

Full Site address:				Job No.	
		Town:		Postcode:	
Date of visit:				Time of arrival:	Time of departure:
Site Auditor:				Accompanied by:	
Site Manager:				Site Supervisor:	

General site status and overview

Client:				Div/Dept		
Is the Site Safety File present on Site? Yes/No			Has the Site Manager signed the SSF lead schedule? Yes /No			
If operatives are working on site, and the answer to either of the above two questions is "No", contact Ken Mantock or Ralph Elliott-King immediately.						
Is Marisco the Principal Contractor? Yes/No			Is a signed and properly completed CDM Construction Phase Plan on the Site Safety File? Yes/No			
If Marisco is the principal contractor and you have identified any reason that may compromise the legal duties we have as that office holder, please contact Ken Mantock or Ralph Elliott-King immediately to discuss what action may need to be taken. Areas of concern would include: 1). The absence of, or the presence of an unsigned or incomplete CDM Construction Phase Plan; 2). The absence of, or the presence of an unsigned or incomplete Site Safety File; 3). The presence of an authorised external contractor that has carried out work on the site (present, past or future); and the identification of a new H&S hazard that needs remedial risk resolution.						

List all operatives who have signed in on site, but only indicate compliance failures by ticking relevant boxes, giving more details on Pages 7 and 8.

Marisco employees or casual workers who have visited the site				Please tick the box if a failure applies. Give detail on Page 7 / 8			
				Signed-in failure(s)	Signed-out failure(s)	Compliance Declaration Sched not signed	Other non-conformity
Site Manager First name:	Site Manager must have a record of regularly visiting the site		Site Manager Last name:				
First name:			Last Name:				
First name:			Last Name:				
First name:			Last Name:				
First name:			Last Name:				
First name:			Last Name:				
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First name:			Last Name:				
First name:			Last Name:				

List all operatives who have signed in on site, but only indicate compliance failures by ticking relevant boxes, giving more details on Pages 7 and 8.

External Contractor personnel who have visited the site				Please tick the box if a failure applies. Give detail on Page 7 / 8			
				Signed-in failure(s)	Signed-out failure(s)	Compliance Declaration Sched not signed	Other non-conformity
Firm:							
First name:		Last Name:					
Firm:							
First name:		Last Name:					
Firm:							
First name:		Last Name:					
Firm:							
First name:		Last Name:					

Site Safety File (SSF) Review		Please tick		Remedial action required if the answer is No
		Yes	No	
Have you, as the Site Auditor, signed-in and read the contents of the SSF thoroughly?				If you don't lead by example, why would you expect others to respect your professionalism and competency to undertake a H&S audit?
Has the SSF lead schedules been completed and signed by the Site Manager?				Site Manager must sign the SSF to accept their legal duties to manage the site safely at all times. If the answer to this question is "No", report immediately to Ken Mantock.
Has the Site Manager or Site Supervisor signed-in and signed-out at least once every two days?				A Site Manager or Site Supervisor must visit the site enough times to credibly demonstrate they are reviewing and enforcing site discipline. If the answer to this question is "No" report immediately to Ken Mantock.
Have all the workers who have signed in as a visitor to the site, also signed the <i>Site Compliance Declaration Sheet (SCD Sheet)</i> to confirm they have read the SSF and recognise the identified threats, risks and control processes put in place to manage the safe-working operation of this site?				Site Managers and Site Supervisors must check every time they attend the site that all the operatives, including themselves, have signed the Site Compliance Declaration Sheet. If the answer to this question is "No" report immediately to Ken Mantock.
Read the Client's planned works schedule, which should be on the SSF. For each of the first three <i>significant risks</i> recorded on the <i>Significant Risks Assessment</i> confirm whether you agree it is a significant risk, or state what hazard and risk management control you think should have taken priority. If the site is still active add your significant risks to the form and advise the workers present you have done so.				
Significant Risk 1:		Valid?	Yes/No	Hazard and risk you think takes priority:
Significant Risk 2:		Valid?	Yes/No	Hazard and risk you think takes priority:
Significant Risk 3:		Valid?	Yes/No	Hazard and risk you think takes priority:
<p>Has the <i>Significant Risks Assessment Schedule</i> identified and listed the higher risk activities specified in the <i>client's works schedule</i> correctly?</p> <ol style="list-style-type: none"> Working with asbestos, or the removal of asbestos-containing floor tiles, ceiling coatings, AIB, concrete sheeting? Working on a roof. A detailed method statement and a full risk assessment <i>must</i> be completed and retained on the SSF. Hot works. Working on fire doors. Fire-stopping fire barrier penetrations. Safe-guarding issues. Bio-hazards and needle penetration risks. <p>Most of these tasks are subject to <i>work permits</i>. Any failure to obtain a work permit will result in disciplinary action against the Site Manager and the defaulting operatives concerned.</p>				Work-permit required
				Work-permit signed-off by Sam Clover required before anyone steps onto any roof.
				Work-permit required
				Work-permit required
				Work-permit required

