



• SCAFFOLD CONTRACTOR
• SCAFFOLD DESIGN
• SCAFFOLD INSPECTION
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Ballintubber East, Carrigtwohill,
Co. Cork T45 XH70

Company Directors: Brian Rodgers, Bernadette Forde.

Company No: 558211

Vat Reg. No: 3344295VH



SITE SURVEY - DESIGN REQUEST FORM

PROJECT:	Title	<input type="text"/>	Contact:	<input type="text"/>
	Location	<input type="text"/>		
ELEMENT/AREA:	<input type="text"/>		Mobile:	<input type="text"/>
CLIENT:	<input type="text"/>		Email:	<input type="text"/>
PSDP:	<input type="text"/>		Email:	<input type="text"/>
PSCS:	<input type="text"/>		Email:	<input type="text"/>
Survey Completed By:	<input type="text"/>		Date:	<input type="text"/>

Type of Scaffold: Independent B-Cage L-Bay Shore Temp.Roof Tower Public Cantilever

Other: Duration Standing:

Purpose of Scaffold: (Provide General Description)

Material Type: ☐ Kwikstage ☐ Cuplok ☐ Tube & Fitting ☐ Other

Dimensions Length: Height: Lifts: (Provide sketch where possible)

Further Detail: ☐ Inside-Toe-Boards ☐ Inside Guard-Rail ☐ Plywood deck overlay ☐ Anti-slip Deck
☐ Treble Guard-Rails ☐ Ladder Access (Internal or External) ☐ Stair Access

Inside Brackets: ☐ 1- Board Bracket ☐ 2-Board Bracket ☐ 3-Board Bracket ☐ Bracket Adjustments

Load Requirments: 0.75 kN/m² 1.5 kN/m² 2.0 kN/m² 3.0 kN/m²
(circle relevant) L.C. 1 - Very Light Duty L.C. 2 - Light Duty L.C. 3 - General Purpose L.C. 4 - Heavy Duty
4.5 kN/m² 6.0 kN/m² OTHER: kN/m²,
Load Class 5 Load Class 6

Loading Bay: kN/m² UDL &/or kN/m² Concentrate load over metre x metre

kN Point Load/Skate Load shared evenly over No. Wheels/Skates

with Skates/Wheels spaced at metres wide and metres long

Loading Bay Gates: ☐ Up & over Gates ☐ Swing-Gates ☐ Overhead loading ONLY (No Gates)
[PSDP/PSCS to apply safe lifting plans with associated method statements]

Specific Case: (Grit/Sand Blasting etc.)

Sheeting Requirements: ☐ Debris Netting ☐ Fully-Sheeted >> State type:

Drawings available: ☐ DWG files ☐ Pdf copies ☐ No drawings **Take measurements
(Take photos - Front / Side / Rear / tie locations / ground conditions / bearing points / doorways / access points)

Restrictions/Potential Problems: (other services, site activities, clearances, building characteristics materials, public etc.)

Tie Requirements: (limitations?, material tying to?, Free-Standing?, Buttress?, Removable Ties?, Bespoke Ties? Etc)
(CLEARLY OUTLINE TIE LOCATIONS ON SKETCH DETAIL)

*** Clearly Specify Details for the Life-Span of the Scaffold and known alternations that may occur to available Tie Locations

Preferred Tie/Anchor ☐ Resin ☐ Mechanical ☐ Gravlock ☐ Band & Plate ☐ Scaf. Ring-bolt
Type: ☐ Screw Anchor ☐ Other (specify)

Note: If anchor design is required a
FM-01 Anchor Design Form should
be filled out by Client

Ground Conditions: (ground type, soil type, restrictions, site excavations, known services etc.)

Potential Hazards: (COSHH, Traffic, Confined Space, Electricity, Fore, Excavations, Plant/Machinery, Overturning, Noise, Environment)



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Additional Notes:

SKETCH DETAILS:

NOTE: IT IS A CRIMINAL OFFENCE FOR AN UN-AUTHORISED INDIVIDUAL OR COMPANY TO TAMPER WITH A SCAFFOLD. SHOULD UN-CERTIFIED CHANGES BE MADE TO A SCAFFOLD THEN THE SCAFFOLD TAG IS TO BE REMOVED IMMEDIATELY AND ALL RELEVANT PARTIES NOTIFIED IN WRITING AS TO WHY. TAGS NOT TO BE REINSTATED UNTIL CORRECTIVE MEASURES ARE INTRODUCED AND SAFE SYSTEMS OF SUPERVISION PROVIDED BY PSCS/PSDP & TEMPORARY WORKS CO-ORDINATOR ON-SITE



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TOOLBOX TALK DO'S AND DONT'S ON SCAFFOLDS

