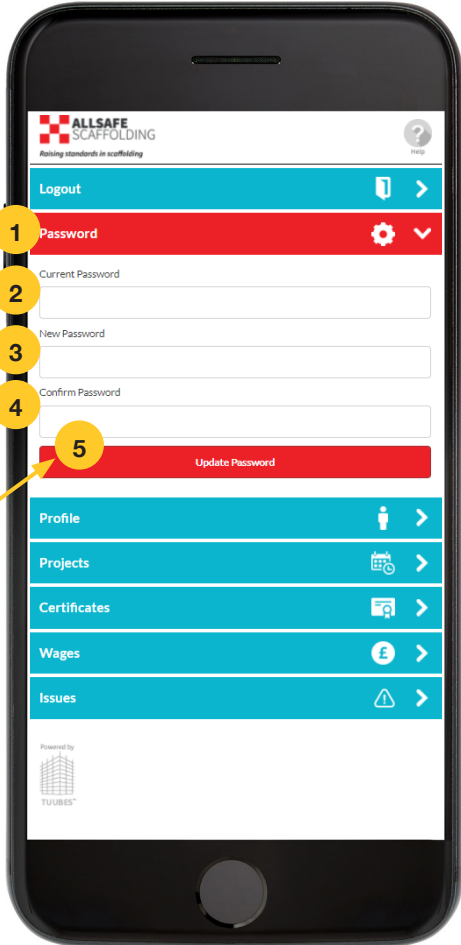
Scaffolders qualification and expiry dates. (view only)

How to book in your weekly wages.

Site Issues needing action.

# CHANGING YOUR PASSWORD

- Step 1 Select Password.
- Step 2 Enter your Current Password.
- Step 3 Enter NEW Password.
- Step 4 Confirm NEW Password.
- Step 5 Update NEW Password.



**Note !**  
If you've forgotten your password contact the office.

**Step 1**  
Select Profile.

**Step 2**  
Select General.

**Step 3**  
Fill in your first and last name.

**Step 4**  
Company given ID.

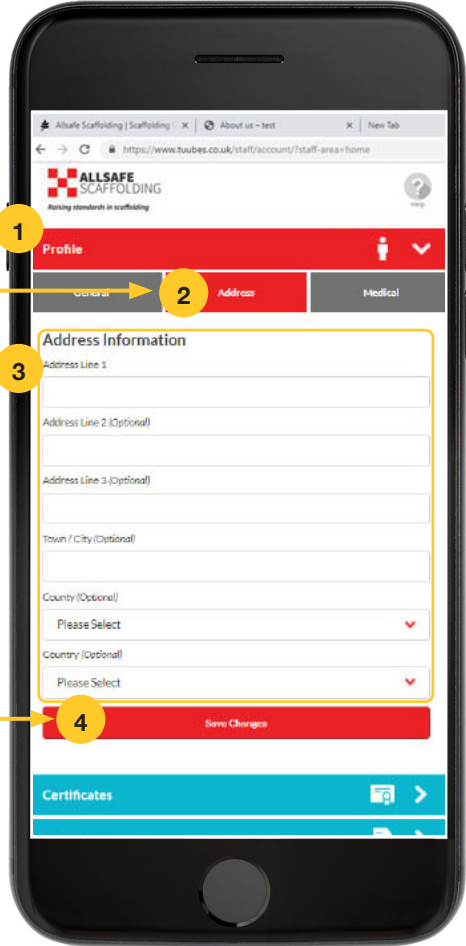
**Step 5**  
Fill in your D.O.B, Telephone Number, Mobile Number, E-mail address.

**Step 6**  
Save your changes.

# PROFILE – HOME ADDRESS

Step 1

Select Profile.



Step 2

Select Address.

Step 3

Address details.

Step 4

Save Changes.



This information helps us help you should you become unwell at work.

Step 1

Select Profile.

Step 2

Select Medical.

Step 3

Fill in your next of Kin details.

- Next of Kin First Name
- Next of Kin Last Name
- Next of Kin Land line Telephone Number
- Next of Kin Mobile Number
- Next of Kin Home Address & Post Code
- Next of Kins relationship with you

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Profile

Medical

Medical Information

Next of kin First Name

Next of kin Last Name

Next of kin Telephone (Optional)

Next of kin Mobile (Optional)

Next of kin Address Line 1 (Optional)

Next of kin Address Line 2 (Optional)

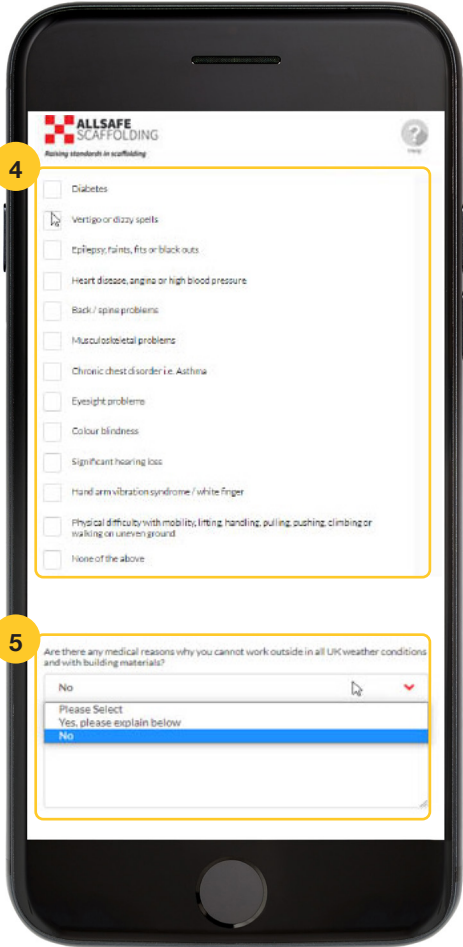
Next of kin Country (Optional)  
Please Select

Next of kin Post Code (Optional)

Next of kin Relationship (Optional)  
Please Select

**Step 4**

Tick in the box's if you have any of these conditions.



**Step 5**

Confirm if there are medical reasons why you cannot work outside in all UK weather conditions and with building materials.

Use the box below for any comments.

**Step 6**

Would you like to disclose any other form of medical condition you may have?

