



Construction Site Vehicle Safety

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Inspector		Date		Signature	
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Access - external

Inspection Item	Note	Yes	No	NA
Ensure site access points are clearly signposted on the approaches to the site.		■	■	■
Ensure all signage is in accordance with Chapter 8 of the New Roads & Street works Manual		■	■	■
Ensure adequate on-site signage is provided to warn and advise both vehicle drivers and pedestrians.		■	■	■
Ensure that adequate lighting is provided, including flashing amber warning beacons where appropriate.		■	■	■
Ensure any floodlights do not dazzle drivers on the site or on adjacent public/private roads.		■	■	■
Ensure any lighting does not cause a nuisance to local residents.		■	■	■
Ensure that there is always a clear access route to and from all parts of the site.		■	■	■
Have access routes been agreed with the fire and other emergency services prior to the start of works.		■	■	■
Ensure the approaches to the site are kept clear of site traffic.		■	■	■
Has any parking of contractors vehicles on the approach roads been agreed with the Highways Authority?		■	■	■
Are major deliveries timed so as to avoid school drop-off and pick-up times and other rush hour times?		■	■	■
If necessary has the use of traffic lights to control traffic around site entrances been considered?		■	■	■
Ensure approach roads are kept clean and tidy and that any debris is removed promptly.		■	■	■
Ensure there are suitable barriers and warning notices to keep members of the public separated from the site works and site traffic.		■	■	■
Ensure safe pedestrian access is provided across all site entrances.		■	■	■
Where work at height is carried out adjacent to the public highway/footpath ensure that protective fans or other measures are provided to safeguard members of the public.		■	■	■
Ensure the site is securely fenced at all times to prevent unauthorised access.		■	■	■
Are the following carried out At the end of each day/shift ;secure tools, plant and equipment; remove or board ladders to restrict access; cover and fence excavations; store and secure hazardous materials/substances; ensure materials are properly stacked and choked.		■	■	■
Ensure all public access routes are kept clean and clear at all times.		■	■	■
Ensure adequate signage is provided to direct members of the public.		■	■	■

Inspection Item	Note	Good	Repair	Replace	NA
External Access Compliant?		■	■	■	■

Access and egress

Inspection Item	Note	Yes	No	NA
Is there safe access and egress to all working areas of the site?		■	■	■

Inspection Item	Note	Yes	No	NA
Have pedestrian walkways been provided to protect them from moving vehicles?		■	■	■
Are walkways free from obstructions and stored materials?		■	■	■
Are access routes adequately lit?		■	■	■
Access and Egress compliant?		■	■	■

Asbestos Management

Inspection Item	Note	Good	Repair	Replace	NA
Has an asbestos survey been carried out in accordance with HSG264?		■	■	■	■
Has a detailed risk assessment and method statement been carried out?		■	■	■	■
Have the results of the survey been communicated to relevant parties?		■	■	■	■
Have enclosures been tested?		■	■	■	■
Have positive pressure units been tested?		■	■	■	■
Are air testing results in place?		■	■	■	■
Are certificates of re-occupancy in place?		■	■	■	■
Are waste consignment notes in place?		■	■	■	■
Has the HSE been informed before any work has been undertaken (14 day notice)?		■	■	■	■
Is the removal company licenced?		■	■	■	■
Are medical certificates of the persons doing the work in date?		■	■	■	■
Is the work being carried out in a controlled and safe manner?		■	■	■	■
Has the asbestos been disposed off in accordance with the special waste regulations ?		■	■	■	■
Are emergency procedures in place for inadvertent exposure?		■	■	■	■
Is the presence of asbestos included in the site induction?		■	■	■	■
Asbestos Management Compliant?		■	■	■	■

Cartridge operated tools

Inspection Item	Note	Yes	No	NA
Are the manufactures instructions being followed?		■	■	■
Has the operator/s been properly trained?		■	■	■
Is the operator/s wearing eye protection?		■	■	■
Is the gun cleaned regularly?		■	■	■
Are the gun cartridges keep secure when not in use?		■	■	■
Is there a system in place for accounting for cartridges?		■	■	■
Is the use of cartridge tools compliant?		■	■	■

Compressed gasses (e.g. lpg, acetylene)

Inspection Item	Note	Yes	No	NA
Are they kept away from flammable liquids?		■	■	■
Are they properly stored in a purpose made cage?		■	■	■
Are gasses segregated by type?		■	■	■
Is the cylinder valves fully closed when not in use?		■	■	■
Do all lines have anti-flashback arresters fitted (except for LPG fired blow heaters/torpedo heaters)?		■	■	■

Inspection Item	Note	Yes	No	NA
Do all line connections only have approved fittings and clips, with no Jubilee clips?		■	■	■
Compressed gasses compliant?		■	■	■

