

Site Health and Safety File Checklist

1. Operatives' Sign-in / Sign-out sheets
- Visitor Sign-in sheets (to be completed for all visitors)
- Operatives' *Declaration of Compliance* sheets
2. Client's works schedules and standing instructions.
3. Asbestos Survey Report (To be read by all operatives who intend to start working on site).

4. **Mandatory RAMs:**

File Ref:

- | | |
|---|--------------------------|
| <input type="checkbox"/> Lead Schedule: Significant Risks | R. |
| <input type="checkbox"/> General Site Risks (for jobs of more than 1 day) | R. |

Elective RAMs:

- | | |
|---|--|
| <input type="checkbox"/> Working with asbestos R. | <input type="checkbox"/> Floor-laying R. |
| <input type="checkbox"/> Removing asbestos R. | <input type="checkbox"/> Electric tools R. |
| <input type="checkbox"/> Using Ladders/Hop-ups R. | <input type="checkbox"/> Slips and trips R. |
| <input type="checkbox"/> Platforms below 2m R. | <input type="checkbox"/> Manual handling R. |
| <input type="checkbox"/> Platforms above 2m R. | <input type="checkbox"/> Electrical works R. |
| <input type="checkbox"/> Scaffolds R. | <input type="checkbox"/> Fire safety R. |
| <input type="checkbox"/> Groundworks R. | <input type="checkbox"/> Gas safety R. |
| <input type="checkbox"/> Hot works R. | <input type="checkbox"/> Site Clearance R. |
| <input type="checkbox"/> COSHH R. | <input type="checkbox"/> Covid-19 safety R. |

5. **Safe Systems of Working (SSOW)**

- | | | |
|---|--|---|
| <input type="checkbox"/> Covid-19 Safe Working <input type="checkbox"/> | <input type="checkbox"/> Fire Stopping | <input type="checkbox"/> Fire Doors <input type="checkbox"/> Check <input type="checkbox"/> |
| <input type="checkbox"/> ACM: Tiles <input type="checkbox"/> Coatings <input type="checkbox"/> Decom <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> Working at Height: Towers <input type="checkbox"/> | <input type="checkbox"/> | |

6. Legal H&S Site (Poster) Notice + Marisco Fire Notice
- First Aid Notice and contact details for current First Aiders
- Site Accident Forms (to be returned to HO same day)
- Marisco's (and client's) site rules

7. CDM Plan (**Mandatory if Marisco is the principal contractor**).

8. **Mandatory miscellaneous paperwork:**

- Site induction form (Complete, sign, and transfer completed forms to rear of Section 1)
- Near-miss Report Form (Complete form and call H&S manager immediately)

- Work permits:
- | | | |
|--|---|---|
| <input type="checkbox"/> ACM removal <input type="checkbox"/> | <input type="checkbox"/> Hot works <input type="checkbox"/> | <input type="checkbox"/> Towers/Scaffolds |
| <input type="checkbox"/> ACM Loft hatches <input type="checkbox"/> | <input type="checkbox"/> Fire Doors | <input type="checkbox"/> Fire stopping |
| <input type="checkbox"/> Working on a roof | | |