



Site Set-up Checklist

Please note, only one of each form is now included in the folder.

Folami will send over a directory that will have hyperlinks to all the documentation required on site, any further copies should be accessed using the directory and printed on site.

Item required	Description	Where is it located on site?	Checked (office)	Received (site)
Standard site folders				
Site Rules	List of rules to be followed by everyone on site.	Office Notice board.		
H & S Law Poster	Poster Stating H & S Law to be followed.	Office Notice board.		
Site Layout/plan, A3	Picture of the site layout including assembly point.	Office Notice board.		
Organization Chart	List of people involved in the project.	Office Notice board.		
F10 document	H & S notification of Construction project.	Office Notice board.		
Insurance documents	All company Insurance documents.	Office Notice board.		
Map of nearest A & E, A3	A3 map showing the nearest A & E hospital and options to choose if an accident occurs.	Office Notice board.		
Weekly Time Sheet blanks	Hours worked on site for JP Team	Return to office each week		
BSG Notification Form	Building Safety Group Form-This is Now Done Online	Office Notice board.		
H & S Policy Statement	Short General company statement.	Office Notice board.		
General H & S policy	Full document on JP H & S policy.	Office Notice board.		
Architects Drawings	Information from the Architect.	Hung on wall.		
Structural Drawings	Information from the Structural Engineer.	Hung on wall.		
Specifications	Specifications to match the drawings.	With drawings.		
Site Traffic Management. Plan, A3	Site.	Office Notice board.		
First aid kit				
Spare PPE				
Fire extinguishers				



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Mental health 'where to go' poster	Saved under 'signage' in site folders on N drive	Inside canteen door		
Certificates				
CHAS		Office Notice board.		
safecontractor		Office Notice board.		
exor		Office Notice board.		
NFB		Office Notice board.		
Facefit Certificates		Office Notice board		
ISO 9001		Office Notice board.		
ISO 14001		Office Notice board.		
Training Certificates	Site Staff for JPC	Office Notice board.		
Environment Agency	ETM Certificate	Office Notice board.		
Environment Agency	JPC Certificate	Office Notice board.		
Signs				
No Smoking		Office Notice board.		
Qualified first aider		Office Notice board.		
Fire Extinguisher		Location of fire extinguisher.		
General Site Safety		Located around site.		
Office Forms				
Absence Declaration	Sickness Form	Site Setup Folder		



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Holiday Form	Holiday Requests Forms	Site Setup Folder		
JPC Monthly Supervision Form	Monthly Supervision Form with Line Manager	Site Setup Folder		
Suggestion Box	Suggestions	Site Setup		
Vehicle Checksheet Form	Monthly Vehicle Checksheet Form	Site Setup Folder		
Considerate Constructor (if required)				
Welfare information	Information on health issues.	Office Notice board.		
Letters to neighbours	Letter informing neighbours and liasing with them.	Considerate constructor folder/ with neighbours.		
Site monitors checklist	Checklist to ensure considerate constructor issues are being followed.	Considerate constructor folder.		
Environmental information		Office Notice board.		
Newsletter	Provides an update on the project.	Office Notice board/ with local residents/ community.		