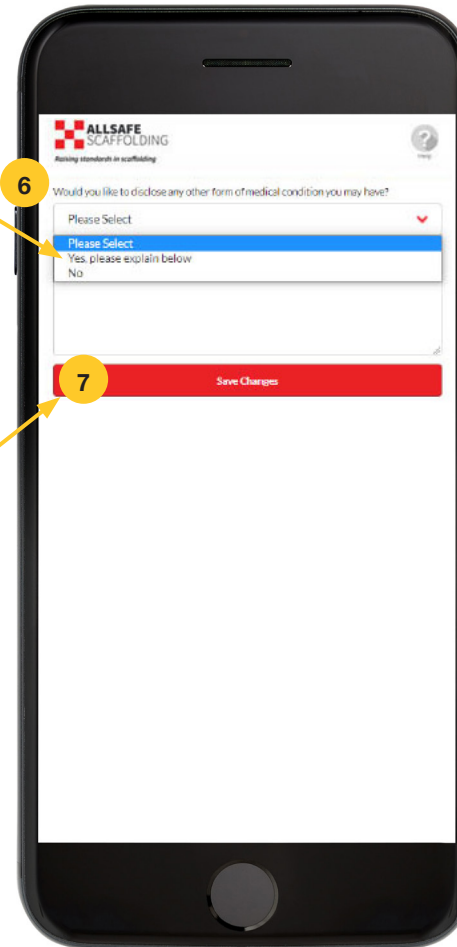
If you select Yes complete any information and save.

If you select No save and move on.

Use the box below for any comments.

**Step 7**

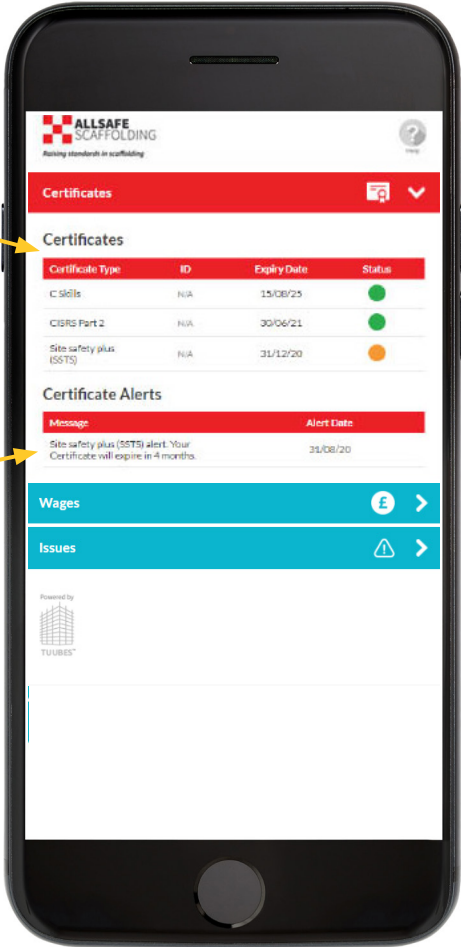
Confirm by selecting Save Changes.



# CERTIFICATES – MANAGING YOUR SCAFFOLDING QUALIFICATIONS

Adding all your certificates/qualification details with the office allows the Tuubes system to alert you 4 months prior to any card expiring.

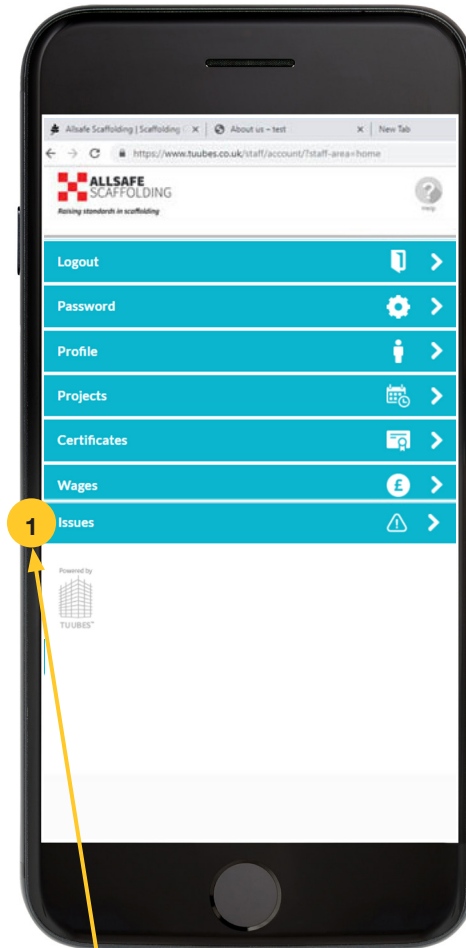
This example shows that the SSSTS qualification runs out 31st December 2020.



**Note** !

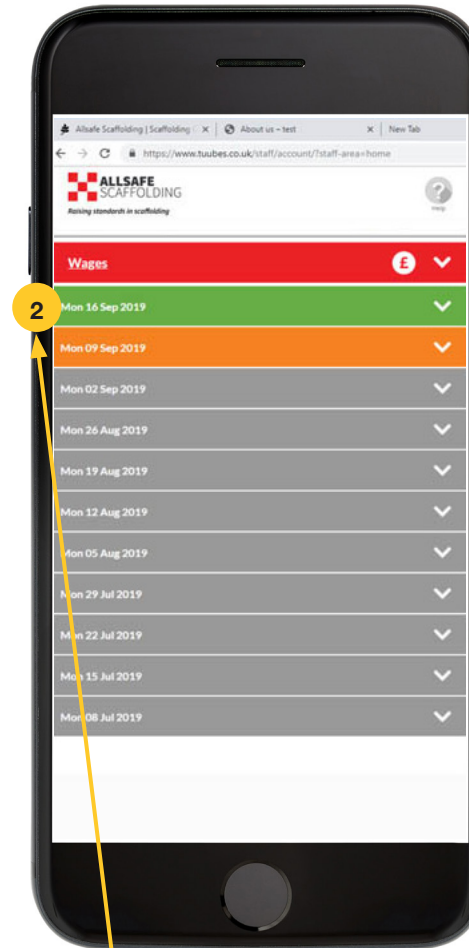
Please liaise with administration team to add or update your certificates or qualifications.

This is your responsibility to inform Allsafe Scaffolding.



Step 1

Select the wages tab and you will see the screen to the right open up.



Step 2

Select the **Green** tab as this is your current week and is where you book in, your wages.

**Orange** are last wages and being processed.

**Grey** wages already processed and paid.

# WAGES - GETTING STARTED

Step 1

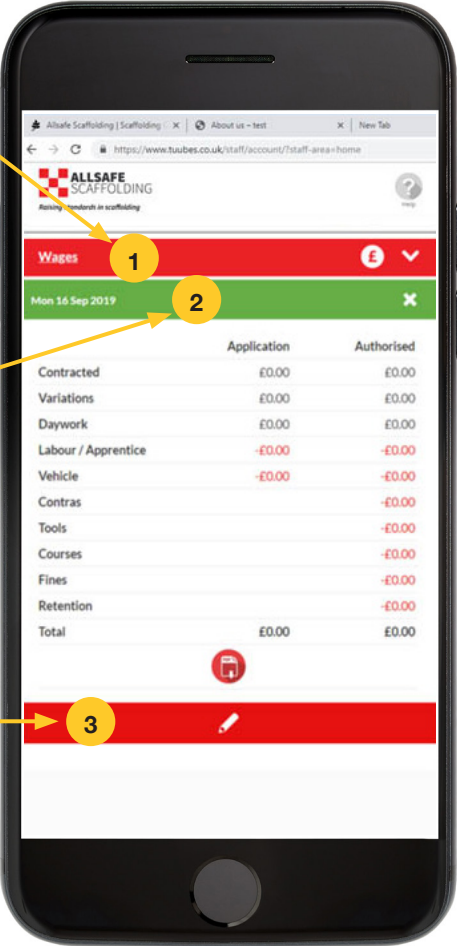
Select wages.

