



HS25: Site audit

1 Introduction

In order to ensure that the Organisation's Health & Safety Policy is implemented and its principles are being adhered to on its sites, random Site Health & Safety Audits will be carried out by a suitably appointed person.

This document details the general areas which will be scrutinized by the Auditor but does not necessarily constitute an exhaustive list since there may be specific working conditions on a given site not necessarily covered by this document, but which still potentially pose a risk to health & safety.

This document is designed to be used in conjunction with the Organisation's Health & Safety Policy which describes in detail the standards within which the Organisation aims to work for each of the items listed below.

In order for the Auditor to tick the 'satisfactory' box against an item, he/she must have seen or obtained suitable evidence to support the 'satisfactory' rating e.g. documents in Health & Safety File, interviews with staff, visual observations, copies of training certificates etc.

Contract/Job Name	Somerton Car Wash, Newport
Contract/Job Number	Garage Demolition, Cromwell Rd, Newport
Date	
Audit carried out by	
Signature	

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
HEALTH & SAFETY MANAGEMENT			
Site Personnel demonstrate awareness of contents of Health & Safety Policy.			
Site Personnel demonstrate awareness of their own responsibilities with regard to health and safety.			

Site Personnel have received adequate health and safety training.			
Adequate and suitable Method Statements have been written where appropriate and are being followed.			
Site management can demonstrate that health and safety of site personnel is an integral part of their day to day management.			
IDENTIFICATION OF HEALTH AND SAFETY HAZARDS AND PROBLEMS ON CONSTRUCTION SITES			
Regular internal site safety inspections are carried out and any risks that are identified are acted upon promptly.			
Internal site safety inspections are recorded and filed.			
RECORDS, STATISTICS AND MONITORING OF ACCIDENTS AND INCIDENTS			
A suitable system for recording accidents, incidents and hazards is in place.			
Incidents reportable under RIDDOR are being reported promptly.			
All inspections of site safety, vehicles, plant, excavations, scaffolds and harness are recorded and filed.			
An adequate Health & Safety File is being maintained.			
CONTRACTORS & PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE ORGANISATION			
Non-employees and sub-contractors of the Organisation have been made aware of the Company Health & Safety Policy and have signed to agree that they will adhere with it AND/OR sub-contractors have supplied their own Health & Safety Policy which has been approved in writing by a suitably authorised person within the Organisation.			
ASBESTOS			
Any Asbestos Containing Material (ACM) is being managed according to legislation and company Health & Safety Policy.			
ACCESS			
Safe separate access to site for vehicles and pedestrians has been provided.			
All personnel can reach their area of work safely.			
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			
Substances which are hazardous to health have been identified and suitable controls to eliminate or minimise risk of exposure are in place.			
DRAWINGS			
Adequate drawings and plans have been drawn up prior to works commencing and any additional drawings/amendments have been completed and are available for inspection.			
ELECTRICITY AND OTHER SERVICES			
Portable generators are meeting legislative standards for emission and noise.			
Fuel supplies are stored only within in-built fuel tanks supplied by bunded fuel bowser with lockable lines.			
Low voltage tools are being used where possible.			
Where mains voltage is used, trip devices are provided.			
Cables and leads are adequately protected and positioned safely.			
Suitable plugs are being used.			
Services have been identified, marked and adequately protected.			
Electrical equipment is visually checked every day.			
Electrical safety tests are carried out annually for all portable electrical equipment including trip devices.			
No vehicles manoeuvre unsupervised under power lines.			
EXCAVATIONS			
Excavations are adequately supported using shoring, trench boxes or benching or sloped or battered back to a safe angle.			
Safe methods are used to put in the supports, which do not involve personnel 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.			
Excavations are inspected daily and results recorded and filed.			
EMERGENCY PROCEDURES			
Adequate emergency procedures for site evacuation are in place.			
Adequate emergency procedures for rescue of injured personnel are in place.			
Additional emergency procedures are in place for any specific working conditions.			
FIRE			
Suitably competent Fire officer is present on site.			
All personnel demonstrate awareness of fire procedures.			
Adequate means of raising the alarm is available.			
Suitable firefighting equipment is available and positioned accessibly.			
Adequate fire exit routes are clearly marked.			
Adequate fire signage is displayed.			
Flammable gases and combustible materials are stored safely.			
Site is clean and tidy.			
Fire Plan document has been prepared and is available for inspection.			
FIRST AID			

