Timber Site Hoarding

2.4m High

Plywood/Oriented Strand Board Systems

Operations, Maintenance & Installation Manual

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This manual provides a comprehensive overview for the operation, maintenance, and installation considerations for timber site hoarding systems, typically constructed from Plywood or Oriented Strand Board (OSB). This system is designed to establish a robust, secure, and safe temporary perimeter for construction sites, protecting the public and preventing unauthorised access.

Disclaimer: This guide is for informational purposes only. It is not a substitute for a site-specific design by a competent Temporary Works Designer or Structural Engineer. The installer and principal contractor are responsible for ensuring the installation complies with all relevant British Standards, including but not limited to BS 5975:2019, the Temporary Works forum (TWf) "Hoardings – A guide to good practice", and site-specific risk assessments. While every attempt has been made to verify the accuracy of the content in this guide upon its release, we cannot accept liability for any losses or damages resulting from inaccuracies. All tasks outlined must be carried out by certified professionals. Any deviation from these instructions nullifies any guaranteed entitlement or liability from the manufacturer.

Contact: For enquiries regarding the installation, operation or contents of the guide in relation to this product please direct your questions to : The Product and Drawing Office Manager, First Fence Ltd, Off Kiln Way, Swadlincote, South Derbyshire DE11 8EA. Or The Product and Drawing Office Manager sales@firstfence.co.uk +44 1283 380054.

Manufacturer and/or Reseller: First Fence Ltd, Off Kiln Way, Swadlincote, South Derbyshire DE11 8EA. www.firstfence.co.uk +44 1283 380054.

Competence: This product must be installed by a person of competence, defined as an individual who possesses the necessary knowledge, skill and experience in the installation of fences and gates.

Liability: This installation guide should be understood and followed before any installation activities commence. If any area of the installation is unclear, the installer must contact the manufacturer, outlined in 'Contact.' First Fence Ltd takes no responsibility for incorrectly installed systems, product, material or components.

1.0 Safety & Tools

Personal Protective Equipment (PPE)

The following minimum PPE is required for installation:

Hard Hat
Must be worn

Eye Protection
Must be worn

Safety Gloves
For all material handling

Foot Protection
Must be worn

High-Visibility Vest
As required by site rules

Risk Assessment

Installers are responsible for completing a site-specific risk assessment and complying with all local risk assessments before starting work. This responsibility includes, but isn't limited to, the following:

Activity	Risk Assessment Requirements and Not Limited to
Breaking ground	Service Strikes (Gas, Water, Electric)
Post Installation	Hazardous Substances (COSHH - wet concrete) Manual Handling
Handling Boards	Manual Handling (large heavy boards) Crush Injuries Wind Loading
Fixing Boards	Noise Vibration Hand Arm Vibration (HAVS)
Public Interface	Slips/Trips (public pathways) Materials falling into public areas

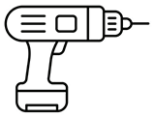
Tools & Equipment

Safety Gloves

Required for all material handling and COSHH tasks.

Drill/Impact Driver & Saws

(For fixing framework and boards)

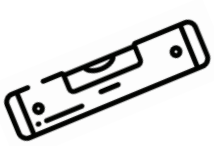


Time

Required for post mix curing.

Spirit Level & String Line

For plumb (vertical) and level installation



Shovel/Excavation

Shovel/Post Hole Digger/Auger (for in-ground posts)

Cable Avoidance Tool

Essential before any excavation

2.0 Pre-Installation & Key Regulations

2.1 UK Standards & Regulations

Timber hoarding is classified as "Temporary Works" and must be designed and managed accordingly.

BS 5975:2019 (Code of practice for temporary works procedures): The overarching standard for all temporary works. The hoarding design must be checked and approved by a Temporary Works Coordinator (TWC) before erection.

TWf "Hoardings – A guide to good practice": The primary industry guidance for the UK. The design, installation, and maintenance plan should follow this document.