Step 2

Select Green tab which is current week.

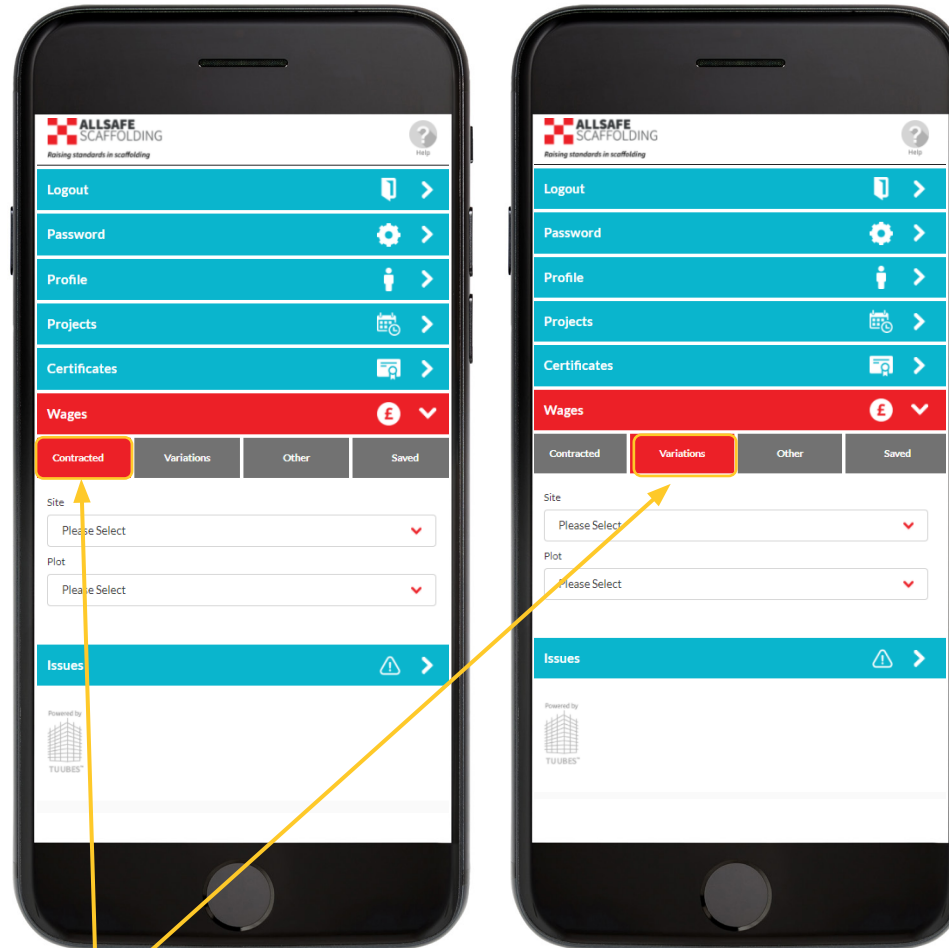
Step 3

Go to bottom of page and select on the pencil line.



Note !

Wages MUST BE completed daily final save submission is at the end of the working week which will complete the weeks work.



Step 4

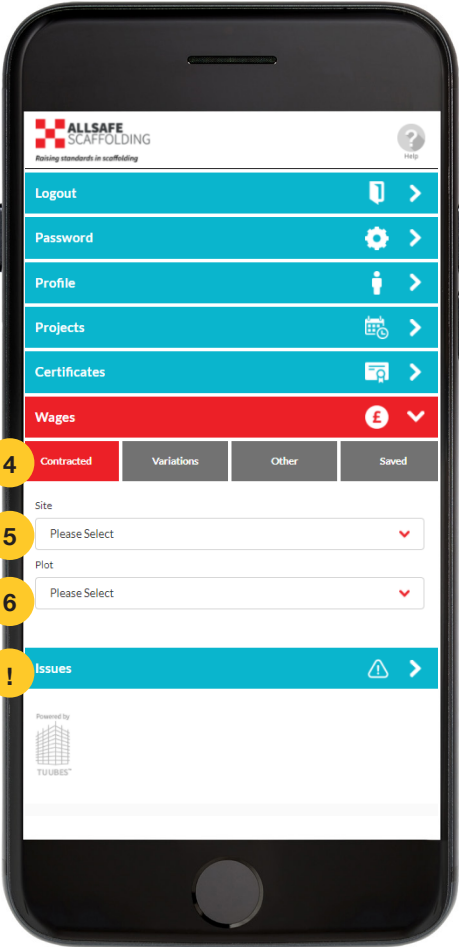
The following screen will load.  
Select either Contracted, or Variations.

# CONTRACTED – FINDING YOUR SITES AND PLOTS

Step 4  
Select Contracted.

Step 5  
Select your Site from the drop-down menu.

Step 6  
Select the Plot from the drop-down menu  
*please ensure you select the correct plot(s).*



Note !

You can also view the site map if you are unsure which plot you are working on.



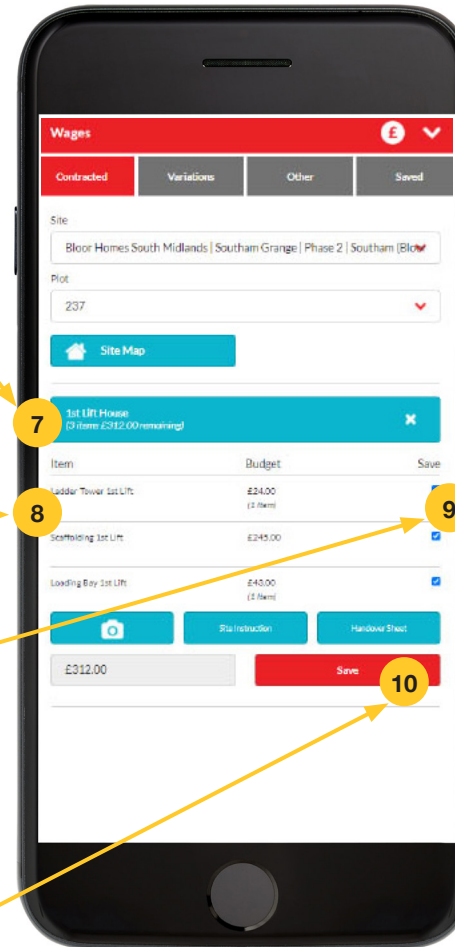


**Step 7**  
Find the contracted category  
1st lift House, 3 Items,  
and Budget remaining (£312.00)

**Step 8**  
Breakdown of work item and money.

**Step 9**  
Press the arrow to expand to reveal all the  
items and the cross to see just the element  
and tick what you have completed.