Confined spaces

Inspection Item	Note	Yes	No	NA
Is there a risk assessment for the confined spaces work?		■	■	■
Ensure all confined space permits have been checked, are valid and being strictly enforced.		■	■	■
Controls should include atmospheric monitoring, emergency escape arrangements, adequate supervision (i.e.: a top man outside of the confined space), method of raising the alarm and safe access/egress etc.		■	■	■
Check permits are closed and cancelled upon completion of the works.		■	■	■
Confined Spaces compliant?		■	■	■

Consultation

Inspection Item	Note	Yes	No	NA
Has a system been established for employees to comment and be consulted on health, safety and welfare issues.		■	■	■
Is there a site suggestion box?		■	■	■
Is there a safety joint committee / forum ?		■	■	■
Are minutes and actions from meeting available and published on site?		■	■	■
Are any actions being implemented ?		■	■	■
Ensure appropriate Tool Box Talks are given to all employees and that the Tool Box Talks are appropriate and relevant to the work being undertaken.		■	■	■
Ensure that an attendance register has been maintained and signed by all persons present at each Tool Box Talk.		■	■	■
Consultation compliant?		■	■	■

Control of substances hazardous to health

Inspection Item	Note	Yes	No	NA
Have COSSH Assessments been carried out for all potentially hazardous materials and substances being used on the site.		■	■	■
Are material safety data sheets available to assist with COSHH assessments.		■	■	■
Have the hazards associated with the use of such materials been properly communicated to those affected.		■	■	■
Are alternative safer substances available which can be used as substitutes.		■	■	■
Ensure all dangerous/hazardous materials/Substances are clearly marked/identified and stored in a secure location appropriate to the substance.		■	■	■
Have the appropriate control systems and PPE been provided and is the PPE being used.		■	■	■
COSHH Compliant?		■	■	■

Demolition operations

Inspection Item	Note	Yes	No	NA
Has a competent person been appointed to oversee the demolition operations?		■	■	■
Has the structural stability been checked and are temporary supports in place where required?		■	■	■
Are any temporary works designed required?		■	■	■

Inspection Item	Note	Yes	No	NA
Where required has the scaffolding been netted, monaflexed or hoarded off?		■	■	■
Have all services been disconnected?		■	■	■
Is the area barred off and suitably signs in place.?		■	■	■
Is there adequate dust suppression where required?		■	■	■
Is there suitable noise controls in place?		■	■	■
Is there suitable lighting?		■	■	■
Is material being removed from site on a regular basis and not allowed to accumulate?		■	■	■
Are all demolition operatives adequately trained, supervised and instructed?		■	■	■
Demolition Operations compliant?		■	■	■

Electrical equipment

Inspection Item	Note	Yes	No	NA
Check that all necessary utility services are provided on site before work begins.		■	■	■
Ensure that existing services e.g.: electricity cables, gas mains etc have been identified and effective steps have been taken to prevent danger from them.		■	■	■
Check that low voltage tools and equipment are being used wherever possible.		■	■	■
Check that only 110v CTE hand tool etc are in use.		■	■	■
Check that cables and leads are protected from damage.		■	■	■
Check all connections are properly made and suitable plugs are used.		■	■	■
Check that tools and equipment are visually checked and regularly inspected/tested by a competent person. (PAT)		■	■	■
Ensure that cables and trailing leads are not trip hazards.		■	■	■
Check that all temporary supplies are effectively bonded to Earth.		■	■	■
Do all temporary supplies have a means of isolating both poles and locking off?		■	■	■
Ensure that suitable and sufficient task lighting is provided to enable operatives to safely carry out their work.		■	■	■
Electrical Equipment compliant?		■	■	■

Environmental management

Inspection Item	Note	Yes	No	NA
Is there any evidence of nesting birds, if so are protection measures adequate?		■	■	■
Is there any evidence of invasive plants, if so are precautions adequate?		■	■	■
Is the site free from trees that have a tree protection order (TPO)?		■	■	■
Have all practical measures been implemented to increase the energy efficiency of the site.		■	■	■
Do all Cabins comply with environmental minimum standards?		■	■	■
Carbon footprint measurement process in place?		■	■	■
Is an Emergency Plan in place?		■	■	■
Evidence of ongoing review?		■	■	■
Is it communicated via induction?		■	■	■
Is it tried and tested?		■	■	■
Are environmental guidance notes available on site?		■	■	■
Have all potential pathways been identified and addressed?		■	■	■
Are any concrete washout facilities suitable?		■	■	■