First Aid equipment adequate to the needs of works carried out on site is available.			
Trained "First Aiders" are present on site at all times.			
CONSTRUCTION PHASE HEALTH AND SAFETY PLANS			
An adequate Construction Phase Health & Safety Plan has been prepared and implemented in accordance with CDM Regulations.			
The Contract Health & Safety File is being maintained as required by CDM Regulations.			
F10 available (if applicable)			
LADDERS			
Ladders used are in good condition.			
Ladders are regularly inspected.			
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.			
Personnel can demonstrate awareness of good ladder safety.			
MANUAL HANDLING			
Personnel have been trained in manual handling techniques and demonstrate awareness.			
Lifting equipment is available to minimise manual handling.			
Aggregates are purchased in smaller weights where feasible.			
METHOD STATEMENTS			
Where necessary suitably detailed Method Statements have been prepared and are being followed for:			

Asbestos			
Excavations			
Working in confined spaces			
Working at heights			
Hot works			
Working on gas services			
Working on electrical services			
Working on pressure systems			
Where sub-contractors are employed, they have signed to agree to work according to company Method Statements OR are following their own Method Statements which have been approved by the Organisation.			
Method Statements are clearly written.			
MOBILE TOWER SCAFFOLDS			
Mobile tower scaffolds are constructed in accordance with WAHR and PUWER.			
Mobile tower scaffolds are only constructed by personnel with a suitable training certificate.			
Mobile tower scaffolds are only being used by suitably trained personnel.			
Mobile tower scaffolds are only used with wheels locked and are empty when moved.			
ROOF WORK			
Suitable controls are in place to prevent any falls of persons, materials or tools from any height by using edge protection.			
Where a person can fall a distance which might cause injury, a working platform with handrails and toe boards is provided AND/OR protective equipment such as boatswain's chair or rope access equipment AND/OR fall arrest equipment such as correctly and safely hung safety nets or harnesses.			
Fragile materials on a roof have been 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 are provided.			
LIFTING EQUIPMENT			
Mobile and static cranes are working on a firm level base.			
Safe working loads are displayed.			
Lifting equipment including, where applicable, aerial cableways, aerial ropeways, crabs, cranes, draglines, excavators, fork lifts, gin wheels, hoists, jacks, lifts, mobile elevated platforms and safe load indicators are inspected weekly.			
Lifting equipment is additionally thoroughly examined by a suitably competent person every 12 months.			
Current test certificate is available for all cranes.			
Inspections are recorded and filed.			
All operators hold suitable training certificates.			
Cranes with a capacity of more than 1 tonne have an automatic safe load indicator.			
Banksmen, slingers, signallers can demonstrate that they have been adequately trained in attaching loads.			
Operatives ascertain 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 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.			

Additional lighting is available after dark.			
Emergency lighting is provided and functioning.			
NOISE			
Adequate noise assessments are carried out and suitable controls to minimise exposure to excess noise have been implemented.			
Adequate PPE is provided to all employees including limb (b) workers.			
Noisy work is restricted to certain times of the day, where possible.			
Breakers are fitted with silencers.			
Barriers have been erected to contain noise.			
Personnel demonstrate awareness of the risks associated with excess noise.			
PERMITS-TO-WORK			
A suitable Permits-to-Work system is in place for:			
Asbestos			
Confined Spaces			
Electrical Works			
Excavations			
Hot Works			
Roof Works			
PPE			
Appropriate head and foot protection and hi-visibility vest/jackets is worn at all times by all on site personnel.			
Other necessary PPE is provided for operatives who need it including limb (b) workers.			