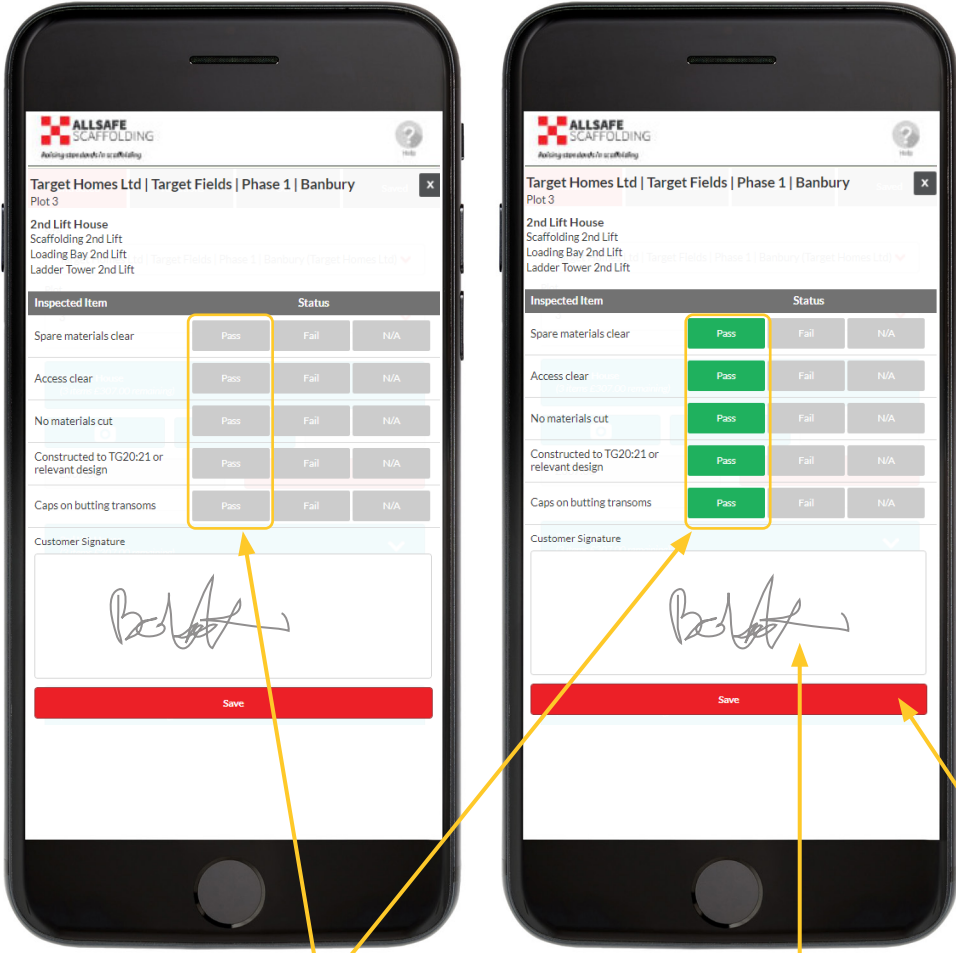
**Step 10**  
Once you have confirmed all details, You  
**MUST** press save to confirm this work has  
been completed.



**Note** !

Once you have saved your work you will have to complete an automatic handover which the site agent will need to sign, this is explained on the next page.

# AUTOMATIC HANDOVER



Step 1

Select each Inspection Item and confirm that each Item has Passed or is N/A.

Step 2

Customer must sign the handover.

Step 3

Select Save.

Note !

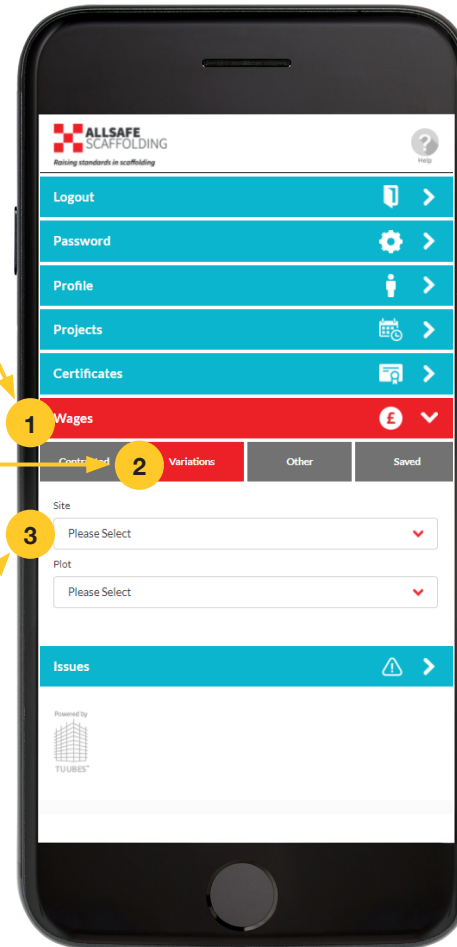
As per NASC guidance, the Handover Certificate enables you to demonstrate that the client has accepted that your scaffolding is fit for purpose and the customer has acknowledged their responsibility to ensure that mandatory inspections are performed in accordance with the Work at Height Regulations 2005 (WAHR), regulation 12 & 13 and Schedule 7, and to follow any loading limitations and any restrictions for its use etc

# VARIATIONS – FINDING YOUR SITE AND PLOT

Step 1  
Select Wages.

Step 2  
Select Variations.