CONSTRUCTION SITE: Paperwork		Please tick		Remedial action required
		Yes	No	
Is a <i>CDM Construction Phase Plan</i> available on the Site Safety File?				A CDM Construction Phase Plan supplied by the client or Marisco must always be present on the SSF.
For properties built before 2001, is a <i>Refurbishment & Demolition Asbestos Report</i> on site and has it been read by all operatives (evidenced by signing the Site Compliance Declaration Form)?				
Is the <i>Workers and Visitor Log Sheet(s)</i> being maintained and have all those on site signed in?				
Is the <i>H&S Statutory Notice</i> on display at the site?				
Has a suitable <i>Emergency Evacuation Collection Point</i> been documented and workers informed of its location for this site?				
Does the site file contain a copy of the <i>Marisco Fire and Other Emergency Evacuation Procedure</i> sheet?				

Managing the presence of Asbestos Containing Materials (ACM) on this site.	Please tick		Remedial action required depending upon answer
	Yes	No	
Was the property built before June 2000? Existing stocks of ACM materials were still permitted to be used under transition rules to this date.			If the answer is "Yes" then it is must be presumed there is a possibility ACM is present on site and appropriate safe-working controls must be adopted. If the answer is "No", move to the next section.
For properties built before 2001, is a Refurbishment & Demolition Asbestos Report present on the SSF?			If the answer is "No", work that might disturb ACM must be suspended until a new R&D Asbestos Survey has been arranged. Workers who ignore a works suspension order will face disciplinary action.
Some clients provide a modified Management Asbestos Report . Provided the work to be carried out does not involve the disturbance of any potential ACM deposits, this kind of report is adequate. Please confirm the work to be undertaken is unlikely to disturb known or suspected ACM?			If the answer is "No", work that might disturb ACM must be suspended until a new R&D Asbestos Survey has been arranged. Workers who ignore a works suspension order will face disciplinary action.
Have all managers, supervisors, and workers (including external contractors) signed the Asbestos Report Compliance Sheet that asks them to confirm they have read the report and know where ACM may be present?			Any Site Manager, supervisor or site operative who fails to read and sign this compliance sheet will face disciplinary action.
If the client's works schedule requires to removal of ACM floor tiles , has the RAM for this operation been included in the SSF, and properly completed if the work has been already been undertaken, including recording the work permit number and contaminated waste transfer details?			If the answer is "No", report the failure to Ken Mantock or Ralph Elliott-King immediately.
If the client's works schedule requires to removal of ACM floor tiles , has the RAM for this operation been included in the SSF, and properly completed if the work has been already been undertaken, including recording the work permit number and contaminated waste transfer details?			If the answer is "No", report the failure to Ken Mantock or Ralph Elliott-King immediately.
If the client's works schedule requires the removal of up to 1m² of ACM ceiling coating floor tiles , has the RAM for this operation been included in the SSF, and properly completed if the work has been already been undertaken, including recording the work permit number and contaminated waste transfer details?			If the answer is "No", report the failure to Ken Mantock or Ralph Elliott-King immediately.
If the client's works schedule requires the removal of a fire place , has the RAM for this operation been included in the SSF, and properly completed if the work has been already been undertaken, including recording the work permit number and contaminated waste transfer details?			If the answer is "No", report the failure to Ken Mantock or Ralph Elliott-King immediately.
If the client's works schedule requires the removal of a ACM concrete sheets , has the RAM for this operation been included in the SSF, and properly completed if the work has been already been undertaken, including recording the work permit number and contaminated waste transfer details?			If the answer is "No", report the failure to Ken Mantock or Ralph Elliott-King immediately.
Do you believe unauthorised work has been carried out on site that may involve the potential release of asbestos, whether intended or otherwise?			If the answer is "Yes" then report your concerns to Ken Mantock or Ralph Elliott-King.