PPE register is in use.			
PPE is in good condition.			
PERSONNEL			
All personnel have attended a Site Induction.			
Personnel hold adequate training certificates appropriate to the tasks required of them.			
Personnel demonstrate adequate competency.			
Personnel demonstrate understanding of personal responsibility for health and safety matters.			
PLANT AND EQUIPMENT			
All plant and equipment is inspected and maintained in line with PUWER and LOLER.			
Test certificates are available where required.			
Inspections are recorded and filed.			
Correct plant and machinery is being used for the tasks being carried out.			
Dangerous parts i.e. moving gears, chain drives, projecting engines shafts, are suitably guarded.			
Operatives are competent and have relevant training certificates.			
Loads are adequately secured.			
Passengers are not being carried on vehicles not designed to carry them.			
Personnel demonstrate awareness of HAV and have received adequate training.			
RISK ASSESSMENTS			
Risk Assessments have been carried out for every work task prior to commencement and controls identified and implemented.			
SCAFFOLDING			

All scaffolds are erected, altered and dismantled only by competent persons who have certified CITB/CTA etc. training in accordance with NASC guidelines and WAHR regulations.			
Handover certificates are used for scaffolds and work platforms.			
Drawings and load calculations have been produced for non-standard scaffolds.			
All uprights have base plates and where necessary timber sole boards.			
All uprights, ledgers, braces and struts are in position.			
Scaffolds are adequately secured to the building.			
Safe access is available to all scaffolds.			
All working platforms are fully boarded with boards arranged to avoid risk of tripping or tipping.			
Warning notices and barriers are in place to indicate any incomplete scaffold.			
Scaffolds are regularly inspected and maintained and the results of the inspections recorded.			
Where a person can fall a distance which could cause an injury, guard rails and toe boards are in place.			
Toe boards are of suitable & sufficient height.			
Upper guardrails are positioned at least 950 mm above the work area.			
Measures have been taken to avoid any unprotected gaps of 470mm or more between toe board and guard rail.			
All scaffolds are regularly inspected by a competent person and results recorded and filed.			
SITE SECURITY			
The public are fenced off AND/OR otherwise protected from the works.			
Adequate security gates and other measures are in place to prevent unauthorised access.			
Site Attendance Register is used to sign all personnel in and out of the site including employees, contractors and visitors.			
Plant is immobilised out of hours.			

Any piles of materials are safely stacked to avoid collapse.			
SIGNAGE			
All signage required by law is displayed appropriately.			
SITE TIDINESS			
Site is clean and tidy.			
STORAGE			
Designated storage areas have been set up and are clearly marked.			
Storage areas are unobstructed.			
Storage areas are of a suitable size.			
Storage areas for combustible materials are located away from naked flames.			
Suitable waste storage areas have been set up and waste is collected and removed regularly.			
TOOLBOX TALKS			
Regular "Toolbox Talk" training sessions are held.			
A register of "Toolbox Talks" delivered and personnel who attended are kept.			
TRAFFIC MANAGEMENT			
Vehicles and pedestrians are kept apart as far as possible.			
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			

No smoking policy is strictly enforced.			
No drugs or alcohol policy is strictly enforced.			
Toilets for men and women are available and are clean and properly lit.			
Washbasins are large enough to wash up to the elbow.			
Soap and running hot and cold water and towels are provided.			
Facilities to change, store and dry clothing are available.			
Drinking water is available and clearly marked.			
An indoor facility of adequate size is available for personnel to sit down, prepare hot drinks and hot food. All seating must be fitted with backs.			
WASTE MANAGEMENT			
All site waste is to be segregated to facilitate re-use or recycling.			
OTHER COMMENTS / OBSERVATIONS / RECOMMENDATIONS			