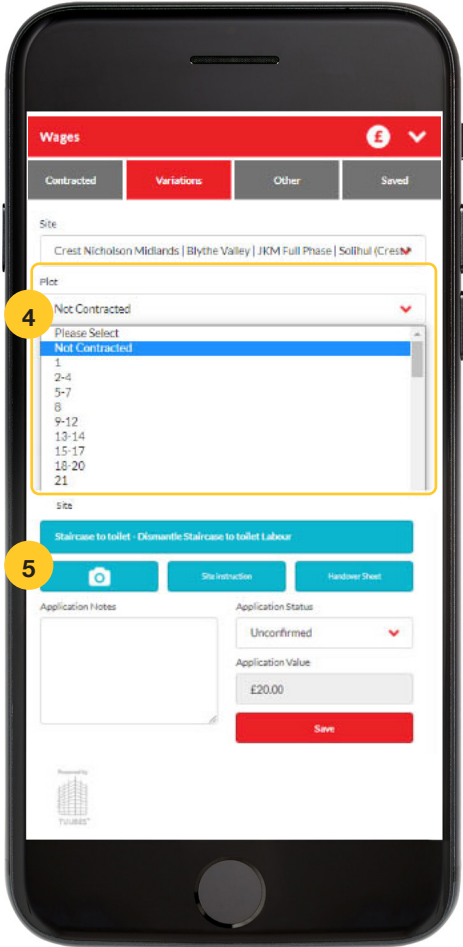
Step 3  
Select the Site.



# VARIATIONS – FINDING YOUR SITE AND PLOT

**Step 4**  
Select the plot or select Not Contracted to see all the variation that have been authorised on that site.

**Step 5**  
Find the variation you need to complete. Ensure this has been authorised and claim once completed.

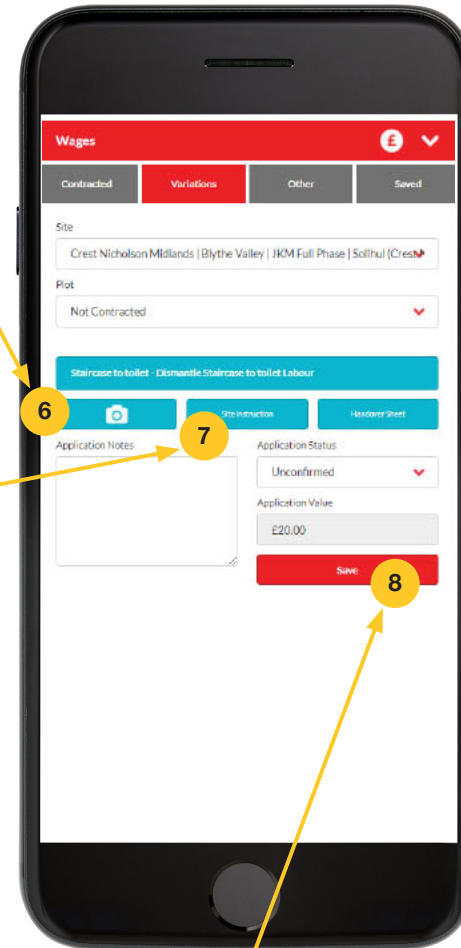
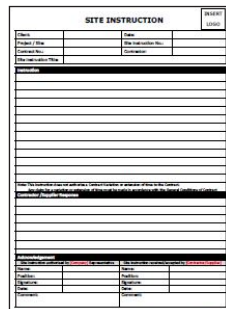


# VARIATIONS – ADDING PICTURES AND SAVING YOUR WORK

**Step 6**  
Select the Camera Icon.  
Take a picture of your variation.



**Step 7**  
Select the Site Instruction Icon.  
Take a picture of the site instruction.

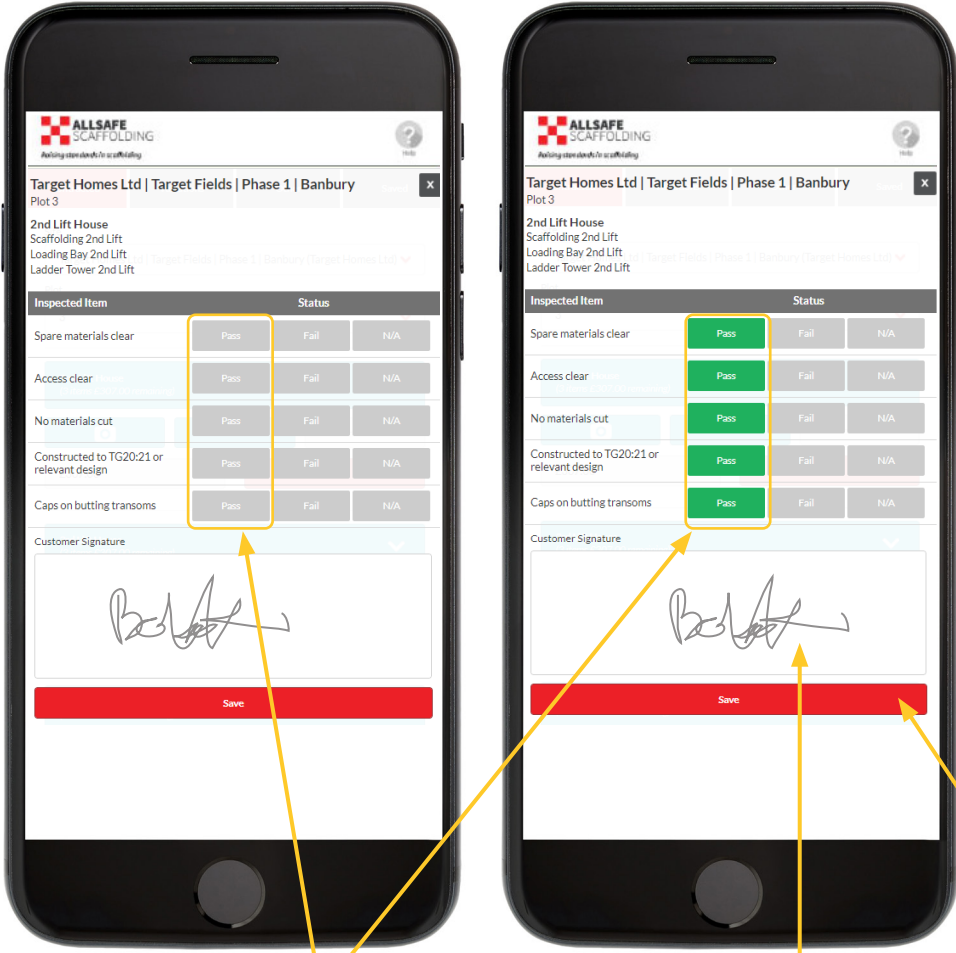


**Note !**

Once you have saved your work you will have to complete an automatic handover which the site agent will need to sign, this is explained on the next page.

**Step 8**  
Save your variation.

# AUTOMATIC HANDOVER



Step 1

Select each Inspection Item and confirm that each Item has Passed or is N/A.

Step 2

Customer must sign the handover.

Step 3

Select Save.

Note !

