

SITE CHECKLIST



The senior UL managers and contractors should endeavor to meet these standards set out in the booklet throughout the project or be working toward achieving these. In conjunction UL signage brochure xxxxx should be used. The standards are issued at contract with FRM – 0009A sub contractors standards.

Project Name:

Site Address: Postcode:

UL ‘Visible Standards’ to be adhered to during enabling works.

Documentation

Form No.	Item	Yes	No
4509	Construction Phase Plan		
	Site Management are trained and have Access permissions to ‘ActiveSHE’		
4582	Site attendance book		
0408	Adequate site signage (Safety and Corporate) Signage catalogue		

Insurance

1	Is PLI on signage board		
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Emergency

1	Assembly point identified and signs up		
2	Fire points in place with certified extinguishers		
3	Fire signage in place to direct to Assembly points		
4	Has there been any liaison with neighbouring sites and /or fire brigade? For large timber framed buildings the local fire authority should be notified and the fire brigade invited to site and sent the emergency response plan.		
5	Emergency lighting in place and certified as tested		
6	If temporary accommodation is within 6 metres of the building under construction or inside; is it specified to comply with the joint code of practice 30min fire resistance and class 1 flame spread?		
7	Will heaters and/or cookers need ventilation or automatic fire detection?		
8	Are temporary protection and packaging materials specified to be LPS1207 compliant or can combustible packaging be removed / covered in LPS1207 protection / or stored in 30min fire protection stores?		
9	Has the drainage system been checked and protected from water run off in event of fire attendance being used?		
10	First aid point stocked and sign ups		
11	Local Area checks to see if dephibulator is near by i.e. local store		
12	Enviromentle spill kits in place with certified trained users		
13	Hazoudouse waste containment in place {Biological and hazadouse}		

Construction Phase Planning & Competence

1	If the site classified as high risk in line with the FPA joint code definition (e.g high rise, timber frame or over £20m) or for any other reason (e.g. next to a school) have special measures been identified?		
2	Complete fire test within I month of occupation		
3	Will any activity come under the Dangerous Substances and Explosive Atmospheres Regulations?		

4	Will a 'Grab Pack' for the fire brigade to be kept at security / site entrance be necessary?		
5	Has the proposed fire safety co-ordinator received training in fire safety responsibilities?		
6	Have the proposed fire marshals been identified and suitably trained; are their responsibilities documented?		

Site Survey

1	Has site survey been done and existing services located in accordance with 'Underground Services Check' Form 2612 and displayed?		
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Co-operation

1	Have measures been put in place to ensure effective co-operation between everyone who will be on site?		
2	Site rules displayed with 2 site specific?		

Consultation

1	Have measures been put in place to ensure effective co-operation between everyone who will be on site?		
2	Has the induction and training room been set up?		

Welfare Facilities

No.	Item	Yes	No
1	Are adequate welfare facilities available?		
2	Toilets which are adequately ventilated and lit?		
3	Washing facilities (including showers if necessary), which are equipped with hot and cold (or warm) water, soap and towels or a means of drying?		
4	Smoking areas are adequate for use with sufficient waste facility for cigarette extinguish?		
5	Drying and/or changing rooms are tumble dryers added?		
6	Where necessary, separate facilities for men and women?		
7	A supply of fresh drinking water complete with suitable cups, unless from 'water fountain' or similar (on site in summer)?		
8	A means of preparing food?		
9	Arrangement to enable food to be eaten in reasonable comfort (an adequate number of tables and chairs with backs)?		
10	A means of boiling water?		
11	Are washing cleaning aids and other welfare items such as sun screen in place?		
16	Does the specification for heaters require them to be fixed above floor level with secure metal guards; thermostatically controlled with enclosed elements and positioned so clothes cannot be placed on them to dry?		

Site Security

1	Has the delivery and erection of materials to form a secure site boundary been arranged are CLOCS and FORS in place?		
2	Have those people who will be on site as it is set up been informed of the security arrangements?		

3	Have out-of-hours contact details been displayed at the site entrance?		
4	Have separate security measures been put in place to prevent theft and the prevent access into identified hazardous areas?		
5	Is a plan in place that outlines the actions that should be taken to deal with unauthorised visitors?		

Management of Vehicles and Pedestrian Traffic

1	Have traffic routes been designed to segregate vehicles from pedestrians?		
2	Have site entrances and exits been positioned so as not to cause a traffic hazard on the public road?		
3	Have traffic management measures such as one-way systems, speed limits and turning areas been implemented?		
4	Are there clear priorities, for example using traffic lights, where site transport and private vehicles use the same routes?		
5	Has a safe area been designated for delivery vehicles waiting to unload?		
6	Has a car-park for private vehicles, with a safe entrance and exits (separate exit for pedestrians) been established?		
7	Have measures been taken to prevent mud and debris from accumulating on public roads?		
8	Has a secure construction plant compound been established?		
9	Can plant refuelling be controlled in designated areas with spill kits / drip trays available to prevent spills and manage leaks?		
10	What are the arrangements to minimise CO2 i.e. engine idling and NRMM?		
11	Are hardstanding and wheel wash in place to prevent road contamination?		