Inspection Item	Note	Yes	No	NA
Are any consents required?, if so are they being monitored and complied with?		■	■	■
Is a local drainage plan available on site?		■	■	■
Are any noise/dust issues present and are they being suitably controlled?		■	■	■
Are weekly environmental checks taking place?		■	■	■
Is there a complaints procedure in place?		■	■	■
Are there effective measures in place to prevent light pollution?		■	■	■
Is plant and equipment fitted with suitable and effective silencers?		■	■	■
Any evidence of liaison with local schools?		■	■	■
Is the environmental register up to date and relevant?		■	■	■
Is the site registered under the hazardous waste regulations?		■	■	■
Is an Aspects & Impacts register in place - risk prevention measures identified etc.?		■	■	■
Are spill kits available?		■	■	■
Located in the correct areas?		■	■	■
Staff and operatives aware of their location?		■	■	■
Have emergency drills taken place?		■	■	■
Is their location communicated via induction?		■	■	■
Are the contents regularly checked?		■	■	■
Are consents in place?		■	■	■
Is any silty water being treated or disposed of to foul?		■	■	■
Are appropriate pollution prevention measures in place and adequate?		■	■	■
Are soil heaps located away from rivers/streams?		■	■	■
Environmental Management compliant?		■	■	■

Excavations/earthworks

Inspection Item	Note	Yes	No	NA
Ensure that checks are made to determine the presence of any buried services before and during all excavation works.		■	■	■
All excavations should be carried out in accordance with a detailed method statement s and permit to dig. Is there a permit to dig?		■	■	■
Check that there is adequate support and propping for the excavation, or whether it has been sloped or battered back to a safe angle.		■	■	■
Check that there is a safe method used for placing supports, without the need for operatives to work in an unsupported trench.		■	■	■
Check that there is safe access into the excavation (i.e.: a sufficiently long and secured ladder).		■	■	■
Check that barriers or other protection to stop people/vehicles falling in are in place.		■	■	■
Does the excavation affect the stability of neighbouring structures or services.		■	■	■
Ensure that materials, spoil and plant is stored away from the edge of the excavation to reduce the chance of collapse.		■	■	■
Ensure that the excavation is regularly inspected by a competent person and that a record of such inspections is maintained.		■	■	■
Excavations/Earthwork compliant?		■	■	■

FASET safety netting

Inspection Item	Note	Yes	No	NA
Are all nets within a 5-10% sag across the span?		■	■	■

Inspection Item	Note	Yes	No	NA
Are the nets as close as possible?		■	■	■
Are primary supports suitable?		■	■	■
Is there a hand over certificate in place?		■	■	■
Are tie rope knots/attachments secure?		■	■	■
Is attachment spacing less than 2.5m or as per manufactures instructions?		■	■	■
Are the nets free from gaps?		■	■	■
Do and overlapped nets have a minimum overlap of 2m or they pinned or laced?		■	■	■
Are there any wasting gaps at the eaves?		■	■	■
Is a suitable clearance distance available?		■	■	■
Is there a rescue / recovery plan in place?		■	■	■
Safety Netting compliant?		■	■	■

Fire risks and management

Inspection Item	Note	Yes	No	NA
Is there a fire risk assessment in place?		■	■	■
Ensure there are emergency procedures for evacuating the site in case of a fire, flood, explosion etc.		■	■	■
Ensure all staff know what these procedures are and that they form part of the site induction.		■	■	■
Check that there is an adequate means of raising the alarm, and that it is regularly tested.		■	■	■
Check that the emergency services have been informed of the location of the works, the key hazards and the emergency procedures.		■	■	■
Ensure that there are adequate escape routes and that these are kept clear of obstructions.		■	■	■
Ensure that the quantity of flammable materials, liquids and gases are kept to a minimum and are adequately stored.		■	■	■
Ensure that smoking and other ignition sources are banned in areas where gases or flammable liquids are stored or used.		■	■	■
Check that flammable and combustible waste is removed regularly and stored in suitable bins and skips.		■	■	■
Check that suitable fire extinguishers are provided and that they are maintained and in a good condition.		■	■	■
Check that all fire extinguishers have had an annual inspection.		■	■	■
Do all temporary coverings comply with LPS1207?		■	■	■
Fire Risk and Management compliant?		■	■	■

First aid

Inspection Item	Note	Yes	No	NA
Check the number of first aiders required, this is dependent on the type of work or operations, the number of workers on site and any special or unusual hazards.		■	■	■
Are Additional suitably qualified persons available to ensure adequate first aid provision is provided.		■	■	■
Are the names of all first aiders detailed on the site notice board?		■	■	■
All first aiders should be clearly identified on site through the use of an appropriate helmet sticker.		■	■	■
Ensure the first aid kit contains only first aid materials.		■	■	■
The location of the first aid box should be indicated on the site notice board and the door of the room in which it is contained. Are they clearly indicated?		■	■	■