As per NASC guidance, the Handover Certificate enables you to demonstrate that the client has accepted that your scaffolding is fit for purpose and the customer has acknowledged their responsibility to ensure that mandatory inspections are performed in accordance with the Work at Height Regulations 2005 (WAHR), regulation 12 & 13 and Schedule 7, and to follow any loading limitations and any restrictions for its use etc

# SAVING THE WEEKS WORK AND SPLITTING MONEY

**Step 1** Once you have booked in all your weeks wages select the **SAVED** icon.

**Step 2** Select the **SUMMARY** icon, you will now see the total weekly wages.

**Step 3** Now split you weekly wages between you and other members of your gang by changing the % here.

**Step 4** Confirm your changes by the blue **SAVE WAGES SPLIT** icon.

**Step 5** Save any labour deductions and confirm by selecting the blue **SAVE LABOUR DEDUCTIONS** icon.

**Step 6** Split your van cost and confirm by selecting **SAVE VAN DEDUCTIONS** icon.

**Step 7** When you are happy that your weeks wages are fully booked in confirm by selecting **Confirm this week's wages**. Once complete and changes are saved go to page 26.

**Note !**

See separate instruction if any of your day's wages are not the same split for every item of work completed go to page 24.

# BOOKING IN WAGES THAT ARE UNEQUAL IN DETAIL

Step 1

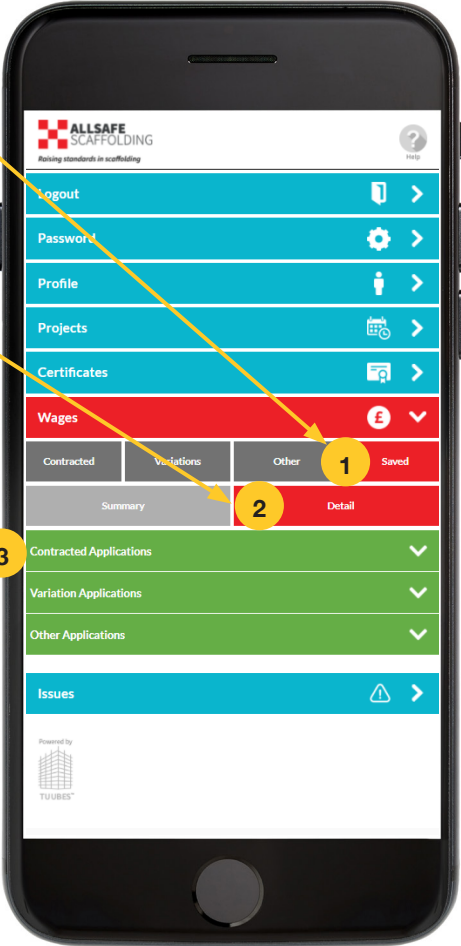
Select the Saved icon.

Step 2

Select the Detail icon.

Step 3

To review your contracted items booked in select the contracted down arrow, which will become a X. When the X appears all the submissions for that week will be listed below.





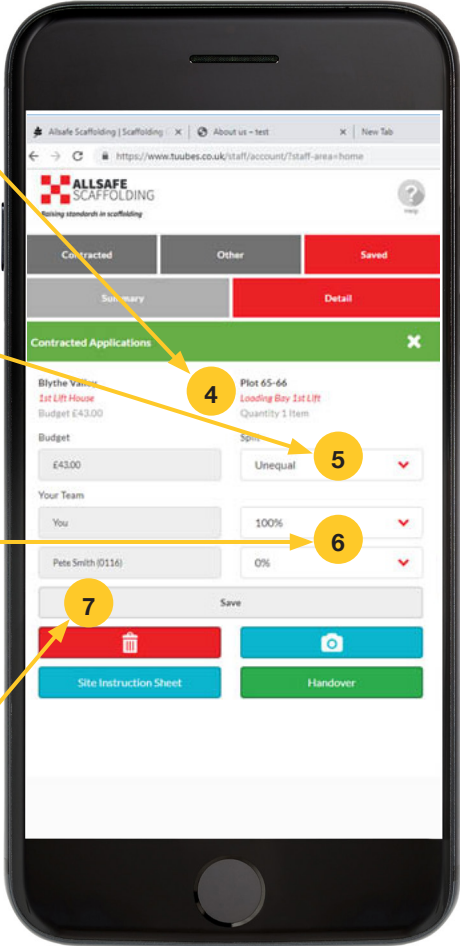
# BOOKING IN WAGES THAT ARE UNEQUAL IN DETAIL HERE

**Step 4**  
Find items you need to change.

**Step 5**  
Choose Unequal from drop down menu.

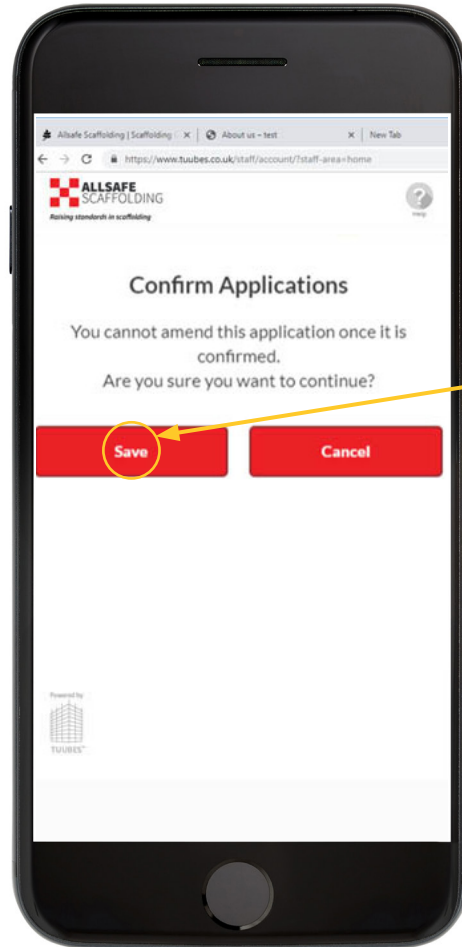
**Step 6**  
Choose your split %.

**Step 7**  
Return to summary step 2 on page 23.  
(under no circumstances select step 4 on page 23) at this point once you are happy go to step 7 on page 25 and confirm save.



**Note !**  
You do not select step 4 to confirm.  
You can also view the site map if you are unsure which plot you are working on.

# END OFF WEEK WAGES SUBMISSION AND FINAL CONFIRMATION



*Pop up appears.*

Finally select **Save** for that week's wage application.