Considerate Constructors Scheme

No.	Item to Check	Yes	No
1	Introduction letter to residents and adjacent businesses		
2	Registration application		

Human Factors

Competence

1	Is the induction suitable to ensure that all that access site are competent and hold the correct training records?		
2	All are aware of RAMs challenge and the PRO XXXX Putting people to work?		
3	Scaffold inspection regime by competent persons?		
4	Buried services marked up and protected from damage?		
5	Daily Lifting Brief is scheduled and responsible person named in lifting plan?		
6	Health hazards through project are supported by RAMs and mechanical aids are detailed for material distribution from delievery to installation?		
7	Health hazards through project are supported by RAMs and noise is monitored and controlled by good acoustic measures?		
8	Health hazards through project are supported by RAMs and vibration is monitored and managed?		
9	The use of any power tool or hand tools are by those trained with manufacturers guidance followed?		

10	Those completing Hot works are competent and have sufficient means of emergency extinguishers x 2 and understand the fire watch routine?		
11	Daily supervisors briefs are scheduled with sufficient time to complete?		
12	UL and sub-contractor meetings are scheduled daily with sufficient facilitation to look forward to the needs of contractors?		
13	Project SHEQ forums will be scheduled monthly as a minimum if more than 20 operatives are on site?		
14	Interface with external contractors such as utilities are conducted prior if works are part of UL build.		
The spaces below are for competences, not included above, to be added.			
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Materials Storage and Lay-down Areas

1	Have these areas been planned so that traffic and pedestrian routes will not be obstructed?		
2	Have these areas been positioned to avoiding the 'double handling' of heavy items that may have to be moved by hand?		
3	Have proper storage areas been created for flammable substances, such as bottled gases?		
4	Are palletised materials stored safely, with stacks of materials stable and limited in height?		
5	Are storage areas located away from site boundaries, particularly in areas where the general public have access to the other side?		
6	Will dry vegetation need to be cleared regularly?		
7	Has any Biological hazard been identified and are controls in place include needle stick?		
8	Will waste be cleared regularly (daily) from the building under construction and will separate metal bins with suitable lids for disposable of COSHH / flammables be in place?		

Utility Services

1	Have arrangements been made for the installation and commissioning of a suitable electrical supply?		
2	Have arrangements been made for the installation of the required number of telephone lines and other forms of telecommunication links?		
3	Have appropriate measures been taken for the supply of stand-by-power?		
4	Have arrangements been made for the design and installation of a 110 volt distribution system?		
5	Will temporary and permanent electrical installations be installed by competent and certificated persons, marked up and laid so as protected?		

6	Gas cylinders stored in manufactures recommended lockable cages, located in well ventilated areas and the location identified in the Grab Pack for emergency services?		
7	Can storage areas be situated at least 20metres from the building on a high risk fire sites?		
8	Are their arrangements to ensure cylinders in use are correctly secured / chained; fitted with flashback arrestors and spanner available for isolation with valve sets and hose inspections up to date?		

Working at Height

No.	Item to Check	Yes	No
1	Have arrangements been made for scaffolds to be erected, altered and dismantled by a competent person with exclusion Zones?		
2	Has consideration been given to whether the ground conditions are suitable for the use of MEWPs?		
3	Has a survey be carried out to investigate the existence of cellars, drains and other underground voids?		
4	Has consideration been given to the possible existence of overhead power lines or other high-level hazards?		
5	Will the use of ladders be restricted to tasks where it is not reasonably practicable to use an alternative, safer means of access?		

Excavations

1	Has suitable equipment been obtained to form an adequate barrier (for example guard-rails) around each excavation into which a fall could cause a person to be injured?		
2	Where installed, will the system of supporting the sides of all excavations be designed and installed by a competent person?		
3	Access to excavation and trenches are well formed with steps?		
4	Are stop blocks in place to prevent vehicles to surcharge excavations?		
6	If the sides of the excavation are sloped or battered, is the angle of batter sufficient to prevent collapse?		

The Site Office

No.	Item to Check	Yes	No
1	Have arrangements been made for the delivery and siting of adequate office accommodation, including carrying out any enabling work?		
2	Is the site office located so that it can be accessed without the need to wear PPE?		
3	Does the site officer have a safe form of heating, with the fuel stored in a safe manner?		
4	Are the electrical circuits in the office protected by RCD?		
5	Is there a suitable, fully stocked first-aid kit in the office?		
6	Is 2/7/28 understood to report accidents/incidents?		
7	Is a completed copy of the current version of the official Health and Safety Law poster displayed?		
8	Is information on how to locate and identify first aiders displayed?		

