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| **(A) Details** | | | | | | | | | | | |
| Principal Contractor (PC) | |  | PC Contact Name | | | | | |  | | |
| Contractor (if applicable) | |  | Contractor Name | | | | | |  | | |
| Description of Works | |  | | | | | | | | | |
| Location | |  | | | | | | | | | |
| Date | |  | Time | | | | | |  | | |
|  | |  |  | | | | | |  | | |
| **(B) Site observations** | | | | | | | | | | | |
| The purposes of a site audit are to:   * Appraise working conditions and safety practices * Monitor that safe system of work are in place, identifying and recommending areas where improvements could be made * Demonstrate a commitment to health and safety by providing a visible presence on site. | | | | | | | | | | | |
| Exc – Exceeding standards Ade – Adequate, meeting standards | | | | Exc | Ade | No | N/A | Details | | | |
| 1 | Does the site manager (PC) have the correct paperwork? Relevant CPP/Risk Assessment, Safe Methods of Work, Permit-to-Work, Relevant site surveys | | |  |  |  |  |  | | |  |
| 2 | Are the correct documents in place and displayed? (where applicable)  Health and safety law poster, Employers’ liability insurance, F10, No smoking signage, safety policy, independent inspections, incident reports, site inductions | | |  |  |  |  |  | | |  |
| **3** | **Access/Housekeeping** | | | | | | | | |  |  |
| 3.1 | Can everyone get to/work at their place of work safely? | | |  |  |  |  |  | | |  |
| 3.2 | Are access routes in good condition and clearly marked? | | |  |  |  |  |  | | |  |
| 3.3 | Are there edges from which people or materials could fall provided with suitable guarding? | | |  |  |  |  |  | | |  |
| 3.4 | Are any holes protected with clearly marked and fixed covers to prevent falls/trips? | | |  |  |  |  |  | | |  |
| 3.5 | Are temporary structures adequately braced and not overloaded? | | |  |  |  |  |  | | |  |
| 3.6 | Is the site tidy and are materials stored safely? | | |  |  |  |  |  | | |  |
| 3.7 | Is lighting adequate? Especially when site interfaces with university activities | | |  |  |  |  |  | | |  |
| **4** | **Welfare** | | | | | | | | |  |  |
| 4.1 | Are toilets readily available and are kept clean? | | |  |  |  |  |  | | |  |
| 4.2 | Are there washbasins, hot and cold (or warm) running water, soap and towels? | | |  |  |  |  |  | | |  |
| 4.3 | Is there somewhere to change, dry and store clothing? | | |  |  |  |  |  | | |  |
| 4.4 | Is there a place where workers can sit, make hot drinks and food? | | |  |  |  |  |  | | |  |
| **5** | **Scaffolding** | | | | | | | | | N/A |  |
| 5.1 | Are scaffolds erected, altered and dismantled by competent person(s)? Check qualifications – advanced scaffolder etc. | | |  |  |  |  |  | | |  |
| 5.2 | Are scaffold structures safe? Erected to SG:04 | | |  |  |  |  |  | | |  |
| 5.3 | Are suitable signs erected on the scaffold? Especially when interfacing with the university activities | | |  |  |  |  |  | | |  |
| 5.4 | Are regular inspections of the scaffold carried out? Every 7 days or after major alterations and correctly tagged | | |  |  |  |  |  | | |  |
| 5.5 | Are records of scaffolding inspection kept on site? | | |  |  |  |  |  | | |  |

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|  | Exc – Exceeding standards Ade – Adequate, meeting standards | | Exc | | Ade | | No | | N/A | | Details | | |  |
| **6** | **Tower scaffolding** | | | | | | | | | | | N/A |  | |
| 6.1 | Are towers erected, altered and dismantled by competent person(s)? PASMA Trained |  | |  | |  | |  | |  | | | |  |
| 6.2 | Are tower structures safe? |  | |  | |  | |  | |  | | | |  |
| 6.3 | Are towers erected on stable ground? |  | |  | |  | |  | |  | | | |  |
| 6.4 | Are regular inspections of the tower scaffold carried out? Every 7 days or after alterations and correctly tagged |  | |  | |  | |  | |  | | | |  |