BS EN 1991-1-4 (Eurocode 1: Actions on structures - Wind actions): Wind loading is the most critical factor in hoarding design. The design must be calculated for the site-specific wind speeds, height, and topography. A generic design is rarely compliant.

CDM Regulations 2015: The hoarding is a key element in securing the site and ensuring public safety, as required under CDM.

2.2 Design & Site Survey

Temporary Works Design: A site-specific design is required. This will specify:

Post type, size, and centres (e.g., 100x100mm C16 timber at 2.4m centres).

Rail size and quantity (e.g., 3 no. 100x47mm C16 rails).

Foundation type:

In-Ground: Post-hole depth and concrete dimensions.

On-Ground (Kentledge): A-frame design and exact weight of ballast (e.g., concrete blocks) required per frame.
* Board specification (e.g., min. 18mm OSB/3 or 18mm WBP Plywood).

Underground Services: Before any digging, the area must be scanned using a CAT scanner and service plans reviewed.

Materials Check: Plywood: Must be suitable for external use (e.g., EN 636-2 or WBP - Water and Boil Proof). OSB: Must be "OSB/3" (load-bearing, for use in humid conditions) or "OSB/4" (heavy-duty). Timber: All structural timber (posts, rails, A-frames) must be suitably graded (e.g., C16 or C24).

3.0 Installation

WARNING: Always follow the site-specific Temporary Works Design. This guide is a typical sequence and not a substitute for the approved design.

Step 1: Final Site Check & Mark Out

Check Design: Ensure you have the latest, approved-for-construction (AFC) Temporary Works Design drawing.

Scan for Services: Use a CAT scanner and mark all known underground services (gas, electric, water, telecoms) on the ground. Adhere to all permit-to-dig requirements.

Mark Out Line: Use a string line to mark the precise hoarding line. Mark the centre-point for each post as specified in the design (e.g., 2.4m centres).

Step 2: Foundation Installation
Excavate: Dig post holes at the marked centres. The depth and width must be as per the design (e.g., a 450x450mm square hole, 900mm deep).

Position Post: Place the timber post (e.g., 100x100mm) in the centre of the hole. Use a spirit level and temporary props/braces to hold the post perfectly plumb (vertical). Check it is aligned with the string line.

Pour Concrete: Mix and pour the concrete (e.g., C20/25) into the hole, ensuring it surrounds the post. Fill to the level specified in the design (e.g., 75mm below ground level to allow for topsoil).

Check & Cure: Re-check the post is plumb and aligned before the concrete begins to set. Allow concrete to cure for the required time (typically 24-72 hours) before proceeding.

Raking Backstay / Prop Foundations

If your Temporary Works Design specifies raking backstays or props: Install Post: Install the vertical post.

Attach Backstay: Fix the diagonal backstay (e.g., a 100x47mm timber) to the SITE SIDE of the vertical post. The fixing height (e.g., 2/3 up the post) and angle (e.g., 45 degrees) are critical and must be as per the design.

Secure Base: Secure the base of the backstay to the ground. This must be done as per the design, typically by:

Concreting into the ground.

Fixing to a horizontal timber 'sole plate' that is weighed down with ballast (kentledge).

Pinning to the ground with heavy-duty ground stakes (only if ground conditions are suitable and design allows).

Step 3: Fixing Rails

Mark Levels: Mark the positions for the horizontal rails on the posts (e.g., top, middle, and bottom rails). Use a string line or laser level to ensure they are consistent along the hoarding line.

Fix Rails: Fix the timber rails (e.g., 100x47mm C16) to the SITE SIDE (internal face) of the posts. Use appropriate corrosion-resistant screws or bolts as per the design. Ensure rails are level.

Step 4: Fixing Hoarding Boards (Plywood/OSB)

Start at One End: Begin at one end of the hoarding line.

Fix from Site Side: All boards (e.g., 18mm OSB/3) must be fixed from the SITE SIDE (internal) of the framework. This prevents fixings from being exposed on the public side, which is a security and safety risk.

