

Scaffolding Checklist

Site Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scaffold Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Who shall implement:** | Employer / Responsible Person acting on behalf of Employer (i.e. site manager or safety officer) |
| **When to implement:** | Before the commencement of the contractors high risk construction activity and as necessary |
| **How to use / implement:** | The responsible person must use this checklist and continually review when changes to the Scaffold take place |

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| --- | --- | --- | --- | --- |
| **Question** | **Yes** | **No** | **N/A** | **Comments** |
| 1. **Documentation/Signage** |  |  |  |  |
| **1.1** Is there are handover certificate for the Scaffold? |  |  |  |  |
| **1.2** Is there a current scaffold tag displayed in an obvious location (EG: scaffold access points) |  |  |  |  |
| **1.3** Does the scaffold tag indicate the duty rating per bay? |  |  |  |  |
| **1.4** Is there any signage indicating “No Entry, Scaffold Incomplete” or “Men Working Overhead” where required? |  |  |  |  |
| **1.5** Are incomplete scaffolding platforms blocked with a physical barrier as well as signage? |  |  |  |  |
| **2**. Foundations. Soleplates/base plates |  |  |  |  |
| **2.1** Are soleplates (where required on soft ground) in good condition and are they secured or positioned to prevent them being dislodged? |  |  |  |  |
| **2.2** Is trenching or other excavation works isolated from the vicinity of soleplates? |  |  |  |  |
| **2.3** Are base plates positioned centrally on the soleplates? |  |  |  |  |
| **2.4** Are the standards sitting plumb and firm on the base plates? |  |  |  |  |
| **3**. **Isolation from mobile plant & other vehicles** |  |  |  |  |
| **3.1** Is there a system in place (eg blocks, para-webbing, hoarding, traffic management) to prevent the scaffold being struck by vehicles or plant moving in close proximity to the scaffold? |  |  |  |  |
| **4. Scaffold Structure** |  |  |  |  |
| **4.1**Are the standards plumb through the full height? |  |  |  |  |
| **4.2** Are ledgers and transoms level? |  |  |  |  |
| **4.3** Is bracing in place at the traverse ends of the scaffold? |  |  |  |  |
| **4.4** Does bracing extend to the full height? |  |  |  |  |
| **4.5** Are platforms limited to no more than 2 full working decks?\* |  |  |  |  |
| **4.6** Have unauthorised additions, attachments or improvisations to the scaffold been eliminated? |  |  |  |  |
| **5. Access and Egress** |  |  |  |  |
| **5.1** Is there access and egress to all working platforms from the ground? |  |  |  |  |
| **5.2** If there is access from the structure, has adequate fall protection been installed between the structure and scaffold? |  |  |  |  |
| **5.3** Where access ladders are used:  • are they fitted internally?  • are they adequately secured at the top and bottom?  • are they pitched 1:4?  • do they extend 900mm above the landing?  • are they in good condition and free of defects? |  |  |  |  |
| **5.4** Where access stairs are used, are they bearing squarely and adequately on transoms and are there no excessive gaps between the platform and transoms? |  |  |  |  |
| **6. Electrical** |  |  |  |  |
| **6.1** Is scaffolding erected beyond the No Go Zone of overhead power lines? (4.6m horizontally either side and 5m vertically above or below power lines) |  |  |  |  |
| **6.2** If within the No Go Zone, is written permission available from the power supply company and have the lines been de energized? |  |  |  |  |
| **6.3** Are electrical leads being restricted to the level they originate rather than being run from one scaffold level to another? |  |  |  |  |
| **6.4** Are insulated hooks available so that leads are elevated rather than being in contact with any scaffold components such as handrails and ledgers, or wound around ties or couplers? |  |  |  |  |
| **7. Containment sheeting** |  |  |  |  |
| **7.1** Has the scaffold been designed for wind loading on any containment sheeting(hoardings, wire mesh or shade cloth)? |  |  |  |  |
| **7.2** Has sufficient sheeting or brick guards been provided to protect workers or members of the public that might be exposed to a risk of falling materials from the scaffold? |  |  |  |  |
| **7.3** Are the fixing ties secure? |  |  |  |  |
| **7.4** Is its integrity being maintained (no gaps, rips or tears)? |  |  |  |  |
| **8. Perimeter edge protection** |  |  |  |  |
| **8.1** Are handrails, mid-rails and kick plates installed on all working decks and access platforms from which a person or object could fall 2m or more, and are they secure? |  |  |  |  |
| **8.2** Where the gap between the structure and the scaffold is more than 225mm, has edge protection been provided? |  |  |  |  |
| **8.3** Where any changes to the structure have occurred (eg removal of formwork), is the gap between the structure and the scaffold still less than 225mm? If not, edge protection or hop-up brackets must be provided. |  |  |  |  |
| **9. Platforms / decks** |  |  |  |  |
| **9.1** Are working platforms fully decked? (no gaps or missing boards / planks) |  |  |  |  |
| **9.2** Are all boards / planks secured against uplift from wind? |  |  |  |  |
| **9.3** Are all planks uniform and in good condition? (no splits, cracks, knots or bends) |  |  |  |  |
| **9.4** Are platforms free of obstructions? (electrical leads, building rubble and debris causing tripping hazards) |  |  |  |  |
| **9.5** Where materials are stacked on platforms, is there sufficient access provided? (min. 450mm for persons and tools [2 planks], min 675mm wide for persons and materials [3 planks]) |  |  |  |  |
| **9.6** Where brick guards are used, are bricks or other material stacked below the height of the guardrail? |  |  |  |  |
| **9.7** Are the loads on working platforms within their recommended design load? |  |  |  |  |
| **10. Ties and connections** |  |  |  |  |
| **10.1** Is the scaffold secured to the structure with ties? |  |  |  |  |
| **10.2** Are ties being maintained at roughly every 2nd lift vertically and every 3rd bay horizontally? |  |  |  |  |
| **10.3** Is the scaffold stable when standing on the top deck? If it shakes or doesn’t feel stable, chances are it isn’t. |  |  |  |  |
| **10.4** Is there a system to ensure that if ties need to be removed or relocated, they are replaced in positions which maintain structural stability? |  |  |  |  |
| **10.5** Where Wedgelok fixings are used, are wedges securely inserted into the connection? (handrail, mid-rail, transom & ledger connections) |  |  |  |  |
| **11. Hop-up brackets** |  |  |  |  |
| **11.1** Where hop-up brackets are used are they on the inside face only? |  |  |  |  |
| **11.3** Are they being maintained at no more than one V-pressing above or below the working platform? |  |  |  |  |
| **12. Mobile scaffolds** |  |  |  |  |
| **12.1** Is the supporting surface hard and flat? |  |  |  |  |
| **12.2** If the ground surface is unstable (on dirt, uneven ground, muddy or sloping surface) are boards or steel channels used? |  |  |  |  |
| **12.3** Is the area of operation free of floor penetrations, power lines and other hazards? |  |  |  |  |
| **12.4** Are the castor wheel locks in working order and are they locked when workers are on the scaffold? |  |  |  |  |
| **12.5** Where the working platform is over 2m in height, are handrails, midrails and kick plates being maintained and is there internal ladder access provided? |  |  |  |  |
| **12.6** Is the working deck complete? (no split decks) |  |  |  |  |

Further Comments and Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the answer is “No” to questions marked in red text, then it is critical that the scaffold supply company is immediately called back to inspect the scaffold and make any required rectifications.

If the scaffold supply company needs to be called back to make any rectifications, ensure a new handover certificate is issued.