PROPERTY AND FACILITIES SERVICES CONTROL OF CONTRACTORS SITE H&S INSPECTION CHECKLIST

PROJECT	
CAMPUS/LOCATION OF WORK	
SCOPE AND DURATION OF WORK	
CONTRACT ADMINISTRATOR	

GENERAL ISSUES	**YES**	**NO**	**ACTION**
All persons on site have read the University COP for contractors and completed a site induction program.			
All persons on site have signed in and are displaying approved passes.			
Suitable provision has been made for toilets, washing and general welfare facilities.			
All potential hazards e.g. asbestos/electrical/confined spaces have been identified prior to commencement of work.			
The Maintenance Department and Security Control have been made aware of the scope and duration of works.			
The requirements of CDM 2007 are being met on site including access to documentation and statutory notices			
SITE SAFE SYSTEMS	**YES**	**NO**	**ACTION**
Risk Assessment/Method Statements have been completed and made available to **all** parties.			
All persons on site are aware of the Safe Systems to be used and any Permit to Work System.			
Activity that may compromise the Fire Detection System (eg 'Hot work' or excessive dust) is strictly controlled.			
Appropriate barriers and site safety signage are in place			
The site is tidy, and are materials stored safety.			
All working areas and walkways are level and free from trip hazards, obstructions such as stored material and waste.			
All plant and machinery is right for the job, in a safe condition and staff are adequately trained.			
Suitable and sufficient PPE is provided and used including safety boots, and high visibility jackets etc.			
There are proper arrangements for the collecting and disposing of waste materials.			
The work area is adequately lit.			
A system is in place to monitor the presence of lone, or out of hour's workers.			

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EMERGENCY PROCEDURES	YES	NO	ACTION
Emergency procedures been developed and all persons are aware, e.g. evacuating the site in case of fire or rescue from a confined space?			
The quantity of flammable materials/liquids/gases on site is kept to an absolute minimum and is managed			
Appropriate fire fighting equipment is readily available and its location known to all persons on site.			
Exit routes are clearly marked and kept clear at all times			
Suitable First Aid provision is in place.			
SCAFFOLDS	**YES**	**NO**	**ACTION**
Risk Assessments/Method Statements have been completed and made available to all parties.			
All alterations and routine inspections are carried out and certified by a competent person.			
Handover certificates are available for inspection			
Safe access is available to the scaffold.			
Uprights are provided with base plates and sole plates.			
All ledgers braces and struts are in position.			
The scaffold is secured to minimise the likelihood of collapse.			
Guard rails and toe boards have been installed in accordance with best practice.			
LADDERS	**YES**	**NO**	**ACTION**
Risk Assessments/Method Statements have been completed and made available to all parties.			
Ladders are only used where appropriate to do so i.e. location, work type and duration.			
Ladders are all regularly maintained and are safe to use			
Ladders are secured to prevent slippage.			
Ladders never left unattended or unsecure.			
ROOF WORK	**YES**	**NO**	**ACTION**
Risk Assessments/Method Statements have been completed and made available to all parties.			
Roof Access Permits are enforced.			
Harnesses are available and used where appropriate.			
Crawling boards are used on fragile surfaces.			
There is adequate edge protection to stop people or materials falling.			
No work is allowed under areas with persons working at height, cordon off and signs in place.			
Powered access equipment is used by competent person(s) in an agreed location.			
MANUAL HANDLING	**YES**	**NO**	**ACTION**
Risk Assessments/Method Statements have been completed and made available to all parties.			
Where possible mechanical plant is utilised to minimise the need for manual handling.			
The use of heavy materials is minimised and manual handling assessments in place and being followed.			

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ELECTRICITY	YES	NO	ACTION
The supply voltage for tools and equipment is the lowest necessary for the job (could battery operated tools and reduced voltage systems, e.g. 110V, or even lower in wet conditions, be used).			
Where mains voltage has to be used, trip devices, e.g. residual current devices (RCDs) are provided for all equipment.			
Cables and leads are protected from damage by sheathing, protective enclosures or by positioning away from causes of damage.			
An appropriate system is in place of user checks, formal visual examinations by site managers and combined inspection and test by competent persons for all tools and equipment. If faulty remove from service.			
Underground or hidden electricity cables have been located (with a cable locator and cable plans), marked, and precautions taken.			
Controls are in place to ensure 'Live working' is strictly forbidden.			
No electrical isolations are made without the involvement of 'authorised' maintenance persons.			
Only suitably trained and competent person undertake electrical work.			
VEHICLES ON SITE	**YES**	**NO**	**ACTION**
Risk Assessments/Method Statements have been completed and made available to all parties.			
Separate pedestrian and vehicle routes are clearly marked.			
Contractors vehicles are parked only in agreed locations			
Where practical one way systems and turning areas are provided to minimise the need for reversing.			
Only a suitably trained banksman with hi/vis jacket is used to control vehicle movements.			
Vehicles have reversing warning alarms.			
PROTECTING THE PUBLIC	**YES**	**NO**	**ACTION**
All work areas are clearly and securely segregated			
All adjacent public access areas and walkways are level and free from trip hazards, obstructions such as stored material and waste.			
Emergency Escape routes are not compromised.			
All unattended plant, ladders and equipment are immobilised to prevent unauthorised use.			
Approved notices detailing the content, duration of work and, where appropriate, details of alternative arrangements are displayed.			

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The following blank table is provided for adding site or project specific data not already highlighted

ADDITIONAL ITEMS	YES	NO	ACTION

Notes

University Representative

Name		**Position**	
Signature		**Date/Time**	

Contractors Representative

Name		**Position**	
Signature		**Date/Time**	

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