**Note** !

*Ensure you submit your wages for the week on a daily basis as this will help ensure the claim is dealt with quickly and you get paid on time.*

*Once you select save and complete you cannot amend that week's wages.*

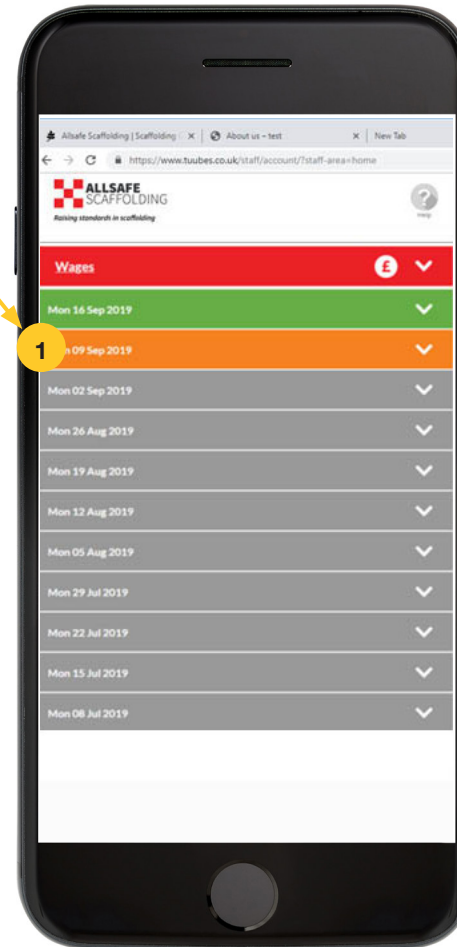
*Failure to do final save will result in non-payment of wages.*

*Weekly wages must be saved by Midnight every Sunday.*

*Any issues speak to the Contracts Manager.*

**Step 1**

Once you selected the final save for the weeks work, this tab will turn orange ready to be processed.



# WAGES SUMMARY

**Step 2**

Press PDF logo by clicking the button shown. This can be printed if required.

**Wages Monday 16 September 2019 (WK24)** AWAITING AUTHORISATION

Customer / Site	Plot	Item	Value	John Smith (0000) Chargehand	John Smith (0114) Gang Member
Crest Nicholson Midlands Blythe Valley	65-66	Loading Bay 1st Lift	£43.00	50.00%	50.00%

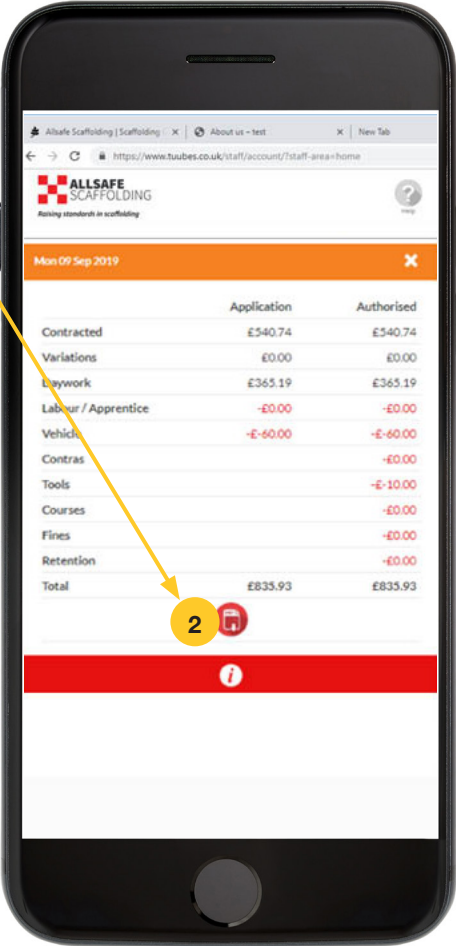
Customer / Site	Plot	Item	Value	John Smith (0000) Chargehand	John Smith (0114) Gang Member
Crest Nicholson Midlands Blythe Valley	102-125	1 x Timber Rack 7m x 3m (Item) Up (£170.00) Notes: e.g. erect timber rack 7m x 3m	£170.00	50.00%	50.00%

Type	Value	John Smith (0000) Chargehand	John Smith (0114) Gang Member
There are no gang deductions			

Totals	Value	John Smith (0000) Chargehand	John Smith (0114) Gang Member
Contracted Works	£43.00	£21.50	£21.50
Extra Works	£170.00	£85.00	£85.00
Deductions	-£0.00	-£0.00	-£0.00
<b>Total Gang Value</b>	<b>£213.00</b>	<b>£106.50</b>	<b>£106.50</b>



Example pdf above details all work completed.

The chargehand will be able to view the full breakdown of the whole gang's work.

Gang member(s) will only be able to view their work.

	Application	Authorised
Contracted	£204.00	£0.00
Variations	£80.00	£0.00
Daywork	£0.00	£0.00
Salary	£0.00	£0.00
Labour / Apprentice	-£0.00	-£0.00
Vehicle	-£140.00	-£140.00
Contras		-£0.00
Tools		-£0.00
Courses		-£0.00
Fines		-£0.00
Retention		-£0.00
<b>Total</b>	<b>£144.00</b>	<b>£-140.00</b>

**GREEN** is the week that you are currently claiming your completed work.

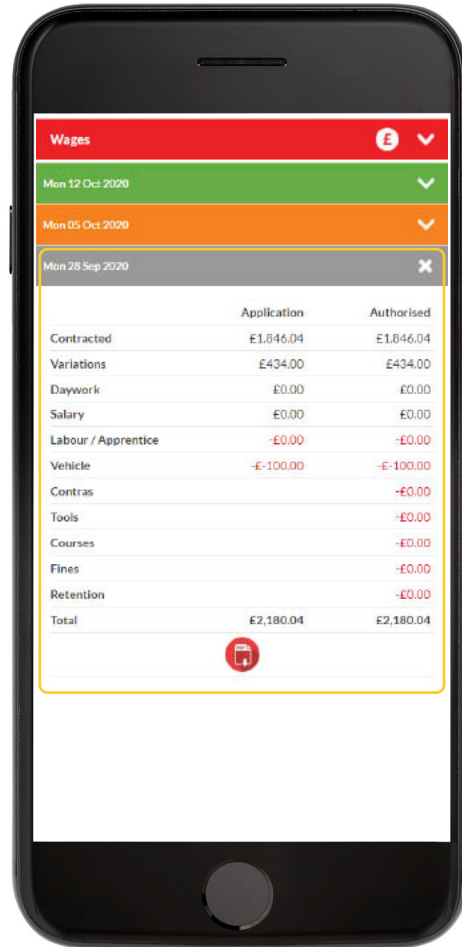
	Application	Authorised
Contracted	£555.80	£555.80
Variations	£309.40	£309.40
Daywork	£0.00	£0.00
Salary	£0.00	£0.00
Labour / Apprentice	-£0.00	-£0.00
Vehicle	-£100.00	-£100.00
Contras		-£0.00
Tools		-£0.00
Courses		-£0.00
Fines		-£0.00
Retention		-£0.00
<b>Total</b>	<b>£765.20</b>	<b>£765.20</b>

**ORANGE** means the wages are being processed and authorised by the contracts manager and cannot be changed. Once authorised payment cannot be changed and money will be paid by close of business on Friday.

