**Weekly Site Managers HS&E Checklist**

* This form must be completed at the end of each working week.
* It must be completed honestly in order for it to be effective.
* It should be forwarded to Contracts Manager (CM) for review and then to the Construction Secretary to archive.
* CM to escalate any issues to the Construction Director.

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| Site Name: | Date: | COINS Number: | | |
| Site Managers Name: | |  | | |
| Contract Managers Name: | | Form checked by CM: | **Y/N**\* |

\* Delete as required

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| **Welfare/First Aid** | **Y/N/NA** | **Further Action Required/ Comments** |
| Adequate welfare facilities compliant with Group welfare standards (toilets must be accessible to operatives within 150 metres, with hot/ warm and cold running water) |  |  |
| Adequate number of first aid trained persons & first aid equipment |  |  |
| Suitable stocks of PPE- For directly employed persons |  |  |

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| **Fire and Emergency Arrangements** | **Y/N/NA** | **Further Action Required/ Comments** |
| Fire/Emergency plan is current |  |  |
| Flammable materials i.e. LPG, paints, etc. kept to a minimum and stored correctly |  |  |
| Adequate escape routes and signs + Fire Muster Point |  |  |
| Correct number and type of extinguishers on site and in date for annual inspection |  |  |
| Fire log book in date (alarm tested/fire drills) |  |  |
| Automated external defibrillator in working order (green light flashing) |  |  |

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| **Public Protection/Site Security** | **Y/N/NA** | **Further Action Required/ Comments** |
| Sufficient boundary fencing & signage to restrict unauthorised site access |  |  |
| All work in progress is adequately protected (excavations etc.) |  |  |
| Adequate compound security |  |  |
| Trip Hazards removed in occupied areas (BT boxes/water meters chamfered/benched up) |  |  |

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| **Plant/Work Equipment** | **Y/N/NA** | **Further Action Required/ Comments** |
| Weekly plant checks carried out and statutory registers complete (Check with the Ground workers) |  |  |
| Current Thorough Examination Certificates (relevant plant) |  |  |
| Telehandler daily/weekly forms checked, issues reported |  |  |
| Fuel storage/bowser – record any defects, leaks, damage or deterioration (including tank and hoses etc.) |  |  |
| Portable equipment visual inspection (110v - monthly, 230v - weekly, office type equipment – 6 monthly) |  |  |

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| **Environmental** | **Y/N/NA** | **Further Action Required/ Comments** |
| Project Environmental Plan up to date / reviewed |  |  |
| Concrete washout – washout facilities provided & adequately contained |  |  |
| COSHH storage – materials stored appropriately in containers / cages (gas) |  |  |
| Drainage – storm drains protected – recently emptied & fully functioning |  |  |
| Dust – controls in place e.g. tractor & bowser in use, soil stockpiles covered/hydro seeded. Monitoring regime with records maintained |  |  |
| Ecology – areas protected i.e. fencing & signage in place and well maintained, newly planted saplings protected etc. |  |  |
| Fuel setup – bunded, spill kits & Enviropad available, locked & secure, stored away from drains etc. |  |  |
| Roads – free from mud & debris / regularly cleaned (on-site and off-site) |  |  |
| Noise – controls in place / monitoring regime with records maintained. No recent complaints etc. |  |  |
| Silt Control – controls adequate, well maintained and fully functioning, discharge clean & uncontaminated |  |  |
| Tree protection – fencing & signage in place and well maintained |  |  |
| Road sweeper – tipping off-site |  |  |
| Waste management – waste segregated appropriately, well contained/covered where appropriate, no windblown material |  |  |

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| **Working at Height** | **Y/N/NA** | **Further Action Required/ Comments** |
| W@H assessment on site, signed by Construction Director |  |  |
| Suitable and adequate fall prevention/protection is available (Scaffold, Safety Decking, Oxford landing systems, Stairwell edge protection) |  |  |
| Statutory registers fall prevention/protection installation checklist complete |  |  |
| Suitable measure to restrict scaffold access i.e. signs, ladder removal etc. |  |  |

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| **Houskeeping** | **Y/N/NA** | **Further Action Required/ Comments** |
| Site tidy and materials stored safely |  |  |
| Working areas free from obstruction |  |  |
| Trade waste removed from scaffolds |  |  |

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| **Administration** | **Y/N/NA** | **Further Action Required/ Comments** |
| All accidents/incidents reported to you have been recorded (copy to office) |  |  |
| Any visits by the HSE/EA/LA etc. have been reported (copy to office) |  |  |
| All HS&E Site Inspection tasks have been actioned |  |  |
| Sales Negotiator notified of restricted viewing areas & Traffic Plan |  |  |

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| **Traffic Management plan current and implemented including:** | **Y/N/NA** | **Further Action Required/ Comments** |
| Segregation in place for Plant and Pedestrians and suitable crossing points |  |  |
| Roads and paths free of mud |  |  |
| Pedestrian routes free of trip hazards, materials, skips etc. |  |  |
| Traffic Management Plan up to date |  |  |

Operatives on site

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| **No. of trades on site** | **Ground workers** | **Scaffolders** | **Timber Framers** | **Roof Tilers** | **Bricklayers** | **Carpenters** | **Electricians** | **Plumbers** | **Dryliners** | **Kitchen fitters** | **Painters** | **Ceramic tilers** | **Total** |
| MON |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TUES |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WED |  |  |  |  |  |  |  |  |  |  |  |  |  |
| THUR |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FRI |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **DAILY Avg.** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SAT |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SUN |  |  |  |  |  |  |  |  |  |  |  |  |  |