



Scaffold Handover Certificate

Client

Site

Location

Erected by (Name of Scaffolder/Company)

Purpose of Scaffold

Drawing attached Yes No

Detailed description of scaffold

| | | | |
|---|--|--------------------|--|
| Length.....Mtr | Width.....Mtr | No. Lifts..... | Boarded lifts..... |
| On Hire Date..... | Off Hire Date..... | TG20/21 Compliant? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Method of tying..... | Have ties been tested? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has the scaffold been designed to take sheeting/debris netting? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Scaffold Permit Reference if erected on highway/public place | | | |
| Scaff Tag <input type="checkbox"/> Yes <input type="checkbox"/> No | Clear-way/safe walkway provided for pedestrians? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are all standards and braces on the footpath highlighted in conspicuous colours to a minimum height of 6'6" (2 metres), i.e. painted white, covered in red/white tape, or sleeved in yellow foam? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are scaffold components and planking in safe condition for use? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a safe way to get on and off the scaffold? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Who will be undertaking weekly scaffold inspection? | | | |
| Where will inspection record be held? | | | |

| | | |
|----------------------------|------------------|------------|
| Scaffolder Signature | Print name | Date |
|----------------------------|------------------|------------|

| | | |
|------------------------------------|------------------|------------|
| Acceptance on behalf of the client | | |
| Signature | Print name | Date |

Scaffold Handover

All Scaffolds should display a “DO NOT USE” notice for restricting access to the scaffold until the scaffold has been inspected and handed over for use.

An adequate handover procedure for transferring control of the scaffold from the erector to the user is an important part of managing scaffold safety. Both the scaffold erector and the user should be satisfied that the scaffold can provide a safe working platform and can carry the imposed loads safely.

A copy of the report should be retained on site, identifying the person responsible for further modifications and inspections of the scaffold.

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