



# Scaffold Inspection Record

Initial Inspection

Weekly Inspection

Alteration or adverse event inspection

Name and address for whom inspection was carried out (hirer/user)

Construction site address

Purpose for which scaffold is erected

Description of scaffold and its location on site

Date and time of scaffold inspection

Details of any matter identified that could give rise to a risk of health and safety of any person(s)

Can the scaffold continue to be used safely?

Yes

No

If NO have the relevant users/hirer been notified

Yes

No

Name(s) of those notified

Details of actions or further actions necessary as result of defect(s) identified above

Competent person carrying out inspection

Contact details including phone number

## **Scaffold Inspection**

It is the scaffold users/hirers responsibility to ensure that all scaffolding has been inspected in accordance with The Safety of Employees (Miscellaneous Provisions) Ordinance, 1952 as follows:

*All scaffolds shall be properly maintained, and every part shall be kept so fixed, secured or placed in position as to prevent so far as is practicable accidental displacement.*

*No scaffold shall be used unless –*

- *(a) it has been inspected by a competent person within the immediately preceding seven days, and*
- *(b) it has been inspected by a competent person since exposure to weather conditions likely to have affected its strength or stability or to have displaced any part*

All scaffolding inspection should be carried out by a competent person whose combination of knowledge, training and experience is appropriate for the type and complexity of the scaffold. Competence may have been assessed under the CISRS or an individual may have received training in inspecting a specific type of system scaffold from a manufacturer/supplier. A non-scaffolder who has attended a scaffold inspection course (eg a site manager) could be deemed competent to inspect a basic scaffold structure.

Scaffold boards must be inspected as part of any inspection routine. Timber boards can suffer from fissures, wane, mechanical damage, distortion, insect attack and fungal decay. Any defective boards should be replaced and removed from site.

Uncontrolled modification of a scaffold, particularly if carried out by people without adequate competence, can lead to instability and an increased risk of people falling from the scaffold. Only competent scaffolders who have been trained and are experienced in this kind of work may make modifications to scaffolds. Guard-rails and toe-boards may only be removed by competent scaffolders.

The scaffold inspection report should note any defects or matters that could give rise to a risk to health and safety and any corrective actions taken, even when those actions are taken promptly, as this assists with the identification of any recurring problem.

Information to be included in an inspection report:

- The name and address of the person for whom the inspection was carried out
- The location of the inspection
- A description of the scaffold
- The date and time of the inspection
- Details of any matter identified that could give rise to a risk to the health or safety of any person
- Details of any action taken as a result of any matter identified
- Details of any further action considered necessary
- The name and position of the person making the report