Secure Boards: Fix the boards to the horizontal rails using appropriate corrosion-resistant screws (e.g., 50mm decking screws). Follow the fixing pattern in the design (e.g., fixings at 300mm centres).

Stagger Joints: Where possible, stagger the vertical joints between boards (like a brick bond) for greater structural integrity.

Step 5: Finishing Touches

Cover Strips: Fix vertical timber battens over the joints between boards (on the public side) to create a neat finish and prevent ingress.

Kicker Boards: Fix a treated timber gravel board (skirt) at the bottom of the hoarding on the public side. This protects the boards from ground contact and moisture, preventing rot.

Painting: Paint the public-facing side in the required colour (e.g., white or corporate colours). This provides a professional appearance, adds weather protection, and deters graffiti.

Edges: Ensure all public-facing edges are smoothed and free from splinters.

Step 6: Install Signage

Fix Signs: Securely fix all required statutory safety signs (e.g., "Danger Construction Site", "Mandatory PPE", "No Unauthorised Access") to the hoarding. Ensure they are clearly visible to the public.

4.0 Installation Sign-Off Checklist

Action	Description	Pass/Fail
Design Check	Is the erected hoarding compliant with the approved Temporary Works Design drawing?	
Services Check	(For in-ground) Are CAT scan records and/or permits to dig completed?	
Foundations	Are post-hole depths and concrete fill as per design?	
Ballast	(For kentledge) Is the correct amount of ballast secured to each A-frame as per design?	
Framework	Are posts plumb, rails level, and all fixings secure?	
Boarding	Are boards (OSB/Plywood) fixed from the site side? Are fixings secure?	
Stability	Does the hoarding feel rigid and stable? (Physical push test).	
Public Safety	Is the public-facing side free from sharp edges, splinters, or protruding fixings?	
Signage	Are all required statutory safety signs correctly installed?	
Site Clean Up	Is the installation area (especially the public side) clear of debris?	

Sign Off Declaration:

I hereby confirm the this product has been assembled and installed in accordance with the above requirements and any remedial works have been carried out before the final sign off:

Site Supervisor _____

Signature _____

Sign Off Date _____

Relationship to the Client _____

6.0 Maintenance Schedule

Regular inspection and maintenance are crucial to ensure the system remains safe and effective. The person responsible for site safety should ensure these checks are carried out.

Check Area	Recommended Action	Frequency	Reference
General Hoarding Line & Structural Integrity	Visually inspect the entire hoarding line (from both site and public side). Check for: Leaning or displaced posts. Signs of foundation failure (e.g., ground disturbance). Any impact damage (e.g., from vehicles).	Weekly (Minimum) AND Immediately After High Winds (>40mph) or Heavy Rain/Snow.	BS 5975:2019 AND TWf Guide to Hoardings
Fixings & Boards	Physically check a sample of boards to ensure they are secure. Visually inspect for: Loose or missing screws/nails. Damaged or broken boards (e.g., holes, large cracks). Loose joint-covering battens.	Weekly	Temporary Works Design AND TWf Guide to Hoardings
Timber Condition	Inspect timber components (posts, rails, boards) for: Signs of rot or fungal growth (especially at the base). Plywood delamination (layers peeling apart). Significant splintering or decay.	Monthly & After prolonged wet weather.	TWf Guide to Hoardings
Safety & Signage	Walk the public-facing line. Check for: Graffiti or fly-posting (which may hide defects). Damaged, missing, or illegible safety signs. Any new sharp edges or potential hazards to the public.	Weekly	Health & Safety (Safety Signs and Signals) Regulations 1996
Gates & Access	Check all vehicle and pedestrian gates. Ensure: Hinges are secure and operating correctly. Locks are functional and secured when not in use. Gates are not damaged or sagging.	Weekly	TWf Guide to Hoardings

Take the hassle out of your maintenance schedule

First Fence Limited offers an annual inspection programme for your system.
Contact our sales team today to include this quote onto your sales order.
highsecuritymaintenance@firstfence.co.uk