



SITE MANAGERS / FOREMEN PRE- START CHECK

Have you received CP Health & Safety Plan?	
Is the Plan complete and in a lever arch file?	
You need to develop the Health & Safety Plan.	
If not notifiable have you received method statements & risk assess	
You need to display: <ul style="list-style-type: none"> • Health & Safety Law Poster • F10 Notification • Copy of Employers Liability Insurance Certificate • The Emergency Procedures 	
The site register needs to be used for booking in and out of all	
You need to have the following on site: <ul style="list-style-type: none"> • First aid kit (fully stocked) • Sufficient tested fire extinguishers • Fire bell / air horn • Your accident book 	
Are all the required signage and barriers/fencing in place?	
Have you a first aider on site? (appointed person for low risk work)	
The welfare facilities require to be: <ul style="list-style-type: none"> • Sufficient toilets • Sufficient washing with warm water, soap and towels • Messing facilities to be clean with tables, chairs, kettle etc 	
Is your reception centre in place?	
Have you determine your emergency procedures?	
Everyone must receive an induction and need to sign they have had one before they can start work.	
The electrician who isolates the supply must produce the isolation certificate / permit to work.	
You must carry out a Permit before you: <ul style="list-style-type: none"> • carry out any mechanical excavation • carry out any hot works • before you access a roof • before you enter a confined space • before you allow anyone to use a step ladder 	
Before subcontractors or direct contractors are allowed to commence work they must have produced suitable specific risk assessments / method statements. (NO RISK ASSESSMENT – NO START)	
You must ensure everyone wears the required PPE	

You need to carry out weekly health and safety inspections.	
If you have an accident, dangerous occurrence or near miss you must inform the Contracts Director immediately and contact ProAktive for guidance. (Also if you have a HSE visit)	