Inspection Item	Note	Yes	No	NA
Signs directing persons to the site of the first aid book should also be provided.		■	■	■
Marked with a white cross on a green background.		■	■	■
Be placed where it can be seen and used.		■	■	■
Be checked and replenished on a regular basis.		■	■	■
Are new staff made aware of its location as part of their induction?		■	■	■
First Aid requirements compliant?		■	■	■

Health & safety management plan

Inspection Item	Note	Yes	No	NA
Ensure the project management plan is up to date and signed by all relevant parties.		■	■	■
Is an emergency plan defined and in place complete with emergency contact numbers?		■	■	■
Is the plan meaningful and communicated to all parties, including sub contractors?		■	■	■
Are responsibilities defined?		■	■	■
Health and Safety Management Plan compliant?		■	■	■

Housekeeping

Inspection Item	Note	Yes	No	NA
Ensure all debris and waste is removed from the work area upon completion of the work or at the end of each shift.		■	■	■
Ensure Debris is not be allowed to collect around the site.		■	■	■
Ensure staff adopt the philosophy of 'A tidy site is a safe site'.		■	■	■
Ensure materials are stored in an appropriate manner so as not to cause damage to or a weakening of the material.		■	■	■
Are damaged materials segregate to prevent them being used?		■	■	■
Are All pipes and tubes etc securely wedged or choked to prevent accidental movement?		■	■	■
Are All hazardous/flammable liquids contained within a bundled area/tank?		■	■	■
Ensure all waste receptacles are appropriately signed for their intended contents.		■	■	■
Housekeeping compliant?		■	■	■

Induction

Inspection Item	Note	Yes	No	NA
Ensure all staff receive a site specific safety induction before starting work.		■	■	■
Ensure all staff who have been inducted display an induction sticker on their safety helmet or wear a photo identification badge.		■	■	■
Ensure the safety induction firstbornprocess is regularly reviewed and updated to take account of changes in site conditions etc.		■	■	■
Are all visitors including the client representatives being inducted?		■	■	■
Are site safety inductions being adequately carried out both for staff and visitors?		■	■	■

Lasers

Inspection Item	Note	Yes	No	NA
Is there a risk assessment in place for the use of lasers?		■	■	■
Are operators trained and competent?		■	■	■
Are areas where lasers are used defined and clearly marked?		■	■	■

Inspection Item	Note	Yes	No	NA
Are lasers Class 1 or 2?		■	■	■
Is the correct eye protection being used?		■	■	■
Are the beams away from other workers, public areas and roads?		■	■	■
Is the use of lasers compliant?		■	■	■

Lifting operations/equipment

Inspection Item	Note	Yes	No	NA
Ensure a (competent) Appointed Person co-ordinates all lifting operations.		■	■	■
Have all lifting operation got a valid lifting plan?		■	■	■
Ensure that all lifting equipment has been tested and installed by a competent person and is regularly maintained and inspected.		■	■	■
Check that the operators are trained and competent.		■	■	■
Check that the rated capacity/safe working load is clearly marked.		■	■	■
Ensure that the lifting equipment is capable of lifting the heaviest component within the anticipated working radius - allow for sufficient spare capacity.		■	■	■
Ensure that cranes and other lifting equipment has sufficient space to operate safely.		■	■	■
All lifting equipment should have a thorough examination every 6 months.		■	■	■
Ensure lifting operations do not take place near overhead power lines and excavations.		■	■	■
Lifting Operations/Equipment compliant?		■	■	■

Lone working / out of hours working

Inspection Item	Note	Yes	No	NA
Is the work defined as low risk?		■	■	■
Is there a risk assessment for lone working?		■	■	■
Is access to first aid, welfare facilities and emergency services available to the worker/s?		■	■	■
Has the work been approved by a director?		■	■	■
Lone Working compliant?		■	■	■

Low level access including steps and podiums

Inspection Item	Note	Yes	No	NA
Are podiums used before steps are allowed?		■	■	■
Are operators trained in the use of podiums?		■	■	■
Are podiums maintained and inspected regularly?		■	■	■
Are podiums free from defects?		■	■	■
Are podiums free from defects?		■	■	■
Are steps class 1 as defined in EN131?		■	■	■
Is there a risk assessment in place for the use of steps?		■	■	■
Is a permit system in place?		■	■	■
Low level access compliant?		■	■	■