NO WORK IS SO URGENT THAT WE
CANNOT TAKE TIME TO DO IT SAFELY

- 1) **DO** Carry Out a Health & Safety check before using a scaffold
- 2) **DO NOT** use a scaffold without a scaffold tag in place
- 3) **DO NOT** climb up or down the scaffold or enter the scaffold from an unapproved entry point
- 4) **DO** use the ladders, stairs and designated entry points throughout
- 5) **DO NOT** climb or shimmy along the scaffolding steel work
- 6) **DO** work off a fully boarded lift with full guard rails and toe boards in place
- 7) **DO NOT** clip onto standards (verticals), transoms below foot level, or ledgers/transoms which have not been fully fastened, or on to any type of bracing
- 8) **DO** clip on to 1. Any point along a fully fastened ledger above head level, 2. A fully fastened guardrail at waist level where the scaffolding is at least one lift above where the scaffolder is working, 3. To the transom in the lift above if fixed at both ends, 4. On the ledger supporting the platform where the scaffolder is working (Only if the above 3 are not possible)
- 9) **DO NOT** leave yourself exposed to any fall risks
- 10) **DO** tie off using your PFAS (Harness and fall restraint line)
- 11) **DO NOT** remove ties or bracing, if they require moving consult with an advanced scaffolder or site manager
- 12) **DO** have a daily briefing with all users of a scaffold before new or on-going work continues or starts
- 13) **DO NOT** use makeshift platforms. Use the correct type of scaffolding boards and bearers/transoms
- 14) **DO** know the safe working limits for the type and nature of scaffolding you are building
- 15) **DO NOT** overload any scaffold or loading bay. Know the correct loading of boards, equipment and loading bays.
(Very Light Duty 0.75 kN/m², Light Duty 1.5 kN/m², General Duty 2.0 kN/m², Heavy Duty 2.5 kN/m² or OTHER)
- 16) **DO** use your supervisor if braces are in the way or have to be moved or changed
- 17) **DO NOT** remove boards, handrails or ladders from the scaffolding structure, contact the scaffolders.
(always keep the integrity of the structure)
- 18) **DO** ensure materials are stacked correctly and cannot fall. Stack at specified loading areas, or at the return end or at corner sections of walkways where suitable access is still maintained and trip hazards are avoided
- 19) **DO NOT** remove warning signs from scaffolds unless it has been completed
- 20) **DO** remove signs and tags when required i.e. scaffold unsafe to use. After the scaffolding has being handed over
- 21) **DO NOT** throw, drop, bomb or tip materials from any height
- 22) **DO** see the site manager if the scaffold is littered with debris and is not safe to work on or dismantle
- 23) **DO** report all un-authorised alterations or interference to the site manager/safety officer and record in writing
- 24) **DO** carry out an inspection prior to continued erection or use (GA3)

ALWAYS REMEMBER!!!
DO NOT ABUSE OR LET OTHERS ABUSE SCAFFOLDING



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SITE AUDIT - CHECKLIST FOR SCAFFOLDING

NO WORK IS SO URGENT THAT WE CANNOT TAKE
TIME TO DO IT SAFELY

PROJECT:	Title	<input type="text"/>	CLIENT:	<input type="text"/>
	Location	<input type="text"/>	Contact:	<input type="text"/>
ELEMENT/AREA:	<input type="text"/>	Mobile & /or	<input type="text"/>	
PSDP:	<input type="text"/>	Email:	<input type="text"/>	
Audit Completed By:	<input type="text"/>	Date:	<input type="text"/>	
Further Notes/Comments:	<input type="text"/>			

No	CHECK LIST	Compliance		REMARK
		Y	N	
1	Administration and Organization			
1.1	Is specialised scaffolding (e.g. Hung/Suspended, load bearing, and those required for unusual heights or circumstances) designed and approved by competent person or Professional Engineer and Design drawings available for unique designs?			
1.2	Are personnel appropriately trained in erecting and inspection of scaffolds?			
1.3	Are Scaf-Tags located at each scaffold?			
1.4	Are Scaf-Tags signed and up to date (minimum weekly inspection)?			
1.5	Is the scaffolding re-inspected after being modified?			
1.6	Is the scaffolding re-inspected after being subjected to severe weather conditions e.g. storm?			
1.7	Is Scaffold Register maintained up to date?			
1.8	Is there a written risk assessment available for the scaffold and has it been signed by all scaffolders involved in the building process?			
1.9	Was there a detailed rescue plan in place for the scaffolding operations and have all members been made aware of it? (Process map and methods)			
2	Scaffold Structure & Working Platform			
2.1	Is scaffold used only for personnel access?			
2.2	Has scaffold been erected on firm ground?			
2.3	Are proper sole plates used for uneven surfaces? (e.g. on grating)			
2.4	Is all scaffolding sufficiently stable?			
2.5	Are barricade and warning signs installed to protect against crane operations or other application impacts (where applicable)?			
2.6	Are the tubes, fitting and scaffold boards free from signs of damage or deterioration e.g. rusting, sufficient thickness, not split, rotten, scaffold bands in place, etc.?			
2.7	Are the working platforms free from obstruction, loose objects, debris and tripping hazards?			
2.8	Are scaffoldboards adequately secured with no gap and are they suitably supported underneath?			
2.9	Are guarrails and toe boards fitted and secured following scaffolding standards?			
2.10	Are open ended gaps sufficiently closed off &/or maintained $\leq 225\text{mm}$ for gaps?			
2.11	Do completed scaffolds indicate that SG4 (Preventing Falls in Scaffolding Operations) was used during erection?			
3	Access and Egress			
3.1	Is there safe means of access and egress to working platforms?			
3.2	Are safety gates available at working platforms?			
3.3	Has ladder access been installed as per standard requirements?			
3.4	Are all areas of the scaffold provided with safe and suitable access points?			
3.5	Housekeeping. Are all areas on and around the scaffold free from excess clutter and scaffolding materials?			
3.6	Is the scaffolding storage area free of clutter, and are all required areas accessible?			
4	Supporting Structure & Anchoring Points (e.g. plant structures where scaffolding is secured or anchored to)			
4.1	Is there safe means of access and egress to working platforms?			
4.2	Are safety gates available at working platforms?			
5	Scaffolding User			
5.1	Does the scaffold meet the requirement for the user loading, height requirements, etc.?			
5.2	Is good housekeeping practice been followed by the user?			
Percentage Compliance (Total No. complied/Total No. of requirements) [30 questions - 3.33% each]				
		PASS	FAIL	

ADDITIONAL COMMENTS:

<input type="text"/>
