Scaffolding Safety Toolbox Talk

Key points, do's and don'ts, and questions with answers. The attendance sign-off sheet is on the last page.

Asked to show your toolbox talk records? The Site Book keeps each talk and its signatures with the job, on Pro: **thesitebook.co.uk/features/toolbox-talks**

Key points to cover

- Scaffolds must only be erected, altered, and dismantled by CISRS-trained scaffolders under the supervision of a competent person
- A scaffold design or compliance sheet (TG20 or bespoke design) must be in place before erection begins
- Never use an incomplete scaffold — look for a green 'scaffold complete' tag before access
- Guard rails, mid-rails, and toe boards must be in place on all working platforms
- Loading limits must be clearly displayed and never exceeded
- Scaffolds must be tied to the structure at specified intervals to prevent collapse
- Scaffolders must use personal fall protection (harness and lanyard) during erection and dismantling before guard rails are in place

Do's and don'ts

Do

- Check the scaffold tag and inspection record before every use
- Ensure scaffold boards are secure, fully supported, and free from ice, moss, or debris
- Use designated ladder access bays — do not climb the scaffold frame
- Report any movement, leaning, or settlement of the scaffold base immediately
- Wear a harness during scaffold erection and dismantling as directed

Don't

- Never use a scaffold tagged red or marked 'incomplete' or 'do not use'
- Never remove ties, braces, or standards from a scaffold
- Never throw materials or tools from scaffold platforms
- Never work on an external scaffold in winds exceeding site wind-speed limits (typically 23 mph / 37 km/h)
- Never use bricks, blocks, or makeshift items to gain extra height on a scaffold platform

Questions to check understanding

Ask each question and let the crew answer before you read out the answer.

Q1. What colour tag means a scaffold is safe to use?

Answer: A green tag indicates the scaffold is complete and safe for use. A red tag or 'do not use' sign means it is incomplete or has failed inspection and must not be accessed.

Q2. Who is allowed to erect, alter, or dismantle a scaffold?

Answer: Only scaffolders who hold a valid CISRS (Construction Industry Scaffolders Record Scheme) card, working under the supervision of a competent person. No other workers should modify any scaffold component.

Q3. How often must scaffolds be inspected under UK law?

Answer: Before first use, at least every 7 days thereafter, and after any event likely to have affected stability such as high winds or impact damage. Inspection reports must be completed before the end of the shift, with a copy provided within 24 hours.

Q4. What is TG20 and why is it important?

Answer: TG20:21 is the NASC Technical Guidance for tube and fitting scaffolds. It provides compliance sheets that confirm a standard scaffold configuration meets the Work at Height Regulations without needing a bespoke design, reducing cost and delay while ensuring safety.

Attendance sign-off sheet: Scaffolding Safety Toolbox Talk

Everyone who attended prints their name and signs to confirm they received this talk.

Date _____ **Time** _____

Site or location _____ **Presented by** _____

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Presenter's signature _____

This is general guidance for UK construction sites. Check it against your own risk assessment, method statement and the site before you deliver it. Toolbox talk from The Site Book, reviewed 26 October 2026. Read it online at thesitebook.co.uk/toolbox-talks/scaffolding.