



This guide 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 a competent person carries out inspections.

**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 in this section 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.

#### Record-keeping

- 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:

- 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.

- 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.

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.
- 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.

#### General

- The inspection report should be completed before the end of the relevant working period.
- 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.
- 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

- Any inspection is only required where a person is liable to fall more than two meters from a place of work.
- 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.
- No report is required following the inspection of any mobile tower scaffold, which remains in the same place for less than seven days.
- Where an inspection of a working platform or part thereof or any personal suspension equipment is carried out:
- Before it is taken into use for the first time.
- After any substantial addition, dismantling or other alteration.
- Not more than one report is required for any 24-hour period.

#### Excavations Only

- 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, e.g. after accidental fall of material.