



HS09: Site setup checklist

1 Introduction

The Site Setup Checklist is to be checked and signed as satisfactory by a suitably authorised person before works commence on a site. It is not comprehensive and additional topics may be required to be added to make it site specific.

Contract/Job Name	Somerton Car Wash, Newport
Contract/Job Number	Garage Demolition, Cromwell Rd, Newport
Date	
Site Setup Check Completed by	
Signature	

PLEASE READ THE NOTICE BELOW BEFORE SIGNING THIS DOCUMENT

I am satisfied that the site for the contract/job named above has been set up to an adequately safe standard for works to begin.

Inspection Checklist	Tick
ACCESS	
Safe separate site access for pedestrians and vehicles has been set up and marked. During a viral pandemic, pedestrian access must take account of current guidance on distancing.	
During a viral pandemic introduce, where possible, one way flow routes through buildings and provide signage of this. Provide hand sanitiser at all entry and exit points. Put in place alternatives to touch based security at exits/entrances.	
ASBESTOS	

Any Asbestos Containing Material has been identified, labelled and protected.	
DRINKING WATER	
Drinking water is available from mains, bottle or tap.	
Drinking water is clearly labelled.	
DRYING ROOM	
Facilities to dry and change wet clothes are available.	
HOT & COLD RUNNING WATER	
A supply of hot and cold running water is available.	
EATING & DRINKING	
Sufficient tables & chairs for all personnel to sit down indoors to eat/drink are available, taking account of current guidance on distancing during a pandemic.	
Facilities to prepare hot food and hot drinks are available.	
FIRE SAFETY	
Fire points have been established and equipped with:-	
Fire Safety Notice.	
Fire Blanket.	
Fire Extinguishers suitable for all works to be carried out on site.	
Fire Plan showing Fire Escape Routes.	
FIRST AID	
First Aid kits have nothing missing and are accessible.	
OCCUPATIONAL HEALTH & ENVIRONMENT	

Noise Assessments have been completed.	
COSHH Assessments have been completed.	
PERSONAL PROTECTIVE EQUIPMENT	
Adequate and task appropriate PPE is available for all personnel (including employees and limb (b) workers), including a supply of non-medical face coverings for use during a viral pandemic in accordance with the CLC guidance on The Use of Face Coverings in Construction.	
Extra PPE is available for any site visitors.	
RISK ASSESSMENTS	
Risk Assessments have been completed.	
ROOFING	
Suitable edge protection to prevent falls is in place.	
Method Statement for works to roof has been prepared and agreed to.	
Any "Fragile Roof" warning signage required is in place.	
Crawling boards/ladders are securely fixed.	
SERVICES	
Any services have been identified, marked and protected.	
SIGNAGE	
All signage required by law and guidance is displayed appropriately.	
During a viral pandemic, use signs and posters to build awareness of good hand washing / sanitising technique and social distancing requirements. Use floor tape or paint to help staff maintain 2 metre distance.	
STORAGE AREAS	
Storage areas have been set up in locations away from hazards & on firm level ground.	
Storage areas are of a suitable size.	

Access to storage areas is unobstructed.	
TOILETS	
Adequate men's and ladies' toilets are available. These must include:	
Hand washing facilities with soap and hot water in place which is kept topped up at all times.	
Paper towels/hand driers for drying of hands.	
Provision of sufficient bins for used hand towels.	
Gel sanitisers in any area where washing facilities are not readily available.	
Regular cleaning of hand washing facilities and checking of soap and sanitiser levels.	
Separation of washing facilities and refreshment facilities where possible.	
WASTE	
Ensure that arrangements for waste management are in accordance with the hierarchy recommended by the Environment Agency. Namely, prevention, reduction, reuse, recovery and responsible disposal.	
Waste containers should be set up with sufficient clearance between so as to comply with current guidance on distancing during a pandemic.	
SITE ENTRANCE	
Provide hand cleaning facilities at entrance and exit to site. This should be soap and water but if not possible, hand sanitizer.	
ENCLOSED ROOMS/CABINS	
These must have adequate measures for ventilation.	
ADDITIONAL CLEANING	
Ensure the provision, from day 1, for the additional cleaning of welfare facilities and site cabins, in particular those items/areas that are handled frequently e.g. door handles, window catches and desk top furniture.	
Ensure additional cleaning products are ordered allow for the cleaning of tools and work surfaces.	
CAR PARKING/CYCLE RACKS	

Consider car parking to take account of single occupancy workers' vehicles, and cycle racks if sufficient numbers cycle into work.	
PEDESTRIAN ROUTES	
Create one way pedestrian routes around the site where practicable.	
SIGNING IN	
Ensure that signing in procedures do not involve actions that cause congestion or the multiple handling of writing materials or electronic devices.	
SCREENS	
During a viral pandemic use screens to create a physical barrier between people where appropriate, particularly in reception areas and site offices.	
ADDITIONAL PARKING	
During a viral pandemic additional car parking and cycle rack arrangements will need to be considered to facilitate safe travel to the site.	