

Health and Safety Site Inspection

Location		Site Name/Number	
Manager			
Principle Contractor			
Inspector			
Date			

Scope of Works (Record all changes) (Tick areas being inspected)

Traffic Management		Hoarding and Signage	
Security Management		Refurbishment	
Waste Management		Road Work	
Material and Delivery Management		Temp Works/Handyman	
Welfare		Demolition	
Pest Control		Fit Out	
Wheel wash		Brick/Block Work	
Road Sweeping		Concreting	
Hoist/Lift Management		Earthworks and Excavations	
Induction		Plant Maintenance	
First Aid Management		Temp Accommodation	
Fire Management		Scaffolding	
Multi Services (Housekeeping)		Cranes/Lifts and Hoists	
Slinger/Banksman		Forklifts	

Performance	Yes	No	NA	Comments
Have there been any complaints?				
If so have details been forwarded to head office?				
Has the complaint Been closed out?				

Health and Safety

Working Conditions				
Is the lighting satisfactory?				
Is the heating satisfactory?				
Is ventilation satisfactory?				
Are the welfare facilities adequate for the work?				
Is drinking water available?				
Is there a rest area				
Are all access/egress points free of obstructions?				
Is housekeeping acceptable?				
Is traffic control well managed?				

First Aid				
Are there sufficient first aiders on site?				
Are first aid boxes on site?				
Are first aid boxes fully stocked and compliant?				

Fire Safety				
Has a fire risk assessment been carried out?				
Are all fire systems tested and recorded?				
Are fire drills carried out				
Are all fire extinguishers applicable to the risk?				
Are all fire extinguishers serviced				
Are all evacuation routes free from obstruction?				
Is housekeeping conducive to fire prevention?				
Is the evacuation procedure clearly displayed?				
Are there sufficient trained fire wardens/marshals?				

Accidents				
Does the site have an accident book?				
Is the accident reporting procedure adhered to				
Are accidents investigated?				
Have there been any accidents in the last reporting period?				
Have any accidents been reportable under RIDDOR?				

Documentation				
Is the Health and Safety Policy Statement displayed?				
Is the H&S Poster Displayed and correctly filled in?				
Have all employees and visitors been made aware of the policy?				
Is the employers' liability certificate in date?				
Has all equipment been PAT tested?				
Are all cables safely routed?				
Is all lifting equipment tested and compliant with LOLER regulations?				
Is all Plant and Equipment maintained and inspected in compliance with PUWER?				

Induction and Training				
Are all employee records up to date?				
Have all employees, Contractors and visitors been inducted to the site/location?				

Are all employees and contractors competent/trained to carry out the work?				
Are tool Box talks carried out?				

PPE and Equipment				
Is PPE provided for all tasks				
Is adequate storage made available for PPE and personal belongings?				
Is use of PPE evident?				
Is there spare PPE for visitors?				

Signage				
Are PPE Signs displayed?				
Is the H&S Law Poster Displayed?				
Are first aid signs displayed?				
Are fire exit and fire plans displayed?				
Are there directional signs for traffic management?				
Are warning signs displayed on hoardings?				

Environmental

Documentation				
Is there a copy of the environmental statement displayed?				
Do all site personnel have the statement brought to their attention				
Is there a site waste management plan?				
Is there an in date copy of the waste contractor's licence on site?				
Are copies of waste carriers' notices available?				

Aspects Targets and Objectives				
Have the significant environmental aspects and impacts been identified?				
Have targets and objectives for environmental issues been set?				
Have environmental tool box talks been given?				
Is data available for <ul style="list-style-type: none"> a. Waste produced b. Electricity/Energy used c. Vehicle usage d. Water used 				
Have targets been set for the reduction of : Noise and vibration				
Dust emissions				

Ground Contamination				
Other Considerations				
Are spill kits available on site?				
Are all staff trained in the use of the spill kits?				

Security and Traffic				
Are there on site security risk assessments?				
Is there an up to date traffic plan?				
Is there a risk assessment for controlling traffic?				
Have tool box talks been given on traffic control?				

Distribution List				
Site Manager				
Health and Safety Manager				
Security Department				
Others as required				

Corrective Actions	Issue Date	Close Out Date	Signature
The following corrective actions were issued at the last visit: 1.			
The following corrective actions were issued in this visit			
Site Summary:			

Inspectors Details:

Dated:

Company Approval:

Name:

Dated:

Signature: