

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 Organisations's Health & Safety Policy which describes in detail the standards within which the company 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	The Paddocks
Contract/Job Number	P1
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 R.I.D.D.O.R are being reported promptly.			
All inspections of site safety, vehicles, plant, excavations, scaffolds and harness are recorded and filed.			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
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			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
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.			