Management controls

Inspection Item	Note	Yes	No	NA
Check that a signed copy of Form 10 has been sent to the local HSE office and that a copy is displayed on site.		■	■	■
Check employers and public liability insurance certificates are valid and on display.		■	■	■
Have appropriate signs/notices been erected around the site i.e. mandatory use of PPE, Incomplete Scaffolds, No Smoking, Traffic Management, Fire assembly, First Aid Points etc.		■	■	■
Has a project news letter been developed and issued to surrounding properties		■	■	■
Ensure a new style Accident Book (which complies with the Data Protection Act) is provided on site and is available to all personnel		■	■	■
Ensure adequate supervision is provided for all activities on the site paying particular attention to work activities as undertaken by young persons and/or those which are high risk activities.		■	■	■
Ensure that all persons are familiar with the requirements of the site safety rules and that they are complied with on site.		■	■	■
Ensure all contractors have been provided with information relating to Health & Safety for the work they are undertaking.		■	■	■
Ensure adequate supervision is provided for all activities on the site paying particular attention to work activities as undertaken by young persons and/or those which are high risk activities.		■	■	■
Ensure site safety rules are displayed in a prominent position e.g. reception, canteen, site office etc.		■	■	■
Ensure all subcontractors have been assessed and are adequately resourced and competent for the work they are undertaking.		■	■	■
Ensure all site operatives, including sub-contractors have a valid CSCS/SKILL card		■	■	■
Ensure operatives CSCS/SKILL cards/registration are appropriate for the work being undertaken		■	■	■
Management controls compliant?		■	■	■

Manual handling

Inspection Item	Note	Yes	No	NA
Ensure that a manual handling risk assessment has been completed wherever regular lifting of heavy loads is required.		■	■	■
Check the suitability of using wheelbarrows, hoists, telehandlers and other plant or machinery so that manual handling of heavy objects is kept to a minimum.		■	■	■
Avoid the repetitive laying of heavy building blocks weighing more than 20KG.		■	■	■
Ensure all staff have received manual training.		■	■	■
Manual Handling compliant?		■	■	■

Mobile scaffold towers

Inspection Item	Note	Yes	No	NA
Check that proprietary tower scaffolds have been erected and are being used in accordance with the suppliers instructions.		■	■	■
Check that the wheels of any tower scaffold have been locked when in use and check that the platform is empty when being moved.		■	■	■
Are they tagged safe for use?		■	■	■
Mobile Towers compliant?		■	■	■
Are they tagged safe for use?		■	■	■

Occupational health, hAV'S, noise and associated health risks

Inspection Item	Note	Yes	No	NA
Check that workers have had information and training so that they know what the risks are from HAV.		■	■	■

Inspection Item	Note	Yes	No	NA
Check that exposure to HAV has been reduced as much as possible by selecting suitable work methods and Plant.		■	■	■
Ensure reduced-vibration tools are used wherever possible.		■	■	■
Check vibration tools are properly maintained.		■	■	■
Check whether health surveillance for people exposed to high levels of hand-arm vibration over long periods is in place.		■	■	■
Limit the exposure of persons to HAV by ensuring that no person uses vibrating tools for longer than the manufactures guided times.		■	■	■
Ensure that workers have had training so they are aware of the risks from noise on site and what they need to do to avoid these risks.		■	■	■
Check whether the noise can be reduced by using different working methods or selecting quieter plant e.g.: by fitting breakers and other plant or machinery with silencers.		■	■	■
Preventative maintenance can also help to reduce the noise caused by wear and tear on plant and machinery.		■	■	■
Ensure that people not involved in the work are kept away from the source of the noise.		■	■	■
Occupation health, HAV'S, Noise and associated risks compliant?		■	■	■

Permits to work

Inspection Item	Note	Yes	No	NA
Ensure all Hot Works Permits have been checked and reviewed and are valid for the work conditions.		■	■	■
Ensure suitable and sufficient fire prevention measures are in place, including the removal of all combustible materials, the use of fire blankets and fire extinguishers.		■	■	■
Ensure old permits have been cancelled and closed.		■	■	■
Ensure permits to dig have been prepared and issued where the excavations are complex, hazardous or impact on the work or operations of another.		■	■	■
All permits to dig should be checked and reviewed prior to issue to ensure the appropriate controls have been included.		■	■	■
Ensure all contractors are working in accordance with permits to dig.		■	■	■
Ensure the permit is valid.		■	■	■
Check old permits have been cancelled and closed.		■	■	■
Permits compliant?		■	■	■

Personal protective equipment

Inspection Item	Note	Yes	No	NA
Ensure that PPE is issued on an individual basis.		■	■	■
Ensure that it is suitable for the type of work being undertaken.		■	■	■
Check that the PPE is marked with the genuine 'CE' mark to help identify type of protection.		■	■	■
Check that it is kept in good condition.		■	■	■
Ensure that it is appropriately replaced.		■	■	■
Ensure all staff and visitors are wearing Hi-Viz vests or jackets.		■	■	■
Ensure that it is of a suitable grade for the type of work being undertaken. I.e. light protection or full goggle etc.		■	■	■
Check that it is kept in good condition.		■	■	■
Ensure that footwear is manufactured to CE standards.		■	■	■
Ensure that footwear is fitted with steel toecaps and steel sole plates.		■	■	■
Are all gloves free from damage?		■	■	■