9	Is a copy of the company Health and Safety Policy displayed?		
10	Have registers been set up for recording statutory inspections?		
11	Have other registers, as may be necessary, been set up?		
12	Is a copy of the F10 (rev) displayed?		
13	Is a copy of the Certificate of Employers' Liability Insurance displayed?		

Emergency Procedures

No.	Item to Check	Yes	No
1	Has an emergency evacuation plan been drawn up and communicated to all on site?		
2	Will a nominated person monitor the evacuation plan and ensure that it is always up to date?		
3	Has an adequate number of 'evacuation wardens' been appointed and informed of their duties?		
4	Have one or more assembly points, which are safe distance from the potential hazard, been selected?		
5	Have 'assembly point' signs been obtained and clearly displayed?		
6	Can two means of escape be available at all times?		
7	Will escape distances be within HSG 168 where a building is substantially enclosed?		
8	Is fire safety information included in induction and other briefings – for visitors and operatives?		
9	Has security be briefed on action to take in an emergency?		
10	Can adequate fire points (with fire extinguishers, appropriate means of raising the alarm and fire plan layouts showing escape routes / muster points) be provided?		
11	How will suitable emergency way-finding signage (formed from fire protective material) be provided and maintained?		
12	What are the arrangements for informing all on site about the Fire & Emergency arrangements?		
13	What are the arrangements for fire extinguisher training for those that need it (i.e. fire marshals and those undertaking hot works)?		
6	Has everyone on site been informed of:		
6.1	The location of the assembly point to which they are to report in the event of an evacuation?		
6.2	What the excavation signal sounds like?		
6.3	What to do when they get to the assembly point?		
6.4	The days/times when the evacuation signal will be tested?		
6.5	The fact that the evacuation plan will be periodically practised on a no-notice' basis?		

Personal Protective Equipment

1	Has an assessment of the needs for personal protective equipment (PPE) been made, engaging the assistance and advice of a reputable supplier if necessary?		
2	Has everyone on site been issued with all of the PPE that they need to carry out the jobs allocated to them?		
3	Does everyone on site know how and where to obtain any extra PPE that they might need in the future?		
4	Does everyone on site know how to obtain replacement PPE for that which is lost or defective?		
5	Has any PPE issued been noted in the PPE Register?		

Signs and Notices

1	Has a 'combination' safety sign been erected at each site entrance to inform everyone who needs access of the minimum standards of safety on site?		
2	Has an adequate selection of warning, prohibition, mandatory and safe condition signs been obtained and displayed?		
3	Has an adequate stock of other signs, such as traffic management signs, been obtained and displayed?		
4	Has a person been nominated to ensure that additional signs are erected and existing signs are moved or removed to reflect changing conditions as the job progresses?		

Environmental Considerations

No.	Item to Check	Yes	No
1	Has the potential overall environmental impact of the project been considered?		
2	Have measures been put in place to avoid or reduce the more obvious environmental problems, such as;		
2.1	Spillage of environmentally damaging fluid and actions to ensure it does not seep in the ground?		
2.2	The illegal disposal of waste materials?		
2.3	Noise pollution, arising out of construction activities?		
2.4	The number and quantity of substances used that give off environmentally damaging vapour or fumes, including construction plant engines?		
2.5	Has the existence of protected species of mammals, insects, plants etc. been investigated and measures taken to ensure they remain undisturbed or undamaged?		

High Rise Projects

1	Has passive fire safety measures such as permanent fire escape stairs (including compartment walls) and fire doors to be installed?		
2	Will at least one staircase designated as the firefighting stair?		
3	Can a fire fighting lift(s) be commissioned and bought into service early in the programme?		
4	Have horizontal 30 min fire compartments at intervals not exceeding 10 floors been arranged?		
5	Has an electrically operated break glass fire alarm system with battery back-up been specified throughout?		
6	Will a suitably tested and commissioned wet riser system be installed with duplicate pumps and the location(s) identified in the Grab Pack for emergency services?		
7	Is the project team aware and compliant with the structural timber frame association guidance?		
8	Are the specific risks identified in the design?		
9	Will adequate site security be in place?		
10	Has fire treatment of the timber been specified?		
11	Will refuelling and gas stores be a minimum of 20 metres away from building under construction?		
12	Can fire compartments and fire stopping be installed early in the programme?		
13	Do temporary horizontal fire retardant boards need to be fitted as works progress?		
14	Can cladding (prioritised to protect nearby structures) be installed as early as possible?		
15	Can hot works be minimised, smoking banned or generators / heaters be controlled?		

Actions

Section Heading	No.	Action required	Assigned To	Date Completed
<i>e.g. emergency procedure</i>	5	<i>Assembly signs to be ordered</i>	<i>Tom Jones (SM)</i>	<i>7th July 15</i>

These checks are ongoing and progressive management to always achieve minimum standards as per UL VS

Initial review dated:.....by.....

Review datedby.....

Review datedby.....

Review datedby.....

Review datedby.....

Review datedby.....