Control over the people who attend the site, statutory notices, and site rules.	Please tick		Remedial action required if the answer is No
	Yes	No	
Have all people who have signed in at the time of the audit visit present on site? Has anyone signed out in advance of them leaving the site?			
Is the H&S Statutory Notice on display at the site?			
Does the SSF contain a copy of the Marisco Fire and Other Emergency Evacuation Procedure sheet?			
Does the SSF contain the site rules schedule(s)			

RISK ASSESSMENTS		Please tick		Remedial action required
		Yes	No	
If ladders are being used on site:	1. Has a working with ladders risk assessment been completed and signed by all those operatives working with ladders?			
	2. Are you satisfied the correct ladders are being used on site?			
	3. Are you satisfied the risk assessment remains valid?			
	4. Complete visual ladder inspection (see below) for all ladders on site. If they do not pass remove from site.			
If scaffolding is being used on site:	1. Has a working at height risk assessment been completed and signed by all operatives on site?			
	2. Are you satisfied the risk assessment remains valid?			
	3. Complete scaffolding visual inspection below.			
If working at height applies on site:	1. Has a working at height risk assessment been completed and signed by the operatives working at height?			
	2. Are you satisfied a sufficient ground-level exclusion zone has been established to protect people from falling objects?			
	3. Are you satisfied the risk assessment remains valid?			
If floor laying is in progress on site:	1. Has a floor-laying risk assessment been completed and signed by the operatives laying floors?			
	2. Are you satisfied the risk assessment remains valid?			
If asbestos removal in-progress:	1. Has an asbestos risk assessment been completed and signed by the operatives working at height?			
	2. Are you satisfied the asbestos is being removed, stored and transported in accordance with our safe working method?			
	3. Are you satisfied the risk assessment remains valid?			
If electric tools are in use on site:	1. Have all 230v tools been PAT tested in last 30 days? If not, have them removed from use on site.			
	2. Have all 110v tools been PAT tested in last 90 days? If not, have them removed from use on site.			
	3. Have all battery chargers and extension leads been PAT tested within last year. If not, have them removed from site.			
If ground works in-progress on site:	1. Has a ground works risk assessment been completed and signed by all operatives on site?			
	2. Has sufficient care been taken to adequately segregate workers from plant & machinery and ground works zone?			
	3. Are you satisfied the risk assessment remains valid?			
If hot-works in-progress on site:	1. Has the hot-works permit procedure been followed?			
	2. Are you satisfied the Section 6 provision for the 90 minute Fire Watch and Final Check was carried out correctly?			
	3. Are you satisfied the hot works was carried out safely?			