Inspection Item	Note	Yes	No	NA
Ensure gloves are the correct size.		■	■	■
Ensure gloves are correct for their application and the activity being undertaken.		■	■	■
Check that hands are washed frequently after spells of work.		■	■	■
Check that hands are washed frequently after spells of work.		■	■	■
Check the availability of barrier creams and skin cleansers.		■	■	■
Ensure the correct type of protection is in use for the task.		■	■	■
Ensure that hearing protection is used as instructed.		■	■	■
Where ear plugs are in use ensure the correct size ear plugs are being worn.		■	■	■
Ensure that hearing protection is kept clean and checked regularly for damage.		■	■	■
Ensure Areas which are mandatory hearing protection zones are signed as such using the appropriate signs.		■	■	■
Ensure that the correct type of respiratory equipment is used for the works being undertaken.		■	■	■
Ensure that persons are trained for the use of the RPE and where applicable have a face fit test to ensure the effectiveness of the RPE.		■	■	■
Ensure that all equipment is cleaned and checked after use.		■	■	■
Ensure that all equipment is cleaned and checked after use.		■	■	■
Ensure all staff and visitors are wearing safety helmets.		■	■	■
Were all helmets found free from damage?		■	■	■
Ensure helmets are worn correctly.		■	■	■
Were helmets within their expiry date - helmets should be changed every 2-3 years.		■	■	■
PPE requirements compliant?		■	■	■

Plant & equipment

Inspection Item	Note	Yes	No	NA
Ensure that tools and equipments are stored correctly to avoid damage to the equipment and persons.		■	■	■
Dry, covered and secure storage areas should be provided for all tools and equipment.		■	■	■
Ensure that the right tools and equipment are being used for the right job.		■	■	■
Were all hand tools found to be in good condition with no defects?		■	■	■
Ensure operatives have been trained to use the tools/equipment they are using.		■	■	■
Check that all dangerous parts are guarded e.g. gears, chain, drives, projecting engine shafts etc.		■	■	■
Check that guards are secure and in good repair.		■	■	■
Ensure that the tools are in a good state of repair and carries appropriate safety symbol e.g. BS kite mark, CE Mark etc.		■	■	■
Check that safety devices are operating properly and that all cables are double insulated.		■	■	■
Check that tools are 110 volt and that a residual current device (RCD) is used for additional protection.		■	■	■
Ensure that the plug is of the correct type, undamaged and securely clamped to the cable.		■	■	■
Check the supply cable for cuts, splits or other damage. All all cables free from damage?		■	■	■
Ensure that all operators are trained and competent.		■	■	■
Ensure all Plant and Machinery is inspected on a weekly basis by a competent person and recorded in a Plant Inspection Register.		■	■	■
Do all plant fitted with a semi-automatic hitch have safety pins fitted?		■	■	■

Inspection Item	Note	Yes	No	NA
Are all plant operators trained and hold a valid plant operators card for the categories being operated?		■	■	■
Is Plant Used Correctly.		■	■	■
Plant and Equipment compliant?		■	■	■

Previous audit report

Inspection Item	Note	Yes	No	NA
Has the previous audit report been closed out?		■	■	■
Have all previous issues been cleared?		■	■	■

Registers and records

Inspection Item	Note	Yes	No	NA
Check the site Inspection Registers for items such as scaffolding, excavations, coffer dams, plant and other equipment have been completed in a timely fashion.		■	■	■
Registers and Records compliant?		■	■	■

Risk assessments and method statements

Inspection Item	Note	Yes	No	NA
Ensure all Method Statements have been prepared by a competent person and have been checked, reviewed and signed.		■	■	■
Are method statements adequate and suitable for the task?		■	■	■
Does the method statement offer the necessary controls and required level of protection?		■	■	■
Ensure all contractors are working in accordance with the method statement.		■	■	■
Risk Assessments and Method Statements compliant?		■	■	■

