



PRE-START HEALTH & SAFETY CHECK LIST FOR CONTRACTS MANAGERS

A C.P. Health & Safety Plan is required for all projects Or is a Small Works Plan needed?	
The CP H&S Plan will be on site at the commencement of works?	
Has the site manager had sufficient time to inspect the H&S Plan?	
Is the H&S Plan in a lever arch file and is it in correct order?	
Is the pre-tender plan / information attached to the Plan?	
Has an asbestos survey been carried out?	
Are there any other health risks?	
Has a project directory of sub-contractors been commenced?	
Has a programme been sent to Contracts Manager?	
Has the initial site safety requirements been sent to contractors?	
Will contractors be stopped from starting if not complying?	
Has the standard package been given to the site manager <ul style="list-style-type: none"> • Health & Safety Law Poster • F10 Notification • Copy of Employers Liability Insurance Certificate • The Emergency Procedures • Site register 	
What will be the first aid cover on site?	
Is there: <ul style="list-style-type: none"> • a fully stocked first aid box • sufficient fire extinguishers 	
Has the site manager got his Accident Book?	
Has a reception station been arranged along with contents?	
Is there a fire bell or air horn?	
Are the proposed welfare facilities suitable and sufficient? <ul style="list-style-type: none"> • Toilets • Messing facilities • Washing facilities 	

<p>Is there sufficient signage?</p> <ul style="list-style-type: none"> • Mandatory signs • Direction signs • Warning signs • Advisable signs 	
<p>Is there sufficient fencing arranged?</p>	
<p>Has the Local Authority been approached if necessary?</p>	
<p>Have local businesses / neighbours who may affected been informed?</p>	
<p>If you have any issues or require assistance with the above please contact ProAktive on tel 01302 341344</p>	