TOOLBOX TALK

HANDOVER OF SCAFFOLD STRUCTURES & FIRST SCAFFOLD INSPECTION

The following covers the critical steps involved in the handover process and the first inspection of scaffold structures, as outlined in NASC-SG35. Proper procedures ensure the scaffold is safe, compliant, and fit for purpose before use.

Handover of Scaffold Structures

Purpose: To confirm that the scaffold has been erected correctly and is suitable for use, complying with all relevant standards and client specifications.

Process:

- The scaffolding contractor must perform a thorough inspection upon completion of erection.
- Confirm that the scaffold has been built according to the design drawings or TG20 compliance sheets.
- Ensure that all components, including guardrails, toe boards, access points, and ties, are installed correctly.
- Verify that the scaffold is safe, structurally sound, and free from obvious defects or damage.
- Issue a formal handover certificate, referencing design drawings, loadings, restrictions, and any specific site conditions.
- Provide copies of relevant documentation, such as tie testing records, design calculations, and compliance sheets, to the client.
- The client should review and sign the handover certificate to acknowledge acceptance

First Scaffold Inspection

Timing: Must be carried out immediately after erection and before any worker uses the scaffold.

Who Performs It: A competent person, such as a trained scaffold inspector or a qualified supervisor, as per NASC guidance.

Inspection Checklist:

- Confirm all scaffold components are correctly assembled and securely fixed.
- Check for stability, levelness, and proper bracing.
- Inspect for any missing, damaged, or loose parts.
- Ensure guardrails, mid rails, and toe boards are installed correctly.
- Verify access points (ladders,stairs) are secure and safe.
- Confirm ties, anchors, and other restraint systems are installed and tested as per NASC TG4 standards.
- Look for debris, obstructions, or hazards that could compromise safety.
- Record findings in the inspection report, noting any defects or issues.
- Only approve the scaffold for use once it has been inspected and deemed safe.

Responsibilites & Documentation

The scaffolding contractor must ensure the scaffold is inspected and handed over properly.

The client is responsible for ongoing inspections, including weekly checks, in accordance with the Work at Height Regulations 2005.

The handover certificate and inspection reports should be kept on site for traceability and future reference.

Key Safety Messages

Never use a scaffold without a valid documented inspection and handover.

Always report any defects or concerns immediately. Maintain communication between the contractor and client regarding scaffold safety.

Follow NASC guidance and company procedures at all times.

Conclusion

The handover and first inspection are vital steps to ensure scaffold safety before use. Adhere strictly to NASC guidelines, always inspect thoroughly, and document everything ccurately. Safety is everyone's responsibility.

BRIEFING ATTENDANCE HANDOVER OF SCAFFOLD STRUCTURES & FIRST SCAFFOLD INSPECTION

Given by		*Signature*	
Site Location		*Date*	
Start Time		*Finish Time*	

I HAVE READ OR HAVE BEEN BRIEFED AND UNDERSTAND THE BRIEFING THAT HAS BEEN GIVEN TO ME

Name	*Position*	*Date*	*Signature*

Return to Training Dept.
Training Department Action

Recorded ☐ Training Matrix ☐ Documents Filed ☐ Date: .....