Road works

Inspection Item	Note	Yes	No	NA
Is there a site specific risk assessment in place for road works?		■	■	■
Is a copy of the Code of Practice: safety at street works and road work, available on site?		■	■	■
Are supervisors qualified under the new road and street works Act?		■	■	■
Is there at least one trained operative available at all times?		■	■	■
Has the local Authority been consulted?		■	■	■
Pare workers wearing hi-viz to BS EN 471?		■	■	■
Are all signs approve in accordance with British Standards?		■	■	■
Are signs properly secured?		■	■	■
Are provisions in place to check signs etc at regular intervals?		■	■	■
Are signs reflective or lit after dark?		■	■	■
Are cones and lamps in place as required?		■	■	■
Are roads and pedestrian footpaths clear of debris and mud?		■	■	■
Are advisory speed limits in place where required?		■	■	■
Are temporary traffic controls in place where required?		■	■	■
Are misleading permanent sign covered?		■	■	■
Have all signs, cones and lamps been removed?		■	■	■

Inspection Item	Note	Yes	No	NA
Have all permanent signs been restored?		■	■	■
Have the appropriate authorities been informed that the works are complete?		■	■	■
Has all debris and mud been removed from surrounding areas?		■	■	■
Road works compliant?		■	■	■

Scaffolding/working platforms

Inspection Item	Note	Yes	No	NA
Check that any scaffold erection, alteration or dismantling is carried out by a competent person.		■	■	■
Check that all standards are provided with base plates and timber sole boards which span at least two base plates.		■	■	■
Check that all standards, ledgers, braces and struts are in position.		■	■	■
Ensure that the scaffold is adequately tied to the building or structure to prevent collapse.		■	■	■
Check that double guard rails and toe boards or other suitable protection at every edge.		■	■	■
Check that there are additional brick guards provided to prevent materials falling from scaffold where they are used as a working platform.		■	■	■
Check that working platforms are fully boarded and that the boards are arranged to avoid tipping or tripping - i.e.: no overlapping boards.		■	■	■
Do all ladder accesses have self closing gates fitted?		■	■	■
Ensure that there are effective warning notices in place to stop any person using an incomplete scaffold.		■	■	■
Check that the scaffold is strong enough to carry the weight of materials stored on it and that they are evenly distributed.		■	■	■
Ensure that the scaffold has been properly maintained.		■	■	■
Ensure that a competent person inspects the scaffold regularly, at least once a week; and always after it has been altered, damaged and following extreme weather.		■	■	■
Are scaffold tags being utilised?		■	■	■
Ensure that these inspections are adequately recorded.		■	■	■
Are all scaffolds and working platforms suitable?		■	■	■

Security

Inspection Item	Note	Yes	No	NA
Are the public fenced off or otherwise protected from the work?		■	■	■
Is out of hours security in place?		■	■	■
Is the perimeter fence secure and un-damaged?		■	■	■
Are all gates secured?		■	■	■
Are site security arrangements adequate?		■	■	■

Site set up

Inspection Item	Note	Yes	No	NA
Latest H&S; Policy?		■	■	■
Insurance Policy?		■	■	■
Fire Plan?		■	■	■
Emergency plan and contacts?		■	■	■
Signs for doors and cabins?		■	■	■

Inspection Item	Note	Yes	No	NA
First aid location signs?		■	■	■
Assembly point signs?		■	■	■
Accident reporting process?		■	■	■
Site registration under the Hazardous Waste Regulations?		■	■	■
No Smoking signs?		■	■	■
Health & Safety Law poster (what you should know)?		■	■	■
Is the site set up in accordance with CDM and Company requirements?		■	■	■

Storage of substances, chemicals and oils.

Inspection Item	Note	Yes	No	NA
Are Substances, Chemicals and Oils stored in the correct manner?		■	■	■
Are all bowsers locked?		■	■	■
Is there double bundled storage with at least 110%?		■	■	■
Are oil storage tanks at least 30m from any water course?		■	■	■
Were any/all drums stored off bear ground?		■	■	■
Is static plant fitted with drip trays?		■	■	■
Is plant and equipment in good order and free from leaks etc?		■	■	■
Storage of Substances, Chemicals And Oils compliant?		■	■	■

Temporary works

Inspection Item	Note	Yes	No	NA
Is there a temporary works register and is it maintained?		■	■	■
Temporary Works Designer.		■	■	■
Temporary Works Co-ordinator.		■	■	■
Temporary Works Supervisor.		■	■	■
Are competences available for all appointees?		■	■	■
Has the TW been designed in accordance with BS5975:2008?		■	■	■
Identify the categories found on site in accordance with 5975' - 0, 1, 2, 3.		■	■	■
Is there a process in place for the site to communicate any changes etc back to designers?		■	■	■
Have full working method statements and risk assessments been received and approved?		■	■	■
Are checks organised for critical stages?		■	■	■
Is there safe access and egress to the works and is it maintained?		■	■	■
Has the TW been inspected on completion and is there a record of the inspection?		■	■	■
Has permission been given (permit to load) prior to loading?		■	■	■
Are any necessary guard rails in place?		■	■	■
Has permission been given to dismantle the works?		■	■	■
Are temporary works being carried out in accordance with BS5976?		■	■	■