General site house-keeping and welfare provisions	Please tick		Remedial action required
	Yes	No	
Is there at least two BS EN3-7 2004 standard fire extinguishers of the correct type on site?			
Are you satisfied those present know the evacuation procedure and how to safely use the extinguishers?			
Is there at least one First Aid Kit onsite (not in the van). Has adequate provision been made to provide access to a qualified first aider on site or will people call 999 if needed?			
Is the site being kept clean, tidy and clear of trip and slip hazards .			
Has the site been adequately segregated and secured (Harris Fencing) to prevent unauthorised access, especially by curious children, during and outside normal working hours?			
Has adequate warning and safety notices been posted on site to warn about the hazards on site?			
Is the site adequately lit ?			
Are adequate precautions being taken to separate site pedestrians from vehicles, plant and machinery?			
Are adequate precautions being taken to safely store materials on site, and prevent build-up of waste that would represent a potential environmental health or fire-safety hazard?			
Has adequate provision been made for the safe use of power extension cables and armoured power cables on site, and their use is kept to a minimum.			
Where mains voltage is used , have you confirmed users are protected by either a main's board residual current device (RCD) trip system, or they use local RCD's at the wall socket.			
Are adequate precautions being taken to safely store materials on site, and prevent build-up of waste that would represent a potential environmental health or fire-safety hazard?			
Is adequate care being taken to separate recyclable waste in accordance with our Environmental policy?			
Are adequate precautions being taken to ensure neighbours do not suffer undue inconvenience from noise, fumes and dust ... especially before 8:00am and after 5:00pm on week days.			
Is the use of radios and similar equipment being used with acceptable bounds?			If you can hear a radio from the street or outside the front door of a flat immediately ban the use of all radios on that site. Report the name of the radio owner to Ken Mantock. Defaulters will be disciplined if it happens again. Playing loud music to the detriment of neighbours is unacceptable and damages our reputation.
Is the behaviour of workers on site a concern? Safeguarding, language, larking about etc			
Is there evidence people are smoking or vaping on site?			
Are all work's vehicles parked legally on the approach road, with due consideration for other residents?			

Visual ladder and hop-up inspections: (Only Class 1, industrial-use ladders should be allowed on site).	Pass	Fail	Remedial action required
Check the stiles . Bent or damaged stiles may allow the ladder to buckle or collapse.			
Check the feet . Missing, dirty, paint-soiled, worn or damaged feet could allow the ladder to slip.			
Check the rungs . Bent, worm, missing or loose rungs could fail.			
Check locking mechanisms . Damaged or worn fixings could allow the ladder to collapse.			
Check the treads . Contaminated or worn treads could allow the operative to slip.			
Check platform . Damaged or worn Stepladder platforms may fail.			
Check ancillary safety ladder equipment such as stabilisers, stand-offs etc to ensure they are fit for use.			

Visual inspection of Scaffolding. (Report any concerns to Ken Mantock. Consider suspending use until resolved.)	Pass	Fail	Remedial action required
Check scaffolding has been inspected by a competent person within last 7 days .			Immediately report to Ken Mantock a failure to inspect the scaffolding every 7-days to Ken Mantock. Use of the scaffold must be suspended.
Confirm the scaffolding continues to be firmly secured to the building at all points and there is no movement when the scaffolding is in use, which might indicate the integrity of the structure is failing.			
Check and confirm all boards are present, securely fixed and remain sound.			
Check there are adequate guardrails secured in the correct place and at the required height.			
Check there are adequate toe boards secured at all points and at the correct height.			
Check there no loading points left open when not in use.			
Check all ladders are safe and adequately secured. Also check ground-level access ladders are either removed or secured with padlocked boards to prevent unauthorised use after site is closed for the day.			
Check all netting and weather sheets are secured in place. Consider if they should be removed if high winds are forecast.			
Confirm the correct warning and safety notices are in place (e.g. Scaff tags)			
Confirm adequate precautions, including a clear exclusion zone has been created by use of adequate barriers to prevent anyone at ground level being struck by falling objects.			
Confirm all operatives are wearing Hi-Viz and hard hats when working on or near the scaffolding.			
Confirm the weather and other environmental factors are safe for continued use of scaffolding.			

Site auditor's comments:

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Auditor's Signature:			
Print Name:		Date:	