



Inspections and reports

Introduction

This information sheet sets out the specific requirements for:

- the inspection of:
 - working platforms;
 - personal suspension equipment;
 - excavations;
 - cofferdams and caissons;
- the reports which have to be made following certain inspections.

Those in control of workplaces should ensure inspections are carried out by a competent person.

All employers and people in control of construction work should make sure that places of work are safe before they allow their workers to use them for the first time.

Stop work if the inspection shows it is not safe to continue.

Inspections

The information on page 3 of this sheet outlines which places of work require inspection under the Construction (Health, Safety and Welfare) Regulations 1996 and the timing and frequency of those inspections.

Reports

The competent person must:

- complete the inspection report before the end of the working period;
- provide the report or a copy to the person for whom the inspection was carried out within 24 hours.

Reports must be kept on site until the work is complete. Reports should then be kept for three months at an office of the person for whom the inspections were carried out.

A report is not needed following every inspection:

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- a report is only needed for a tower scaffold if it stays in the same place for seven days or more;
- where an inspection of a working platform or any personal suspension equipment is carried out:
 - before being used for the first time; or
 - after any substantial addition, dismantling or other alteration;
- only one report is needed for any 24-hour period;
- where an inspection of an excavation is carried out, only one written report is needed in any seven day period unless something happens to affect its strength or stability.

The following page of this sheet contains a suggested report form. You do not have to use this form. However, your record must include the following information:

- name and address of person on whose behalf the inspection was carried out;
- location of the workplace inspected;
- description of workplace or part of workplace inspected (including any plant and equipment and materials, if any);
- date and time of inspection;
- details of any matter identified that could lead to a risk to the health and safety of anyone;
- details of any action taken as a result of any matter identified in the last point;
- details of any more action considered necessary; and
- the name and position of the person making the report.

Note: Personal suspension equipment is used to provide a place to work from and includes boatswain's chairs and abseiling equipment. It does not include harnesses and lines which are used solely to limit a fall if one happens.

Construction (Health, Safety and Welfare) Regulations 1996

INSPECTION REPORT

Report of results of every inspection made in pursuance of regulation 29(1)

1. Name and address of person for whom inspection was carried out.

2. Site address.

3. Date and time of inspection.

4. Location and description of workplace (including any plant, equipment or materials) inspected.

5. Matters which give rise to any health and safety risks.

6. Can work be carried out safely?

Y / N

7. If not, name of person informed.

8. Details of any other action taken as a result of matters identified in 5 above.

9. Details of any further action considered necessary.

10. Name and position of person making the report.

11. Date report handed over.

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INSPECTION REPORTS: NOTES

Place of work requiring inspection	Timing and frequency of inspection					
	Before being used for the first time.	After substantial addition, dismantling or alteration.	After any event likely to have affected its strength or stability.	At regular intervals not exceeding seven days.	Before work at the start of every shift.	After accidental fall of rock, earth or any material.
Any working platform or part thereof or any personal suspension equipment.	✓	✓	✓	✓		
Excavations which are supported in pursuit of paragraphs (1), (2) or (3) of regulation 12.			✓		✓	✓
Cofferdams and caissons.			✓		✓	

NOTES

General

1. The inspection report should be completed before the end of the relevant working period.
2. The person who prepares the report should, within 24 hours, provide either the report or a copy to the person on whose behalf the inspection was carried out.
3. The report should be kept on site until work is complete. It should then be retained for three months at an office of the person for whom the inspection was carried out.

Working platforms only

1. Any inspection is only required where a person is liable to fall more than two metres from a place of work.
2. Any employer or any other person who controls the activities of people using a scaffold shall ensure that it is stable and of sound construction and that the relevant safeguards are in place before their employees or people under their control first use the scaffold.
3. No report is required following the inspection of any mobile tower scaffold which remains in the same place for less than seven days.
4. Where an inspection of a working platform or part thereof or any personal suspension equipment is carried out:
 - i. before it is taken into use for the first time; or
 - ii. after any substantial addition, dismantling or other alteration; not more than one report is required for any 24 hour period.

Excavations only

1. The duties to inspect and prepare a report apply only to any excavation which needs to be supported to prevent any person being trapped or buried by an accidental collapse, fall or dislodgement of material from its sides, roof or area adjacent to it. Although an excavation must be inspected at the start of every shift, only one report of such inspections is required every seven days. Reports must be completed for all inspections carried out during this period for other purposes, eg after accidental fall of material.

Checklist of typical scaffolding faults

Footings	Standards	Ledgers	Bracing	Putlogs and transoms	Couplings	Bridles	Ties	Boarding	Guard rails and toe boards	Ladders
Soft and uneven	Not plumb	Not level	Some missing	Wrongly spaced	Wrong fitting	Wrong spacing	Some missing	Bad boards	Wrong height	Damaged
No base plates	Jointed at same height	Joints in same bay	Loose	Loose	Loose	Wrong couplings	Loose	Trap boards	Loose	Insufficient length
No sole plates	Wrong spacing	Loose	Wrong fittings	Wrongly supported	Damaged	No check couplers	Not enough	Incomplete	Some missing	Not tied
Undermined	Damaged	Damaged			No check couplers			Insufficient supports		

References and further information

A guide to the Construction (Health, Safety and Welfare) Regulations 1996 INDG220 HSE Books 1996 (also available in priced packs of 10, ISBN 0 7176 1161 2)

Provision of welfare facilities at fixed construction sites CIS18 (revised) HSE Books 1996

Health and safety in construction HSG150 HSE Books 1996 ISBN 0 7176 1143 4

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HSE home page on the World Wide Web:
<http://www.open.gov.uk/hse/hsehome.htm>

The leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This leaflet includes mandatory requirements under the Construction (Health, Safety and Welfare) Regulations 1996. These are shown in bold type.

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