| **7** | **Ladders** | | | | | | | | | | | N/A |  | |
| 7.1 | Are ladders the best solution for the job? Don’t work from a ladder if there is more suitable work equipment, is the material the ladder is made from appropriate |  | |  | |  | |  | |  | | | |  |
| 7.2 | Are ladders in good condition? Inspection records kept and correctly tagged |  | |  | |  | |  | |  | | | |  |
| 7.3 | Is there any risk of people or materials falling whilst ladders are in use? |  | |  | |  | |  | |  | | | |  |
| 7.4 | Are ladders being used as a working platform? Ladder work should be light work and of short duration |  | |  | |  | |  | |  | | | |  |
| 7.5 | Are ladders secured to prevent unwanted movement? Are they correctly positioned? |  | |  | |  | |  | |  | | | |  |
| **8** | **Roof work** | | | | | | | | | | | N/A |  | |
| 8.1 | Is there edge protection to stop people or materials falling? |  | |  | |  | |  | |  | | | |  |
| 8.2 | Have we identified fragile surfaces such as fibre cement sheets or roof lights? |  | |  | |  | |  | |  | | | |  |
| 8.3 | Is there an adequate risk assessment and method statement in place for working on the roof? |  | |  | |  | |  | |  | | | |  |
| **9** | **Powered access equipment (MEWPs)** | | | | | | | | | | | N/A |  | |
| 9.1 | Is the equipment being operated by competent person(s)? Check IPAF Licence |  | |  | |  | |  | |  | | | |  |
| 9.2 | Have precautions been taken to prevent the equipment from being struck by vehicles? Suitable traffic management plan |  | |  | |  | |  | |  | | | |  |
| 9.3 | Is the work equipment suitable for the operation being undertaken? |  | |  | |  | |  | |  | | | |  |
| **10** | **Traffic, vehicles and pedestrians** | | | | | | | | | | | N/A |  | |
| 10.1 | Is there suitable vehicle/person segregation? |  | |  | |  | |  | |  | | | |  |
| 10.2 | Is the traffic management plan clear and easy to understand? |  | |  | |  | |  | |  | | | |  |
| 10.3 | Are relevant people made aware of how the plan is to be used? Are toolbox talks undertaken |  | |  | |  | |  | |  | | | |  |
| 10.4 | Are site vehicles checked regularly to ensure they are safe to use and maintained? Vehicle is not going to cause an oil/fuel spill |  | |  | |  | |  | |  | | | |  |
| **11** | **Hazardous substances** | | | | | | | | | | | N/A |  | |
| 11.1 | Have we identified and informed the contractor of all harmful substances and materials? Pre-construction information |  | |  | |  | |  | |  | | | |  |
| 11.2 | Have all workers had information and training so they know the hazards? Toolbox talks |  | |  | |  | |  | |  | | | |  |
| 11.3 | Have procedures been put in place to prevent exposure to any identified harmful substance? |  | |  | |  | |  | |  | | | |  |
| 11.4 | Are spill procedures, kits and PPE in place to deal with any spillages? |  | |  | |  | |  | |  | | | |  |

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|  | Exc – Exceeding standards Ade – Adequate, meeting standards | | | Exc | Ade | No | N/A | Details | | | |  |
| **12** | **Asbestos** | | | | | | | | | N/A |  | |
| 12.1 | Have we provided the contractor with the relevant survey(s) for all the work to be carried out? | | |  |  |  |  |  | | | |  |
| 12.2 | Are all relevant workers asbestos awareness trained? | | |  |  |  |  |  | | | |  |
| 12.3 | If asbestos is found do the principal contractors have an emergency procedure in case of accidental release? | | |  |  |  |  |  | | | |  |
| 12.3 | Has there been any accidental release of asbestos fibres? | | |  |  |  |  |  | | | |  |
| **13** | **Vibration/noise** | | | | | | | | | N/A |  | |
| 13.1 | Have relevant risk assessments been carried out to identify HAVS/whole body vibration or noise risks? | | |  |  |  |  |  | | | |  |
