



SITE WORKS AUDIT INSPECTION FORM

No	Overview of Amendment and Text affected	Effective Date	Authorisation
1	First Issue	24/05/13	VR
2	Update of logos, footers and first page	7/8/16	J Fuller
3	Update, hyperlinks to intranet IMS forms added, update alongside SOP08 undertaken	18/7/18	T Bamber
4	Review of regulations quoted. And added Work at Height Regulations 2005 for extra information in WAH section	10/06/19	T Bamber
5	Review and formatting update	20/11/20	T Bamber
6	Updated for new branding	14/022/22	P Pearson



SITE WORKS AUDIT INSPECTION FORM

Contract No:		Date:	
Site:		Client:	
Project Manager:		Site Personnel:	
Auditee:		Auditor:	

Activities been undertaken at time of audit:

Requirements	YES/NO	COMMENTS
ON ARRIVAL AT SITE		
Site is Secure	No	
Site is Adequately Signed	Yes	
Site Access Road Clear of Contamination	Yes	
MTL Notice as required		
Site PPE rules	Yes	
SITE INDUCTION		
Site File		
Welfare Provision		
PPE		
Manual Handling		
Emergency Actions and Reporting		
Records of Induction and Training		
SITE OFFICE		
Site Diary and Visitors Book		
Server Connection & Phone connection		
CDM		
Work Under CDM Requirements		
F10 Posted		
Role of ENGLOBE (circle all applicable)	PC PS/Coordinator SC Designer	

DISCHARGE / ABSTRACTION / OTHER CONSENT



SITE WORKS AUDIT INSPECTION FORM

(where appropriate) Available	<input checked="" type="checkbox"/>	
Conditions audited.	<input checked="" type="checkbox"/>	
Monitoring data available.	<input checked="" type="checkbox"/>	
OCCUPATIONAL HEALTH		
Noise	<input checked="" type="checkbox"/>	<u> </u> <80 <u> </u> dB(A) [Mobile App estimation or Calibrated SPL meter ¹]
Clean / Dirty Segregation	<input checked="" type="checkbox"/>	
Personal Hygiene e.g. hand washing	<input checked="" type="checkbox"/>	
OH Monitoring Programme?	<input type="checkbox"/>	
SITE HOUSEKEEPING & CLEANLINESS		
Toilet/Hygiene Facilities	<input checked="" type="checkbox"/>	
Cabins/ office	<input checked="" type="checkbox"/>	
General Site Conditions	<input checked="" type="checkbox"/>	
SERVICES		
<u>Auditor to confirm compliance with SOP1. Site services survey must be undertaken before any excavation Auditor must also check that all services are "marked- out" in accordance with SOP01 and site service drawings.</u>		
<u>All excavations/ BH's marked on plans containing services.</u>	<input type="checkbox"/>	
Service Plans Available	<input type="checkbox"/>	
Services Located and Marked on site	<input type="checkbox"/>	
Hand/Vac Excavated Pits Completed	<input type="checkbox"/>	
Borehole Clearance Sheets Completed SAR-PC-47	<input type="checkbox"/>	
SUB CONTRACTORS		
Wearing Appropriate PPE for Tasks	<input checked="" type="checkbox"/>	
Machinery of Adequate Standard and Repair	<input checked="" type="checkbox"/>	
Equipment Certificates cited and valid	<input type="checkbox"/>	
SITE WORKS		
Equipment	<input checked="" type="checkbox"/>	

¹ Delete as applicable








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Appropriate for use	<input checked="" type="checkbox"/>	
In a good working condition/ inspected	<input checked="" type="checkbox"/>	
SAMPLING		
Samples Stored Correctly	<input type="checkbox"/>	
Correct containers available	<input type="checkbox"/>	
Method of Sampling Correct	<input type="checkbox"/>	
Complete Logs and Records undertaken	<input type="checkbox"/>	
Custody Sheets Available and Up to Date	<input type="checkbox"/>	

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Office Facilities

	<p>All ENGLOBE sites shall have a clearly identified site office. The office shall project a professional and organised appearance, and must not be cluttered or used to store equipment or contaminated PPE. A means of heating the office must be provided.</p>	<p><i>Observations</i></p>
	<p>Note site boots or contaminated PPE in the office. No equipment other than small, clean hand-held items such as monitoring instruments, data loggers etc.</p>	<p><i>Observations</i></p>
	<p>Current and up to date project plans and time schedules should be displayed. We should also post Quality, Safety and Environmental Policies, and any site specific SHE objectives.</p>	<p><i>Observations</i></p>
	<p>Project organ gram, site plans and emergency procedures should be displayed in the office. Refer to (SAR-PC-01) Project Management for further guidance</p>	<p><i>Observations</i></p>
	<p>Office Notice board and compulsory postings. We are legally required to fill in and post the "Health and Safety Law" poster and a current copy of our Employers Liability Insurance Certificate.</p>	<p><i>Observations</i></p>





