HEALTH & SAFETY CHECKLIST – GROUNDWORKS & DEEP EXCAVATIONS: PHYSICAL WORKS

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| **Operating Business** |  | **Development:** |  |
| **Date / Time:** |  | **Completed By:** |  |
| **Excavation Location:** |  | **Size of Excavation:** |  |
| **Type of Protective System Used:** |  | **Date/time work complete** |  |

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| **1.** | **General:** | **Yes** | **No** | **N/A** |
| a. | Excavation, adjacent areas, and protective systems inspected by prior to the start of work? |  |  |  |
| b. | Competent person has the authority to remove employees from the excavation immediately? |  |  |  |
| c. | Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation? |  |  |  |
| d. | Spoils, materials, and equipment set back at least 2 meters (6 feet) from the leading edge of the excavation? |  |  |  |
| e. | Is there a design for the excavation and have identified hazards been taken into account (such as traffic routes and location within the site)? |  |  |  |
| g. | Has an emergency plan been provided showing how workers will be removed from the excavation (such as during a medical emergency or accident)? |  |  |  |
| h. | Has the emergency plan for evacuation from the excavation been communicated to the workers on site and in the excavation? |  |  |  |
| i. | Adequate number of heras fencing panels and hazard warning signs available? |  |  |  |
| j. | Has the site been designed so that the excavation is not at risk from vehicle and plant movement around the site (such as surcharging the walls of the trench)? |  |  |  |
| k. | Are there neighbouring structures or features that could affect the integrity of the excavation (such as watercourses, roads and railway lines)? Archaeology also needs to be considered |  |  |  |
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| **2.** | **Utilities:** |  |  |  |
| a. | Colour utility drawings provided? |  |  |  |
| b. | CAT and genny used to identify the exact location of utilities marked? |  |  |  |
| c. | Underground installations protected, supported, or removed when excavation is open? |  |  |  |
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| **3.** | **Safe Systems of Work and Basic Control Measures:** |  |  |  |
| a. | Have RAMS been produced for the activity? |  |  |  |
| b. | Have operatives been briefed on the content of the RAMS? |  |  |  |
| c. | Have checks been carried out to prove any unsupported ground is safe? |  |  |  |
| d. | Do excavations have adequate support and shoring or are they benched or battered to prevent possible collapse? |  |  |  |
| e. | Where risk of flooding exists, have cofferdams or caissons been installed with pumps? |  |  |  |
| f. | Have suitable barriers been erected around excavations to prevent materials, plant, people or excavation operatives falling in (such as fencing, guard-rails and toe-boards)? |  |  |  |
| g. | Are poorly ventilated areas continually monitored for the presence of gas? |  |  |  |
| h. | Have stop barriers been used to prevent vehicle entry? |  |  |  |
| i. | Has a suitable means of access and egress been provided for operatives? |  |  |  |
| j. | Has a suitable means of access and egress been provided for plant and machinery? |  |  |  |
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| **4.** | **Health** |  |  |  |
| a. | Have the workers been issued with appropriate personal protective equipment (PPE) and respiratory protective equipment (RPE)?  |  |  |  |
| b. | Has the excavation been purged of any gases prior to being entered by workers? |  |  |  |
| c. | Are there any hazardous substances being used – COSHH? |  |  |  |
| d. | Has soil sampling been carried out to check for contaminants? |  |  |  |
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| **5.** | **Training / Competencies** |  |  |  |
| a. | Do operatives have the necessary skills for the tasks to be undertaken i.e. are they competent and do they have confined space training?  |  |  |  |
| b. | Are CPCS/CSCS and/or alternative qualification cards required for the project? |  |  |  |
| c. | Have the operatives been trained in the use of RPE that may be required e.g. face fit tested for mask? |  |  |  |
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| **6.** | **Environmental Controls** |  |  |  |
| a. | Have water discharges off site been approved by EA / NRW / SEPA or Local Authority?  |  |  |  |
| b. | Where required and appropriate, has permission and discharge to the foul sewer been gained? |  |  |  |
| c. | If discharging into watercourses or soakaways, an advanced discharge licence and suitable treatment might be required, which could involve the use of a settlement lagoon, tank or grassed area. Has this been gained? |  |  |  |
| d. | Has site run-off been prevented from entering watercourses or surface water drainage and, where possible, water prevented from entering excavations? |  |  |  |
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| **7.** | **Documentation** |  |  |  |
| a. | Has the work at height excavation folder / section been updated to include the excavation? |  |  |  |
| b. | Has the permit to dig been produced and contents communicated to operatives? |  |  |  |
| c. | If necessary, has a permit to enter a confined space been produced and communicated to operatives? |  |  |  |
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| Any Other Comments: |