

Scaffold inspection register

Blank register for the inspections of one scaffold, with the details an inspection report must contain and a checklist.

A working platform used for construction work, from which a person could fall 2 metres or more, must not be used unless a competent person has inspected it in position within the previous 7 days.

Also inspect it after it is put up or altered and before it is used, and after anything liable to affect its safety, such as high winds.

The inspector writes a report before the end of the working period and gives it, or a copy, to the person the inspection was for within 24 hours. Keep the report on site until the construction work is finished, then at an office for 3 months.

Record every defect or risk found and the action taken, even when it was put right straight away.

The scaffold

Inspection carried out for (name and address) _____

Site and location of the scaffold _____

Description of the scaffold _____

Scaffold erected by _____

Duty rating or loading _____

First inspected before use on (date) _____

Inspection record

Reason for the inspection: before first use, the 7-day inspection, after alteration, or after bad weather or another event.

Date and time	Reason for inspection	Matters that could give rise to a risk	Action taken	Further action needed	Name and position of inspector	Signature

Inspection checklist

Use the checklist at each inspection. Tick each item that is in order and record anything else in the register.

Check	Date:	Date:	Date:	Date:	Date:	Date:
Base firm and level, and not undermined						
Braced and tied as designed						
Platforms fully boarded and wide enough						
Boards supported, without excessive overhang						
Guard rails and toe boards in place						
Safe access to the platforms						
Loading bays have fall protection						
Sheeting or netting only where the scaffold is designed for it						
Incomplete parts signed and blocked off						
Inspected by (initials)						

Based on: The Work at Height Regulations 2005, regulation 12 and Schedule 7 (the particulars an inspection report must contain); HSE, Scaffolds.

- Work at Height Regulations 2005, regulation 12: <https://www.legislation.gov.uk/uksi/2005/735/regulation/12>
- Work at Height Regulations 2005, Schedule 7: <https://www.legislation.gov.uk/uksi/2005/735/schedule/7>
- HSE, Scaffolds: <https://www.hse.gov.uk/construction/safetytopics/scaffoldinginfo.htm>

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.