



HS24: Site inspection checklist

1 Introduction

In order to ensure that the Organisation's Health & Safety Policy is being implemented on a daily basis and that high standards of health and safety are being maintained on site, each site will be inspected daily (preferably at a different time each day) by the Site Manager, Foreman or other suitably qualified person.

The results of the inspection and any appropriate correction action taken are to be recorded and filed.

This document is not exhaustive and additional site specific topics may need to be included. It gives guidance as to the particular areas that should be regularly checked while walking around the site.

Contract/Job Name	Somerton Car Wash, Newport
Contract/Job Number	Garage Demolition, Cromwell Rd, Newport
Date	
Inspected By	
Signature	

Inspection Checklist	Checked	Comments
ACCESS		
Safe separate access to site for vehicles and pedestrians is in place.		
All personnel can reach their area of work safely.		
Virus mitigation during a pandemic. Ensure that safe social distancing is being always practised and one way flow routes through buildings are being complied with. Ensure that floor markings are clearly visible.		
Gangways, ladders, roads, passenger hoists, staircases and scaffolds are in good condition.		

Open edges on scaffolds, mobile work platforms, excavations, gangways etc. have suitable guard rails or other edge protection.		
Holes are securely guard railed or are covered with fixed marked covers.		
Working areas and walkways are free from slip and trip hazards and obstructions.		
COSHH		
Any substances which are hazardous to health have been identified and suitable controls to eliminate or minimise risk of exposure are in place.		
ELECTRICITY AND OTHER SERVICES		
Cables and leads are adequately protected and positioned safely.		
Suitable plugs are being used.		
Electrical equipment has been visually checked today.		
No vehicles manoeuvring unsupervised under power lines.		
EXCAVATIONS		
Excavations supported using shoring, trench boxes or benching or sloped or battered back to a safe angle.		
No personnel are working in an unsupported trench.		
Secure method of exit is available in all excavations.		
All excavations are clearly marked and surrounded with barriers.		
Stop blocks are provided and properly secured.		
Materials, spoil and plant are stored at a safe distance from the edge of any excavations.		
Separate excavations inspections are up to date.		
EMERGENCY PROCEDURES		
Any changes to emergency procedures for today's working conditions have been made and communicated.		

FIRE		
Responsible Person on site.		
Fire Plan is up to date.		
Firefighting equipment in position.		
Fire exit routes are unobstructed.		
Fire signage is displayed.		
Flammable gases and combustible materials are stored safely.		
Site is clean and tidy.		
Hot Works Permit system is being used.		
FIRST AID		
First Aid equipment is fully stocked and accessible.		
Trained "First Aider(s)" on site.		
LADDERS		
Ladders used are in good condition.		
Ladders are used resting on solid surfaces.		
Ladders are only used fully extended and locked into place.		
Personnel do not overreach while using ladders.		
Ladders are suitable for the jobs they are being used for.		
Ladders are removed or boarded off at the end of the working day.		
MOBILE TOWER SCAFFOLDS		

Mobile tower scaffolds are only being constructed by personnel with a suitable training certificate.		
Mobile tower scaffolds are only being used by suitably trained personnel.		
Mobile tower scaffolds are only being used with wheels locked and are empty when being moved.		
ROOF WORK		
Handrails and toe boards in place.		
Boatswain chair / rope access equipment (where required).		
Safety nets (where required).		
Fragile materials identified and protected using barriers, covers or suitable working platform.		
Personnel and the public are kept away from the area below any work at height.		
Crawling ladders and boards.		
LIFTING EQUIPMENT		
Mobile and static cranes are working on a firm level base.		
Safe working loads are displayed.		
Separate lifting equipment inspections are up to date.		
Operatives are ascertaining weight and centre of gravity of load before attempting to lift it.		
Hoists have a suitable base enclosure to ensure no-one could come into contact with any moving part.		
The landing gates of any hoists are kept shut except when the platform is at the landing.		
Powered access equipment is only being erected by competent personnel.		
Fixed lifting equipment is rigidly connected to the structure against which it operates.		
The base of any powered access equipment is suitably fenced.		

LIGHTING		
Adequate lighting is provided and working.		
Additional lighting for working in darkness is working.		
Emergency lighting is working.		
PERMITS-TO-WORK		
Permits-to-Work are being used for:		
Asbestos		
Confined Spaces		
Electrical Works		
Excavations		
Hot Works		
Roof Works		
PPE		
Head and foot protection and hi-visibility vest/jackets are being worn at all times by all on site personnel.		
Other necessary PPE is being worn where necessary (e.g. goggles, visors, ear defenders, harnesses). Virus mitigation during a pandemic. Virus approved face covering being worn.		
PPE register is up to date.		
PLANT AND EQUIPMENT		
Separate plant inspections are up to date.		
Correct plant and machinery is being used for the tasks being carried out.		
Dangerous parts i.e. moving gears, chain drives, projecting engine shafts, are guarded.		

Passengers are not being carried on vehicles not designed to carry them.		
RISK ASSESSMENTS		
Risk Assessments are up to date.		
SCAFFOLDING		
All uprights have base plates and where necessary timber sole plates.		
All uprights, ledgers, braces and transoms are in position.		
Scaffolds are adequately secured to the building.		
Safe access is available to all scaffolds.		
All working platforms are fully boarded.		
Warning notices and barriers are in place to indicate any incomplete scaffold.		
Separate scaffold inspections are up to date.		
Guard rails and toe boards are in place.		
SITE SECURITY		
No access to site by the public.		
Site Attendance Register is being used.		
Materials are safely stored.		
SIGNAGE		
All signage required by law is displayed appropriately.		
Virus mitigation during a pandemic. Ensure that signs and posters are in place to build awareness of good handwashing technique, social distancing measures and one way pedestrian flow routes.		
SITE TIDINESS		

Site is clean and tidy.		
STORAGE		
Designated storage areas are being used.		
Storage areas are unobstructed.		
Storage areas are still of a suitable size.		
Storage areas for combustible materials are located away from naked flames.		
Waste storage areas are being used and waste is being collected and removed regularly.		
TOOLBOX TALKS		
Regular "Toolbox Talk" training sessions are being held.		
The register of "Toolbox Talks" delivered and personnel who attended is up to date.		
TRAFFIC MANAGEMENT		
Vehicles do not reverse without properly trained banksmen.		
Site access routes are clearly signposted and in good condition.		
Holes are protected with fixed covers and clearly marked.		
WELFARE FACILITIES (TO COMPLY WITH CIS 59)		
No smoking policy is being adhered to.		
No drugs or alcohol policy is being adhered to.		
Toilets and washbasins for men and women are in good working order and are clean and properly lit.		
Supply of soap and towels are available.		
Virus mitigation during a pandemic. Ensure that gel sanitisers are in place and being used including at entry and exit points. Ensure that stringent hand washing/sanitising is taking place, together with additional cleaning measures of welfare facilities.		

Facilities to change, store and dry clothing are clean and tidy.		
Drinking water and cups are available.		
Food and drink preparation area is clean and tidy and equipment in good working order. All seating must be fitted with backs.		
Virus mitigation during a pandemic. In line with Government Guidance on premises providing hospitality, check that face coverings are being worn in canteens except when seated at a table to eat or drink.		
WASTE MANAGEMENT		
All site waste is to be segregated to facilitate re-use or recycling.		