Toolbox talk

Temporary works

The props, shoring and platforms holding the job up

10 minutes

For: Anyone working on or near props, shoring, falsework, hoardings or working platforms

Why it matters

Temporary works hold up the permanent works while they're being built. If they're altered, overloaded or used for something they weren't designed for, they can collapse without warning.

Key points

1. Temporary works include excavation shoring, props, falsework, scaffolds, site fencing, hoardings and temporary stockpiles.
2. They must be designed, installed and maintained to take any foreseeable loads.
3. They can only be used for the purpose they were designed and installed for.
4. A structure must not be loaded so much that it becomes unsafe.
5. Find out who manages temporary works on your site. They should have the authority to stop work that isn't right.
6. Only the simplest temporary works go up without a design. Complex ones also get an independent check.
7. Temporary works must be inspected regularly by a competent person.
8. Follow the design and manufacturer's instructions exactly. Don't improvise with spare parts.

Toolbox talk

Temporary works

Do

- Find out who the temporary works coordinator is on this site.
- Build temporary works exactly as the design or drawing shows.
- Report any prop, support or hoarding that looks damaged, moved or overloaded.
- Ask before stacking materials on a temporary platform or structure.
- Stop and ask if what's on site doesn't match the drawing.

Don't

- Don't remove, move or borrow props or supports unless the coordinator says it's safe.
- Don't stack materials on a temporary structure that wasn't designed for them.
- Don't swap in different parts from what the design specifies.
- Don't strike falsework or props early to keep the job moving.
- Don't use temporary works for anything they weren't designed for.

Ask the group

- Who is our temporary works coordinator, and how do we contact them?
- Which temporary works are on this site right now?
- What would you do if a prop was in your way?
- Have you seen anything stacked on a temporary structure that shouldn't be?

If it goes wrong: If temporary works move, crack or start to fail, get everyone away from the area straight away and keep them out. Call 999 if anyone is trapped or hurt. Tell the temporary works coordinator and your supervisor, and don't try to fix it yourself.

On this site

Nearest first aider _____

Emergency assembly point _____

Site-specific hazards and controls _____

_____

Attendance register

Temporary works

Site / project

Date and time

Presented by

Company

	Name (print)	Company	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

By signing, attendees confirm they took part in this toolbox talk and understood the key points. Keep this record with your site safety file.

Presenter signature

Follow-up actions

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Go further: Trench battered back for safety calculator

Sources: HSE: Temporary works; CDM Regulations 2015, regulation 19: Stability of structures.

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Quick check

Temporary works

Tick one answer for each question. Your presenter has the answers.

Name _____ Date _____

1. Which of these is a temporary work?

- [ ] Excavation shoring
- [ ] The finished roof
- [ ] A permanent wall

2. A prop is in your way. What do you do?

- [ ] Move it for a minute
- [ ] Ask the temporary works coordinator
- [ ] Swap it for a shorter one

3. Can temporary works be used for a different purpose?

- [ ] Yes, if it looks strong
- [ ] No, only for what they were designed for
- [ ] Only at weekends

4. Who can stop temporary works that aren't right?

- [ ] The temporary works coordinator
- [ ] Nobody once it's built
- [ ] Only the client

5. How often should temporary works be inspected?

- [ ] Never, once installed
- [ ] Regularly, by a competent person
- [ ] Only after an accident

Sources: HSE: Temporary works; CDM Regulations 2015, regulation 19: Stability of structures.

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For the presenter

Answers and sources

Quick check answers

1. Excavation shoring

HSE lists shoring, propping, falsework, scaffolds, site fencing and hoardings as examples of temporary works.

2. Ask the temporary works coordinator

Props are part of a design. Removing or moving one can cause a collapse, so check with the coordinator first.

3. No, only for what they were designed for

CDM 2015 says supports and temporary structures may only be used for the purpose they were designed and installed for.

4. The temporary works coordinator

HSE says the coordinator should be formally appointed with authority to stop unsatisfactory work.

5. Regularly, by a competent person

HSE says temporary works such as scaffolding and excavations must be inspected regularly by a competent person.

Sources

- HSE: Temporary works
  https://www.hse.gov.uk/construction/safetytopics/temporary-works.htm
- CDM Regulations 2015, regulation 19: Stability of structures
  https://www.legislation.gov.uk/uksi/2015/51/regulation/19

> **Presenting tips:** keep it to about 10 minutes, use real examples from your site, ask the group questions rather than reading everything out, and record attendance on the register.

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Toolbox talk 28 · Site poster
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Don't touch the props. Ask first.

1. **Build it exactly as designed**
2. **Never overload temporary works**
3. **Report damage straight away**

Temporary works toolbox talk

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Don't touch the props. Ask first.

1. **Build it exactly as designed**
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Sources and qualifications

Temporary works

Scope: Great Britain safety legislation unless a nation is identified. Northern Ireland has separate legislation. Site rules can be stricter than minimum legal duties; use the site assessment, instructions and competent supervision.

A4 applicability: no installation-design requirement is asserted in this talk. Its claims are referenced to the subject-specific sources below.

S1. HSE: Temporary works

Examples, foreseeable loading, design/checks, inspection and management including an empowered TWC; all key points, Do/Don't and quiz.

https://www.hse.gov.uk/construction/safetytopics/temporary-works.htm

S2. CDM 2015, regulation 19

Stability, supports, temporary structures and permitted purpose. A TWC is an accepted management approach, not a universally named statutory appointment.

https://www.legislation.gov.uk/uksi/2015/51/regulation/19

Presenter qualification: HSE recommends a temporary works coordinator as an effective arrangement. The organisation must make suitable management arrangements proportionate to the project.