Traffic management

Inspection Item	Note	Yes	No	NA
Has a traffic management plan been prepared?		■	■	■

Inspection Item	Note	Yes	No	NA
Are traffic management arrangement suitable and sufficient ?		■	■	■
Are pedestrians segregated from moving vehicles and plant?		■	■	■
Does the site layout match the plan?		■	■	■
Are storage areas identified?		■	■	■
Are loading areas identified?		■	■	■
Have one way or turning points been identified?		■	■	■
Are procedures in place for the unloading of vehicles to prevent fall from vehicles?		■	■	■
Are seat belts being used?		■	■	■
Are traffic management arrangement suitable?		■	■	■

Training and skill cards

Inspection Item	Note	Yes	No	NA
Are all persons trained for their respective tasks?		■	■	■
Are Skill Cards available for inspection?		■	■	■

Waste management

Inspection Item	Note	Yes	No	NA
Is a waste management plan in place and suitable?		■	■	■
Ensure the plan is signed by all including the client/client representative?		■	■	■
Is the plan being maintained?		■	■	■
Is it being reviewed on a regular basis?		■	■	■
Is the hierarchy of waste control being applied on site - are operatives aware of the disposal process?		■	■	■
Are bins clearly labelled?		■	■	■
Are all waste carries and transfer stations records available?		■	■	■
Are waste transfer notes available and correctly filled in?		■	■	■
Is the process communicated via induction?		■	■	■
Waste management requirements compliant?		■	■	■

Welfare facilities

Inspection Item	Note	Yes	No	NA
Ensure a facility is provided to change, dry and store clothing.		■	■	■
Mess facilities should include a place where workers can sit, make hot drinks and prepare food.		■	■	■
Mess facilities shall be of sufficient size for the number of employees on site and are provided with heating.		■	■	■
Ensure access to the welfare facilities are accessible to all persons on the site.		■	■	■
Ensure a supply of wholesome drinking water and cups are provided.		■	■	■
Ensure that all drinking water supplies are appropriately signed.		■	■	■
Ensure sufficient toilets are readily available, maintained, kept clean & are properly lit.		■	■	■
Are toilets connected to the main sewer?		■	■	■
Ensure there are washbasins, hot and cold running water, soap and towels.		■	■	■
Ensure that the washbasins are large enough to wash up to the elbow and are kept clean.		■	■	■

Inspection Item	Note	Yes	No	NA
Are showers provided?		■	■	■
Are welfare facilities cleaned on a daily basis?		■	■	■
Are welfare facilities compliant?		■	■	■

Working at height

Inspection Item	Note	Yes	No	NA
Check whether the work can be undertaken without working at height.		■	■	■
Check that access equipment is erected by competent persons and checked before use.		■	■	■
Ensure safe access and egress have been provided to areas.		■	■	■
Ensure that edge protection is provided to stop people or materials falling.		■	■	■
Check that during industrial roofing, nets are provided to stop people falling from the leading edge of the roof.		■	■	■
Ensure safety nets have been hung correctly.		■	■	■
Ensure that precautions have been taken to stop people falling through fragile materials when working on roofs, e.g.: by providing barriers, covers or working platforms.		■	■	■
Ensure roof ladders are used in accordance with best practice requirements.		■	■	■
Ensure that people are kept away from areas below the roof work.		■	■	■
Ensure that ladders are in good condition, are not split, warped or have damaged rungs etc.		■	■	■
Check whether ladders are suitable for the purpose - only for short term work or for gaining access to another area.		■	■	■
Check that ladders rest against a solid level surface and that this is not a fragile or insecure material.		■	■	■
Check that ladders are secured to prevent them slipping sideways or backwards.		■	■	■
Check that ladders rise a sufficient height above their landing place (approx. 1m or 5 rungs).		■	■	■
Safe landing platforms to be provided where a ladder rises to a height of 9m or more.		■	■	■
Are work at height operation in accordance with the W@H Regulations?		■	■	■

Working on or near water

Inspection Item	Note	Yes	No	NA
Check all access passages and working platforms are clear and free from obstructions.		■	■	■
Are pontoons correctly loaded and securely moored.		■	■	■
Are embark and landing points provided.		■	■	■
Check appropriate use of safety nets and that they are securely fastened.		■	■	■
Ensure that buoyancy/life saving equipment is available and accessible.		■	■	■
Ensure workers know how to raise the alarm and that they are aware of the procedures are in place if an incident in water occurs.		■	■	■
Where appropriate ensure a manned rescue boat is provided.		■	■	■
Are working on or near water compliant?		■	■	■