



## Weekly Site Inspection Checklist

RUN THE BUSINESS

(NB. Please complete this document in conjunction with the Guidance Notes detailed after the Checklist)

All items required for all operational sites / facilities without Environmental Permits  
Office only sites are required to complete Items marked with #

SITE NAME:		WEEK ENDING:		COMPLETED BY:	
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QUESTION	SATISFACTORY ?	COMMENTS / ACTIONS	Actions closed (Manager sign / date)	Action added to AVA (AVA action ID)
GENERAL SITE				
1. General Housekeeping - Yard/Workshop/Operations/ Spillages				
2. Litter/Dust				
3. Vermin Control				
4. Odours				
5. Noise				
6. Site Security/Damage				
7. Hard Standing Condition				



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8. Oil/Fuel Bunds clear, hoses stored				
9. Spill Kits Complete				
10 #. Nightly checks that doors and windows are closed completed				
SITE DRAINAGE				
11. Surface Drainage System (clear/no ponding)				
HEALTH & SAFETY				
12. PPE being worn				
EQUIPMENT / PLANT				
13. Steps & Gantries clear and undamaged				
FIRE				
14 #. Daily checks have been completed for internal fire doors and routes: clear/closed/undamaged				
15 #. Daily checks have been completed that Fire Exit Doors are clear/closed/undamaged				



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16 #. Daily checks have been completed that Fire alarm points clear/undamaged				
OTHER (SITE SPECIFIC ADDITIONS)				

√ - Satisfactory	X - Unsatisfactory	NI - Not Inspected	NA - Not Applicable
PLEASE PROVIDE COMMENT IF NOT SATISFACTORY (Use separate sheet as required)			



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Checklist Item No.	Guidance
1	Are all areas of site clear & tidy, containers & waste stored in the correct places & spillages cleared? Rubbish and unwanted materials should be removed from buildings daily to external lidded containers. These containers should be kept clear (10m where possible) of all buildings. Container removal/emptying should be carried out as necessary. Checks on the cleanliness of the buildings should be undertaken and any dust accumulations removed. Particular attention should be given to electrical rooms and control rooms
2	Any accumulation of litter and /or dust inside & outside of the site boundary?
3	Are pest control measures in place & suitable, e.g bait boxes, fly bags & bird scarers? Are there any signs of pest issues?
4	Are there any noticeable / excessive odours on site, or can odours be detected beyond the site boundary?
5	Are there any noise issues on site? Detail any significant noisy activities taking place.
6	A physical check of all perimeter fencing should be made to ensure that no damage or holes remain unreported. Are all perimeter fences in place around the entirety of the site & are intact, is CCTV working & in place where relevant?
7	Is the condition of hard standing areas likely to cause H&S incidents and / or allow spillages to leak into the ground?
8	Are all fuel tanks, oil storage & bunds, clear & free from liquids, hoses are stored within bunds & there are no leaks or spillages?
9	Are all spill kits sufficiently stocked, in locations near high risk areas & suitable for the material they may need to contain?
10	Ensure a physical check is undertaken to prevent easy access by unwanted intruders
11	Detail any evidence of surface water collecting (ponding) and not draining away
12	Are workforce using correct PPE in areas/activities where required?
13	Clear and no signs of damage
14	All connecting internal doors - whether fire rated or not - should be inspected to ensure that they are not damaged and are kept clear. They should also be kept shut. The aim is to ensure that in the event of fire such doors restrict the spread of fire for as long as possible and protect other areas of the premises from smoke damage. All internal corridors used for personnel movement should be kept clear of obstruction e.g. photocopiers, packaging. Walls and ceilings should be kept in good repair to avoid fire spread/smoke damage
15	These are external doors that allow personnel to escape from the building in the event of a fire alarm or fire. They should be kept in good repair to prevent oxygen feeding any internal fire and they should be kept free of obstruction to allow staff to vacate the building safely and in good order
16	These should be checked for damage and kept clear