**Note** !

Selecting the PDF icon at the bottom gives a full breakdown of that work week.

# WAGES SUMMARY



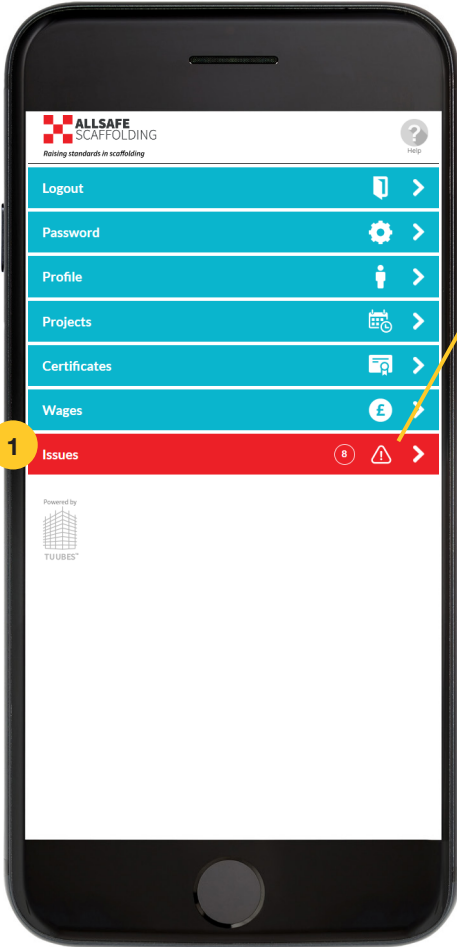
GREY is previous weeks and wages that have already been authorised and paid in full.

## Note !

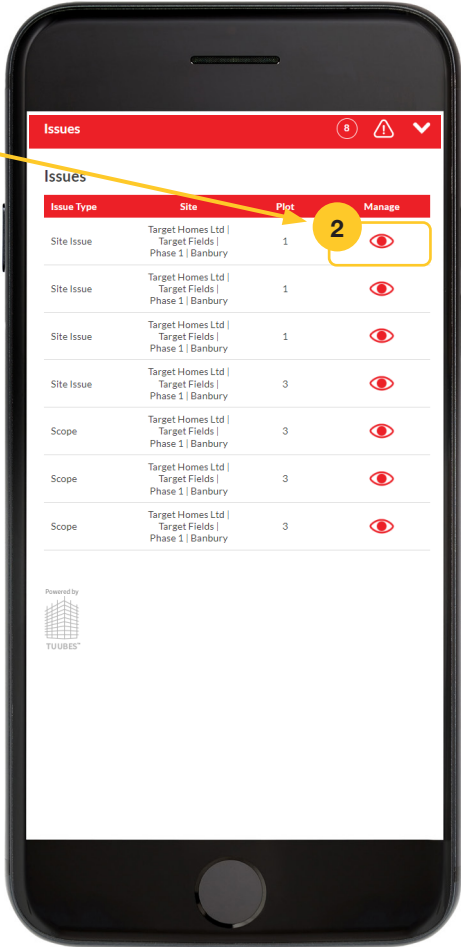
Selecting the PDF icon at the bottom gives a full breakdown of that work week.

# SCAFFOLDER RESOLVING INSPECTION ISSUES

Step 1  
Select Issues



Step 2  
Select Manage for each issue one by one



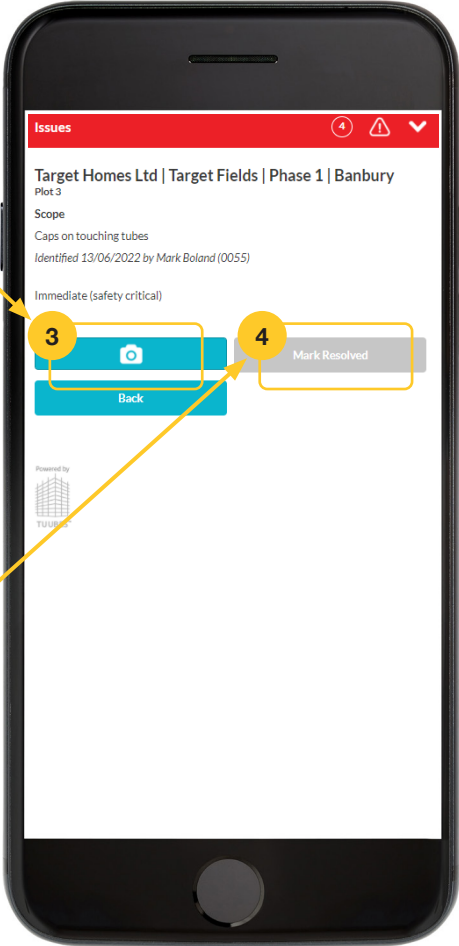
# SCAFFOLDER RESOLVING INSPECTION ISSUES

**Step 3**  
Scaffolder to resolve issue, select camera icon and take a picture as proof of the issue being resolved

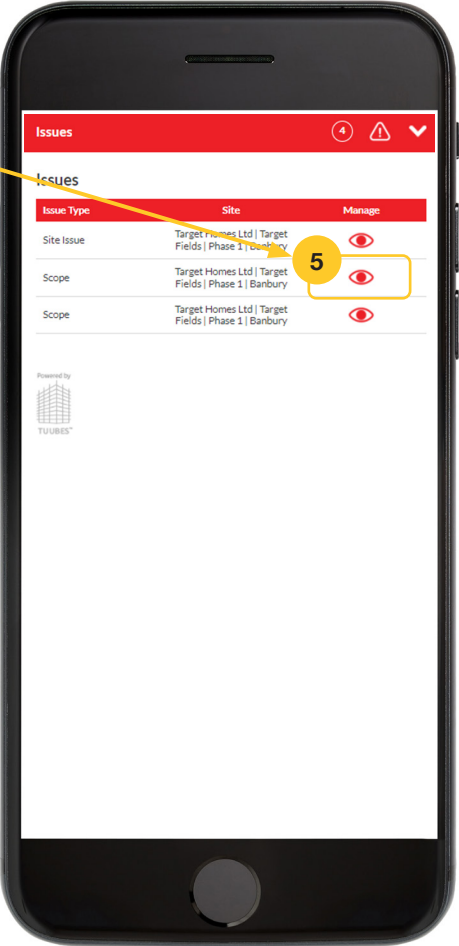
The picture icon will turn green

**Note !**  
Details of the issue with any notes that the contracts manager has written with a picture of the issues if one has been taken

**Step 4**  
Select Mark Resolved



**Step 5**  
Repeat for all issues









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[www.allsafescaffolding.com](http://www.allsafescaffolding.com)



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