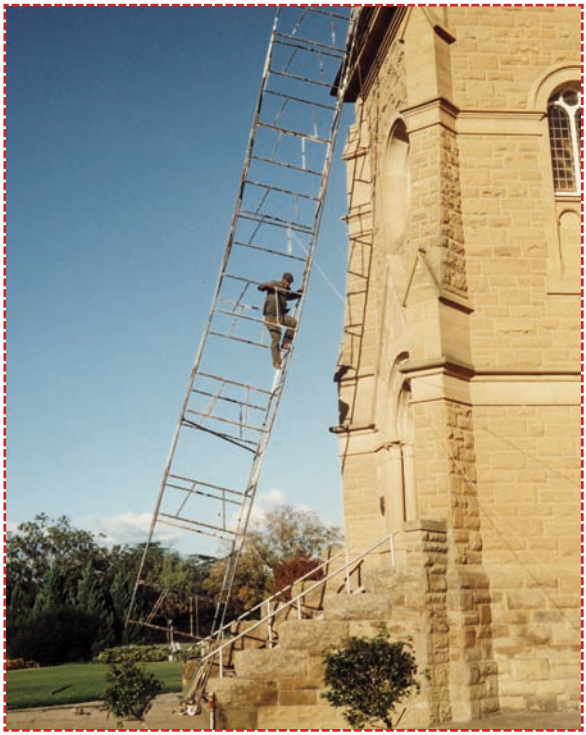
- Are the working platforms fully boarded, and are the boards arranged to avoid tipping or tripping?
- Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, e.g. where working platforms are not fully boarded?
- Is the scaffold strong enough to carry the weight of materials stored on it and are these evenly distributed?
- Are scaffolds being properly maintained?
- Does a competent person inspect the scaffold regularly, e.g. at least once a week, and always after it has been altered, damaged and following extreme weather?
- Are the results of inspections recorded?
- Have proprietary tower scaffolds been erected and are they being used in accordance with suppliers' instructions?
- Have the wheels of tower scaffolds been locked when in use and are the platforms empty when they are moved?

Ladders

- Are ladders correctly used to do the job?
- Are they in a good condition?
- Do ladders rest on and against a solid surface and not on or against fragile or insecure materials?
- Are ladders secured to prevent them slipping sideways or outwards?
- Do ladders rise a sufficient height above their landing place? if not, are there other hand-holds available?
- Are the ladders positioned so that users don't have to over-stretch?



A scaffold should never be used as a ladder.



Roofwork

- Is there edge protection to stop people or materials falling?
- During industrial roofing, have nets been provided to stop people falling from the leading edge of the roof and from partially fixed sheets?
- Where nets are used, have they been hung safely?
- Have you identified fragile materials such as cement sheets and roof lights?
- Have you taken precautions to stop workers falling through fragile materials when working on the roof?
- Has there been demarcated areas and are workers kept away from the area below the roof work?

Excavations

- Is there adequate support for the excavation, or has it been sloped, stepped or battered back to a safe angle?
- Is a safe method used for putting in the support, without people working in an unsupported trench?
- Is there safe access into the excavation, e.g. a sufficiently long, secured ladder?
- Are there ladders at regular intervals?
- Are there barriers or other protection to stop people and vehicles falling in?
- Are properly secured stop blocks provided to prevent tipping vehicles falling in?
- Are vehicles allowed to approach a trench to a distance within an area that can cause a collapse?
- Could the excavation affect the stability of neighboring structures or services?
- Are materials, remains (rubble) and plant stored away from the edge of the excavation to reduce the chance of a collapse?
- Is the excavation regularly inspected by a competent person?

Manual handling

- Are there heavy materials such as roof trusses, concrete lintels, curbstones or bagged products which could cause problems if they have to be moved by hand?

If so, can you:

1. Choose lighter materials?
2. Use wheelbarrows, hoists, telehandlers, and other plant or equipment so that manual lifting of heavy objects is kept to a minimum?
3. Order materials such as cement and aggregates in 25 kg bags?
4. Avoid the repetitive laying of heavy building blocks weighing more than 20 kg?

- Have people been instructed and trained how to lift heavy objects safely?

Use wheelbarrows, hoists, telehandlers, and other plant or equipment so that manual lifting of heavy objects is kept to a minimum?

Traffic, vehicles and plant

- Are vehicles and pedestrians separated by barriers?
- If not, do you:

1. Use barriers to separate work areas?
2. Raise awareness about the risk areas, and what to do about it?
3. Display warning signs?

- Is there adequate clearance around slewing vehicles?
- Can reversing be avoided e.g. by using a one-way system or, if not, are properly trained banksmen used?
- Are vehicles and plant properly maintained, e.g. do the steering, lights,