

# Handover of Scaffolds

Edition  
**01**



# The Scaffold Standard

## Handover of Scaffolds

### What is the Legal Position Surrounding Scaffold Handover?

The legal position surrounding scaffolding handover often confuses many, but there is no direct legal requirement for a handover certificate to be issued. However, it is strongly recommended that this is the case as it is in the interests of all parties.

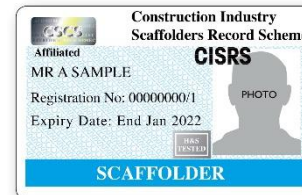
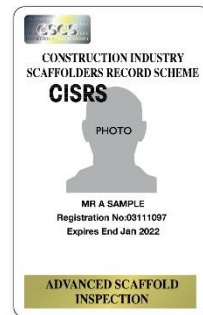
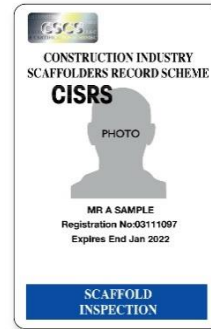
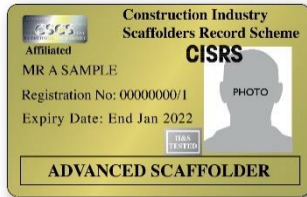
The reasons behind this are to ensure the that the scaffold is fit for purpose and complies the requirements of the Work at Height Regulations 2005 (WAHR) at the time of hand over. The handing over certificate is also a useful tool for making the client aware of the limitations of use, such as scaffold loading and the number of lifts that may be loaded at any one time.

The handover certificate can also fulfil the requirement of recording a first use inspection for the scaffold contractor on the proviso that the handing over certificate meets the same specification as

the template produced by the National Access and Scaffolding Confederation. (See page 4)

### Who can Hand Over Scaffolds?

Scaffolds may be handed over by trained and competent Scaffolders. It is generally accepted in the industry that if a Scaffolders can erect a scaffold, he/she is also deemed competent to complete the inspection and handover. As best practice the scaffold should be inspected and handed over by someone other than the person erecting the structure. This will ensure that any defects are noted and corrected prior to handover.



The Construction Industry Scaffolders Record Scheme (CISRS), the UK's scaffolding industry trade body, is another method of demonstrating competence for inspection and there are currently two types of competence – Advanced Scaffold Inspection (ASI), for inspection of any scaffold structures and Basic Scaffold Inspection (BSI), for non-complex structures. (See images to the right).

### How should the Handover Process Work?

Ideally, a joint handover inspection should take place involving the individual handing the scaffold over and a representative of the company who will take ownership of the scaffold. (Remember – once handed over – it is the responsibility of the receiving company to undertake inspections!)

The joint inspection should be viewed as an opportunity to identify any previously uncaptured faults in the scaffold.

Many clients prefer this inspection to be independent of the scaffold erector to ensure that the inspection is objective.

# The Scaffold Standard

## Handover of Scaffolds

When any faults identified have been rectified, a further joint inspection should take place and if all parties agree that the scaffold is fit for purpose, the handing over certificate can be completed.

In some circumstances, handover documentation is sent electronically to the receiving company if they were absent from the inspection. This is acceptable, but it is not recommended.

### What Detail Should a Handover Certificate Contain?

There is no set format for a handing over certificate and many companies choose to use their own, but duplicate pads can be purchased from NASC. Regardless of what format is chosen, the following basic information should be included within a handing over certificate:

- ❖ Name of the Client and the site address

- ❖ The location of the scaffold handed over
- ❖ Date and Time of the handover
- ❖ Drawing/TG20:13 Compliance Sheet reference and the tying method/number of ties
- ❖ The duty (loading) permitted on the scaffold
- ❖ Detail if the scaffold complies with the WAHR and any non-compliance
- ❖ The permitted number of 'working' lifts
- ❖ Name and signature of the person handing over the scaffold
- ❖ Name and signature of the person accepting the scaffold.

### Scaffold Tagging & the Handover Process

Tagging a scaffold as safe to use is not a legal requirement, but is regarded as being good practice and is therefore strongly recommended. However, tagging a scaffold that is unsafe, incomplete or under adaption is a legal requirement and should be undertaken in all circumstances until such a time as the scaffold is confirmed as being safe to use and fit for purpose.

The Work at Height Regulations 2005 state that, "While a scaffold is not available for use, including during its assembly,



**Do not use  
scaffolding  
incomplete**



**Danger**  
Scaffolding incomplete

*dismantling or alteration, it shall be marked with general warning signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 and be suitably delineated by physical means preventing access to the danger zone".*

There are many scaffold inspection marking systems that serve this purpose, but this can also be achieved by using self-produced signs. Examples are shown above.

### Further Reading

HASAWA 1974

The Work at Height Regulations 2005

The Health & Safety (Safety Signs & Signals Regulations) 1996

SG35:11 – Handover of Scaffold Structures (NASC)

[www.nasc.org.uk](http://www.nasc.org.uk)

Health & Safety Executive

### Scaffolding Handing Over Certificate

Note – Important safety information at the back of this certificate

Client Name/Address: - .....

Location: - ..... Date: - ..... Time: - .....

Description of section handed over: - .....

Drawing No/7GZ0:13 Compliance Sheet Ref: - .....

Type of Ties ..... Number of Ties .....

Location of Ties .....

Have Ties been Tested? Yes  No  N/A

The scaffolding as described above has now been completed in accordance with client requirements. It is structurally sound and should only be used and loaded in accordance with this handing over certificate.

Loading to be ..... working lifts @ ..... kNm<sup>2</sup> & working lifts @ ..... kNm<sup>2</sup>

Inside boards ..... kNm<sup>2</sup>

Have the detailed requirements of the Work at Height Regulations 2005 and any other relevant legislation been complied with? Yes  No  N/A

The reason the scaffold does not comply with relevant legislation is: - .....

Detail of any further action considered necessary: - .....

Has the scaffold been designed to take sheeting/debris netting (or other wind sails)? Yes  No  N/A

Signed on behalf of scaffold contractor: - ..... Print Name: - .....

Name of scaffold contractor: - .....

Signed for client/contractor: - ..... Print Name: - ..... Date: - .....

and/or

Certificate despatched to client/contractor by post on ..... (Date)

**NOTE- SEE REVERSE FOR IMPORTANT SAFETY INFORMATION**



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Feedback:

### Briefing Acknowledgement

Name	Date	Signed