Security

	<p>Sites shall be kept secure to prevent unauthorised access. Temporary fencing must be kept in good order and checked weekly.</p>	<p><i>Observations</i></p>
	<p>Where there is a risk of theft, vandalism, arson or unauthorised occupancy, consideration shall be given to out of hour's surveillance, such as a security guard service or closed-circuit television.</p>	<p><i>Observations Biffa</i></p>
	<p>Tools, equipment and monitoring devices must be locked away or removed from site when not in use. Inventories of all assets shall be kept and checked regularly.</p>	<p><i>Observations</i></p>



Signage

	<p>Adequate signage shall be installed to satisfy Safety, Health, Environmental and Corporate Branding requirements.</p>	<p><i>Observations</i></p>
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	<p>All signs shall be of professional quality and should, where possible, bear the ENGLOBE brand and logo.</p>	
 <p>All visitors must report to site office</p>	<p>EN standard symbolsⁱⁱⁱ shall be used on signs whenever practicable. At site entrances the standard ENGLOBE sign shall be mounted in a prominent position. Instructions for visitors and a summary of site rules, including PPE requirement shall be clearly visible.</p>	<p><i>Observations</i></p>
 	<p>Where applicable Mobile Plant Licence^{iv} / Environmental details must be displayed in accordance with the Environment Agency's (NRW or SEPA) requirements. Copy of Company licence EAWML 30379 document should also be held on site. <i>Refer to Englobe MTL/Env Permit for further information available on the intranet</i></p>	<p><i>Observations Biffa</i></p>

Facilities for Visitors


 	<p>Where practical, consideration should be given to facilities for visitors, including clients, contractors and enforcing agencies. Heated meeting room facilities may be required for on-site visits and meetings.</p>	<p><i>Observations</i></p>
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Welfare Requirements


 	<p>Welfare facilities include toilets, washing, clothes drying facilities, changing and rest areas and wholesome drinking water</p>	<p><i>Observations</i></p>
 	<p>Separate smoking and eating facilities. The means of preparing a hot drink must be provided.</p>	<p><i>Observations</i></p>
 	<p>In addition to the provision of welfare facilities, regular maintenance, cleaning, and where necessary, emptying of them will be required.</p>	<p><i>Observations</i></p>

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Fire Precautions & Emergency Preparedness

	<p>Flammables such as fuels and gasses shall be stored and used away from sources of ignition. Smoking shall be permitted in designated areas only Flammable wastes shall be kept to a minimum and stored in covered skips</p>	<p><i>Observations</i></p>
	<p>Flammable chemicals shall be clearly marked with EN conforming safety labels</p>	<p><i>Observations</i></p>
	<p>All buildings, offices, storage units and process cabins shall be equipped with the appropriate fire extinguisher conforming to BS EN 3 or BS 6165. All fire extinguishers must be inspected and certified by a competent person annually. Only attempt to tackle fire if it is safe to do so.</p>	<p><i>Observations</i></p>
	<p>All potentially explosive atmospheres shall be identified and the required control measures shall be clearly communicated to all. Only authorised personnel are permitted to work with potentially explosive atmospheres.</p>	<p><i>Observations</i></p>
	<p>Fire escape routes and muster points shall be clearly identified, with due considerations to lighting etc. in times of poor visibility.</p>	<p><i>Observations</i></p>
	<p>A means of raising alarm shall be provided. Type and means of operation shall depend on site circumstances Refer to site specific emergency plan.</p>	<p><i>Observations</i></p>
	<p>Appropriate spill response facilities must be available. Take prompt action in the event of any spillage. Refer to site specific emergency plan.</p>	<p><i>Observations</i></p>









First Aid

	<p>First aid facilities shall available in site offices, decontamination units and at other site cabins, as appropriate. Contents shall be subject to regular stock check.</p>	<p><i>Observations</i></p>
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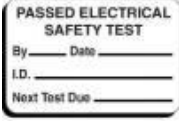





	<p>Eyewash facilities shall available in site offices, decontamination units and at other site cabins, as appropriate. Contents shall be subject to regular stock check.</p>	<p><i>Observations</i></p>
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Chemicals


