Health, Safety & Environmental Audit Report

INSPECTION TEAM			
LEADERSHIP REPRESENTATIVE	H&S TEAM	SAFETY REPRESENTATIVE	DEPARTMENT REPRESENTATIVE
N/A		N/A	
DATE	LOCATION	DURATION	

1.0	**Daily Safety Brief**	**N/A**				
1.1	Has the most recent daily safety brief taken place?					
2.0	**Documentation (Construction Sites Only)**	**N/A**				
2.1	Is the company health & safety policy available (Intranet or hard file copy)?					
2.2	Are all relevant insurance certificates valid and displayed?					
2.3	Has the F10 been completed and displayed? Under Principal Contractor					
2.4	Has the site manager been briefed on Premier Modular incident and accident procedure?					
2.5	Is the construction phase plan available and under the latest revision?					
2.6	Is there a site emergency plan in place & available?					
2.7	Is the Health & Safety law poster posted and filled in with the relevant contacts?					
2.8	Is the nearest A&E map and directions posted?					
2.9	Is there a site specific safety induction available (Computer or hard file copy)?					
2.10	Is there a system in place for recording people on site including copies of the relevant competency cards?					
3.0	**Safe Place of Work**	**N/A**				
3.1	Workplace is clean & tidy and free from accumulations of flammable or dangerous waste. To include all office buildings if applicable.					
3.2	Scrap material is removed, stored in an orderly fashion or is segregated.					
3.3	Adequate facilities are provided to enable the removal of waste (bins, wheelie bins, skips etc.). To include all office buildings if applicable.					
3.4	Floors are maintained in good, clean, dry condition with no slip or trip hazards evident. To include all office buildings if applicable.					
3.5	Are all statutory notices and signs displayed?					
3.6	Work areas are adequately lit and are free from excessive contrast (glare & shade); where provided. To include all office buildings if applicable.					
3.7	Danger zones are adequately demarcated and protected (Created floor openings, excavations, work at height exclusion zones, noise etc.) All may not apply.					
3.8	Is the site suitably secured? Consider perimeter fencing, system for keys etc. (Construction Sites Only)					
3.9	Adequate precautions are taken to prevent any item falling from height. To include all office buildings if applicable (If **NO** you must review the RAMS)					
3.10	All pallet racking (if applicable) has been inspected and in date.					
4.0	**Safe Access & Egress**	**N/A**				
4.1	Paths and walkways are well maintained, kept free from obstructions and clearly segregated from vehicles.					
4.2	Access to stairs is kept unobstructed, handrails and risers are in good condition. To include all office buildings if applicable.					
4.3	Emergency exits and routes are clearly signed, clearly lit & kept free from obstructions (including temporary barriers). To include all office buildings if applicable.					

5.0	**Personal Protection Equipment**	**N/A**				
5.1	Everyone is wearing the mandatory PPE as defined in the safe system of work and additional PPE is being worn where required (refer to RAMS).					
5.2	Is RPE in use for any of the tasks or activities and if so are the operatives trained in correct use and type?					
5.3	Have operatives received face fit testing and has it been recorded?					
5.4	Are daily pre-use checks being recorded for harnesses and lanyards?					
5.5	Are all certification of conformity and or weekly inspection reports available at site for use of harnesses and lanyards?					
6.0	**Electricity**	**N/A**				
6.1	Are all underground services identified and drawings available? (Construction Sites Only)					
6.2	Where applicable are generators earthed and test certificates available?					
6.3	Generator cover fitted and locked?					
6.4	Circuit protection in each cabin appropriate and test certificates available?					
6.5	Electrical fittings in welfare cabins in good state of repair?					
6.6	Is portable appliance testing complete, in date and recorded on a register?					
6.7	Portable electrical tools earthed or double insulated, rated at 110V?					
6.8	Are all overhead services adequately protected? Consider HSE GS6 for live overhead services (Construction Sites Only)					
7.0	**Vehicles and mobile plant**	**N/A**				
7.1	Register of plant and machinery available on site and up to date?					
7.2	Operators using machinery hold the correct competency cards?					
7.3	Pre-use checks recorded and kept within the machine?					
7.4	Check sheets up to date and kept in site file?					
7.5	Dedicated trained banksmen identified and in attendance for plant movements?					
7.6	No oil or fuel leaking from fixed or mobile plant.					
8.0	**Working at Height Platforms**	**N/A**				
8.1	Platforms including scaffolding carry in-date inspection tags.					
8.2	Guardrails & toe-boards fitted. Working platform in good order with no gaps through which small items could fall.					
8.3	Working level unobstructed, free of slip & trip hazards, adequately lit, no loose tools or materials – consider use of bolt boxes and tool belts.					
8.4	Dropped object control measures in place - Barriers providing exclusion zones (where practical) or tool tethers or lanyards in use?					
9.0	**Tools, Machinery and Other Associated Tools**	**N/A**				
9.1	In safe, efficient working order, free from obvious defects, being used for designed purpose.					
9.2	Guards fitted, secure and in good order.					
9.3	Safety devices such as whiplash arrestors and emergency stops in effective working order.					
9.4	Is hand/arm vibration controlled and monitored?					
9.5	No one under the age of 18 years to operate “dangerous machinery”.					
10.0	**Lifting Operations**	**N/A**				
10.1	Appointed person / Lift supervisor present?					
10.2	Trained slinger / signaler at workface?					
10.3	Lift plan available and being adhered to – ensure mats are of correct size for outrigger loadings?					
10.4	Barriers and signage erected around the crane and outriggers?					
10.5	Check that all lifting equipment and accessories in use are fitted with the correct colour code for the 6 monthly inspections?					
10.6	Tag lines are being used correctly, have quick release knots and are of correct length?					
10.7	Clear access and egress for personnel involved in the lift – all waste and trip hazards removed?					