| 13.2 | Are control measures in place as identified by risk assessment? | | |  |  |  |  |  | | | |  |
| **14** | **Manual handling** | | | | | | | | | N/A |  | |
| 14.1 | Have heavy materials been specified at the pre-construction stage? | | |  |  |  |  |  | | | |  |
| 14.2 | If yes, are adequate control measures in place? | | |  |  |  |  |  | | | |  |
| 14.3 | Are heavy objects being manually handled on site? | | |  |  |  |  |  | | | |  |
| 14.4 | Are lifting aids used? | | |  |  |  |  |  | | | |  |
| **15** | **Electricity and other services** | | | | | | | | | N/A |  | |
| 15.1 | Have all necessary services been notified to the contractor before work begins? Pre-construction information | | |  |  |  |  |  | | | |  |
| 15.2 | Are low voltage tools in use? | | |  |  |  |  |  | | | |  |
| 15.3 | Are cables a trip hazard? | | |  |  |  |  |  | | | |  |
| **16** | **Fire and emergencies** | | | | | | | | |  |  | |
| 16.1 | Are there emergency procedures? For evacuating the site in case of fire etc | | |  |  |  |  |  | | | |  |
| 16.2 | Do workers on site know what the procedures are? | | |  |  |  |  |  | | | |  |
| 16.3 | Is there a means of raising the alarm, and does it work? | | |  |  |  |  |  | | | |  |
| 16.4 | Are there adequate escape routes and are these kept clear? | | |  |  |  |  |  | | | |  |
| 16.5 | Are the contractors aware of the university emergency procedure? | | |  |  |  |  |  | | | |  |
| 16.6 | Are suitable fire extinguishers provided? | | |  |  |  |  |  | | | |  |
| 16.7 | Is there any evidence of smoking on site? | | |  |  |  |  |  | | | |  |
| **17** | **Protecting the public** | | | | | | | | | N/A |  | |
| 17.1 | Is the site adequately fenced from the public? | | |  |  |  |  |  | | | |  |
| 17.2 | Are the public protected from falling objects? | | |  |  |  |  |  | | | |  |
| 17.3 | Is a safe route provided through roadworks/scaffold for people to use? | | |  |  |  |  |  | | | |  |
| 17.4 | Is the site left safe at the end of each day? | | |  |  |  |  |  | | | |  |
|  | Exc – Exceeding standards Ade – Adequate, meeting standards | | | Exc | Ade | No | N/A | Details | | | |  |
| 17.5 | Are all nuisances being controlled? Dust, noise, smell or light pollution | | |  |  |  |  |  | | | |  |
| **18** | **Waste materials** | | | | | | | | | N/A |  | |
| 18.1 | Is all waste securely stored? | | |  |  |  |  |  | | | |  |
| 18.2 | Is recycling occurring where possible? | | |  |  |  |  |  | | | |  |
| 18.3 | Are any hazardous wastes, electrical or battery wastes being treated separately? | | |  |  |  |  |  | | | |  |
| **19** | **Fuel use** | | | | | | | | | N/A |  | |
| 19.1 | Is fuel stored in bunded tanks? | | |  |  |  |  |  | | | |  |
| 19.2 | Is refuelling carried out using nozzles? | | |  |  |  |  |  | | | |  |
| 19.3 | Are drip trays and spill kits in place around refuelling facilities? | | |  |  |  |  |  | | | |  |
| **20** | **Biodiversity protection** | | | | | | | | | N/A |  | |
| 20.1 | Is there any potential harm to protected species? Nesting birds, bats, newts | | |  |  |  |  |  | | | |  |
| 20.2 | Is there any risk of bringing invasive species onto site? | | |  |  |  |  |  | | | |  |
| **21** | **Health and safety culture** | | | | | | | | | N/A |  | |
| 21.1 | Is there adequate worker consultation on health and safety issues? | | |  |  |  |  |  | | | |  |
| 21.2 | Are there methods for planning, managing and monitoring project/works? | | |  |  |  |  |  | | | |  |
| 21.3 | Is there adequate health surveillance where required? | | |  |  |  |  |  | | | |  |
|  |  | | |  |  |  |  |  | | | |  |
| **(C) Comments/Recommendations** | | | | | | | | | | | | |
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| **(D) Audit carried out by** | | | | | | | | | | | | |
| Name | |  | Signature | | | | | |  | | |  |