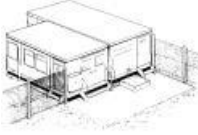
	<p>All chemicals used on site must be suitably stored so that they do not pose a risk to site staff or the environment. (Sevron COSHH management system)</p>	<p><i>Observations</i></p>
	<p>No chemicals will be allowed on site until a Material Safety Data Sheet has been received and a risk assessment has been conducted.</p>	<p><i>Observations</i></p>
	<p>All storage facilities shall be clearly identified.</p>	<p><i>Observations</i></p>
	<p>All chemical containers shall be labelled with contents and standard safety information, such as hazard classification, risk and safety phrases and safety symbol.</p>	<p><i>Observations</i></p>
	<p>Small containers of chemicals shall be kept in a locked, bunded, flameproof cabinet that contains an inventory, maximum storage allowances if applicable, and an indication of where material safety data sheets are held. Flammables and corrosives shall not be stored together.</p>	<p><i>Observations</i></p>
	<p>Larger containers such as Drums, IBC's, Bowsers shall be stored in a designated bunded area, unless internally bunded. Bunds shall be a minimum 110% stored volume and should not be allowed to fill with rainwater.</p>	<p><i>Observations</i></p>
	<p>Drums, IBC's, Bowsers etc. shall be locked when not in use.</p>	<p><i>Observations</i></p>
	<p>Where applicable emergency eyewash stations and showers shall be provided wherever chemicals are used, stored or decanted. Mains-fed units are preferable to small stored water units.</p>	<p><i>Observations</i></p>

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Electrical Safety

	<p>No control panel to be opened without a qualified electrician and independent isolation from the supply. A Permit to Work (Electrical) (SAR-PC-24) is to be issued.</p>	<p><i>Observations</i></p>
	<p>All portable electrical appliances (e.g. with a 13A plug) shall be safety (PAT) tested at least on an annual basis. 110volt (CTE) Equipment tools require a weekly check, monthly formal inspection and a PAT test every 3 months</p>	<p><i>Observations</i></p>
	<p>Fixed electrical installations, e.g. those operating on 415 volts and above or permanently hard-wired in place, must be installed by a competent electrician and certified as safe. . A Permit to Work (Electrical) (SAR-PC-24) is to be issued.</p>	<p><i>Observations</i></p>
	<p>Damaged or faulty equipment shall be immediately isolated, if safe to do so, locked off if possible, and reported to the site manager</p>	<p><i>Observations</i></p>
	<p>Hand held electrical equipment for use out of doors shall operate from an isolating transformer 110volt, centre tap to earth. <i>Refer to Standard Operating Procedure (SOP-01) Service Identification for further guidance.</i></p>	<p><i>Observations</i></p>
	<p>Contact with overhead services can be fatal</p>	<p><i>Observations</i></p>
	<p>Contact with any underground services can be fatal. <i>Refer to Standard Operating Procedure (SOP-01) Service Identification for further guidance.</i></p>	<p><i>Observations</i></p>

Decontamination facilities

	<p><small>Fig 1 - Closed design of a hygiene and food facility. Safe access to dirty areas of site through PPE and facility for shoe services.</small></p>  <p>Contaminated and clean areas shall be clearly segregated by suitable fences Contaminated and clean areas shall be clearly identified with signs. Personnel access and egress shall be through suitable decontamination facilities.</p>	<p><i>Observations</i></p>
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SITE WORKS AUDIT INSPECTION FORM

		<p>Showers and washing facilities must be included in the decontamination unit to deal with accidental contact with contaminants</p> <p>Boot washing facilities shall be provide at the dirty entrance to the decontamination facility</p>	<p><i>Observations</i></p>
		<p>Vehicle access and egress shall be through suitable decontamination facilities.</p> <p>Open wagons must be sheeted</p> <p>Vehicles wheels must be washed to remove mud. Mud must not be allowed to contaminate the highway.</p>	<p><i>Observations</i></p>





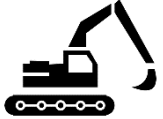

Excavations

	<p>All excavations must be fenced and clearly signed. Where practicable, excavations shall be in filled or covered when unsupervised.</p> <p>Fencing to be a minimum of 2.0m from the edge of any excavation.</p>	<p><i>Observations</i></p>
	<p>Contact with underground services can be fatal.</p> <p>Refer to Standard Operating Procedure (SOP-01) Service Identification for further guidance.</p>	<p><i>Observations</i></p>
	<p>Temporary works and excavation support should be subject to approved design as applicable.</p>	<p><i>Observations</i></p>
	<p>Approved specialist contractors should be used if Confined space access is required. Access will only be permitted to an excavation with an approved permit. see (SAR-PC-26)</p> <p>Excavations in contaminated land are considered CONFINED SPACES. Permits and access controls must be enforced.</p>	<p><i>Observations</i></p>