10.8	No lifting over live buildings – all buildings evacuated of persons prior to lift?					
10.9	Slew path clear of personnel?					
11.0	**Safe System of Work**					
11.1	Risk Assessments, Method Statements approved and under correct revision?					
11.2	Permit to work system being used on site?					
11.3	Are the permit issuers trained?					
11.4	Are the performing authorities trained?					
11.5	Are closed permits kept in a file?					
11.6	Are RAMS in use signed by the users?					
12.0	**COSHH**	**N/A**				
12.1	COSHH Assessment(s) readily available and up to date.					
12.2	Hazardous substances properly labeled and stored.					
12.3	Emergency showers (If Applicable)					
12.4	Additional PPE being worn.					
13.0	**Health and Welfare**	**N/A**				
13.1	Canteen, toilet and shower facilities and mess-rooms / drying rooms are provided & maintained in clean, hygienic condition.					
13.2	First Aid Risk Assessment carried out, is there adequate first aid facilities provided and are checked to make sure they are all in date. To include all office buildings if applicable.					
13.3	First Aid phone to be checked to make sure it works. (If Applicable).					
13.4	Check all defibrillator pads are present and in date (If Applicable)					
13.5	Check & ensure eye wash stations are in a reasonable condition and not out of date.					
14.0	**Fire**	**N/A**				
14.1	Has a suitable fire risk assessment been carried out on the premises by a competent person?					
14.2	Is the alarm system tested internally on a WEEKLY basis and records kept? (Fire Logbook)					
14.3	Is the alarm system inspected by a competent person 6 monthly (British Standards 5839)?					
14.4	Is the emergency lighting tested internally on a MONTHLY basis and records kept & inspected by a competent person YEARLY?					
14.5	Are fire drills carried out every YEAR and records kept?					
14.6	Fire alarm call points unobstructed.					
14.7	Fire doors operate properly & unobstructed.					
14.8	Fire equipment inspected / serviced by a competent person annually? (To include fire extinguishers, hose reels, fire blankets and is it all accessible).					
14.9	Exit routes clearly & correctly marked and unobstructed.					
14.10	Number of trained fire wardens proportionate to number of site personnel?					
14.11	No accumulations of flammable waste posing a fire hazard / liquid flammables and hazardous substances correctly stored.					
14.12	Are all Flam Vaults and other flammable cupboards are being used correctly.					
15.0	**Excavations**	**N/A**				
15.1	Are open excavations adequately protected – consider falls from height and vehicle movements					
15.2	Have services been identified through CAT scanning or other techniques					
15.3	Have excavation / trench supports been installed as per RAMS (Battered / stepped / sloped/ use of boxes / sheeting)					
15.4	Safe access and egress has been established for workers and emergency services					
15.5	Are powered tools and generators at least 2m away from excavation openings – Consider fumes from petrol saw / mobile generators?					
15.6	Signage posted by the contractor is suitable and sufficient?					
Comments:						

16.0	**Environmental Issues**	**N/A**				
16.1	Dust, noise, lighting not likely to cause nuisance.					
16.2	Bunds in good condition.					
16.3	Arrangements for managing chemical spills whilst unloading or re-fueling.					
16.4	Are drains and water courses adequately protected?					
16.5	Adequate provision and maintenance of spill kits.					
16.6	Waste disposed into correct skips and correctly segregated in the workplace e.g. asbestos double bagged.					
Comments:						

Colour key		People at risk of serious and imminent harm – STOP THE JOB		Unsatisfactory – immediate action required		Safe – no action required		Exceeds Expectations

A copy of this form is to be sent to the Health & Safety Team on completion of the inspection. A copy is to be kept by the department. Any outstanding issues must be addressed and updated form sent to H&S Team.

Issue identified	**Corrective Action(s)**	**Action Owner(s)**	**Agreed Date for Completion**	**Completed (Date)**	**Signed off by (initial)**

OTHER COMMENTS

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