



# SCAFFOLD

## Inspection Records

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Health and Safety at Work (Jersey) Law 1989  
Management in Construction (Jersey) Regulations 2016

# Scaffold Inspection Records

Inspections are required to be carried out of scaffolds from which a person could fall 2 metres or more, in accordance with Regulation 27 of the Management in Construction (Jersey) Regulations 2016.

## Inspection of scaffolds

Every scaffold from which a person could fall 2 metres or more must be inspected by a competent person at least once in every 7 days in which it continues to be used.

A competent person must also inspect every scaffold before it is used if it has been exposed to adverse weather conditions or any other factor which may have affected its safety such as vandalism or if the scaffold has been struck by plant on site.

A written record of the regular inspections specified above must be completed by the relevant competent person. These records must include the information specified in Regulation 31 of the Management in Construction (Jersey) Regulations 2016.

This publication provides forms in a suggested format for such a record.

## Completing the scaffold inspection record

The record of inspection must be completed to include certain information:

- name and address of the relevant contractor of the relevant construction work
- address of the construction site
- purpose for which the scaffold is erected
- description of the scaffold and its location on site
- date and time of the inspection
- details of any defects identified
- action taken as a result of the defects identified
- name, signature and contact number of the competent person who carried out the inspection

A separate record should be completed for each scaffold that is inspected.

## Thorough examination of scaffolds

Every scaffold from which a person could fall 2 metres or more must also be thoroughly examined by a competent person before it is brought into use, and after it has been substantially altered or erected. This thorough examination, which must be recorded in writing, will usually be carried out by the scaffolding contractor who erected the scaffold at the time of handover.

The inspection of scaffolds is one of many legal requirements relating to construction in the Management in Construction (Jersey) Regulations 2016. Detailed information on the requirements of the Regulations is contained in the guidance, available from the Health and Safety at Work Inspectorate. The guidance may also be viewed online and downloaded from the States of Jersey website: [www.gov.je/hsi](http://www.gov.je/hsi)

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Reason for inspection (tick one)

Weekly inspection

Following conditions liable to affect safe use

1. Name and address of the relevant contractor for whom inspection was carried out

2. Construction site address

3. Purpose for which the scaffold is erected

4. Description of the scaffold and its location on site

5. Date and time of inspection

6. Details of any defects identified

7. Can the scaffold continue to be used safely?

Yes

No

8. If 'No', name of the person informed (from the relevant contractor)

9. Details of any action taken as a result of defects identified in 6. above

10. Competent person inspecting

Sign
Print name

11. Contact number

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### Jersey Safety Council

Email: [admin@jsc.je](mailto:admin@jsc.je)

Website: [www.jsc.je](http://www.jsc.je)

### Health and Safety at Work Inspectorate

Telephone: 01534 447300

Email: [hsi@gov.je](mailto:hsi@gov.je)

Website: [www.gov.je/hsi](http://www.gov.je/hsi)

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