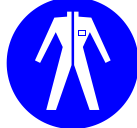


Plant and Equipment

	<p>Internal Supplied Equipment subject to compliance with Engineering and Equipment procedures. (SAR-EC)</p>	<p><i>Observations</i></p>
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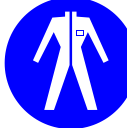
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	Operations manuals, commissioning checklists, and weekly inspections in place.	
	All plant and equipment shall meet the latest standards. Evidence of conformance to European standards should be sought from suppliers.	<i>Observations</i>
	LOLER: Lifting equipment (including chains, slings, hooks, eyebolts, crane, HIAB etc) must have a certificate of inspection, and the operator must be certified as a competent person. A weekly check of the lifting equipment will be carried out and recorded on (SAR-PC-21)	<i>Observations</i>
	All equipment that may contain or create potentially explosive atmospheres shall be identified and the required control measures shall be clearly communicated to authorised personnel. (SAR-PC-09) is to be consulted if working within potentially explosive atmospheres.	<i>Observations</i>
	Site Managers/ Site Engineers should make themselves familiar with the operation and maintenance procedures for all equipment on site (hired and internal) prior to the use of the equipment. A hard copy of any available operation and maintenance manuals should be kept on site.	<i>Observations</i>
	Weekly PUWER inspection required (SAR-PC-20) Plant and equipment register established and maintained for the duration of site works	<i>Observations</i>
	Lift plans must be completed and sent for approval to company AP using (SAR-PC-25) to all lifts taking place.	<i>Observations</i>








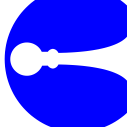
Site Apparel and Personal Protective Equipment (PPE/RPE)

		All issued PPE/RPE should be signed for and a register kept on all sites of issued PPE, appropriate training given as required in the use of issued PPE.	<i>Observations</i>
		Site staff shall dress in appropriate apparel for the work being undertaken. For all site locations and activities, the company issued uniform of cotton drill shirt and trousers must be worn. Clean company uniform and clean boots or shoes must be worn in the Site Office. NO	<i>Observations</i>


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		site PPE is allowed in Welfare and office areas.	
		Non-contaminated areas. Company uniform, ENGLOBE HI-VIZ vest, Hardhat and gloves. Steel toe capped boots.	<i>Observations</i>
		Contaminated areas. Refer to PPE assessment. As per non-contaminated areas, with the addition of boiler suit, Tyvek suit, waterproof coveralls and respiratory protective equipment as required. PPE assessment see (SAR-PC-08) RPE assessment see (SAR-PC-09)	<i>Observations</i>

Traffic and Pedestrian Controls

		Pedestrian walkways must be clearly marked and separated from vehicle traffic. Traffic management plan (SAR-PC-46) and Traffic management drawing must be in place. Consider phased working	<i>Observations</i>
		Where pedestrians may come across vehicles, suitable warning signs and traffic demarcation must be used. Traffic management plan (SAR-PC-46)	<i>Observations</i>
		Slippery surfaces and trip hazards should be avoided or removed as much as possible. If they cannot be eliminated, suitable signs or other visual indicators should be used	<i>Observations</i>
		Appropriate site traffic rules shall be established and maintained. Traffic management plan (SAR-PC-46)	<i>Observations</i>


Working near the Highway

	All works on or near a highway or pedestrian walkway shall conform to the Code of Practice: Safety at Street works & Roadwork's 2001. Such works may require a permit from the local or highway authority. Chapter 8	<i>Observations</i>
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SITE WORKS AUDIT INSPECTION FORM

	signage and fencing. Street works compliant design, competent persons.	
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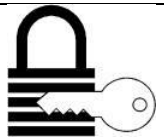


Working Near the Public

	Specific risk assessments and method statements should be considered where works might involve contact with the public. Children and the elderly or sensory-impaired are particularly at risk from entering working areas.	<i>Observations</i>
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Working at Height


	All scaffolds must meet the requirements of EN39, BS5974, 1990, Work at Height Regulations 2005 and, the CDM 2015 Regulations, and be inspected by a competent person prior to use, after modification and every seven days thereafter.	<i>Observations</i>
	Ladders should be used for access to a workplace only and must not be used as a working platform. Ladders should be tied, firmly footed and free from defects. WAH assessments to be undertaken for all operations. Compliance with Work at Height Regulations 2005 required	<i>Observations</i>

Waste Management

 NO FIRES	 NO SOLVENTS	Fires must not be lit or permitted in skips or waste containers. Liquid wastes must not be poured into skips or waste containers. Refer to (SOP-06) Management and Waste Hierarchy for further guidance.	<i>Observations</i>
 RECYCLABLE ALUMINIUM ONLY		Recyclable materials should be separated wherever practicable (consider Waste hierarchy) Skips shall be locked when not in use to prevent fires, entrapment and unauthorised dumping. Refer to (SOP-06) Management and Waste Hierarchy for further guidance.	<i>Observations</i>
		All skips must be covered and clearly marked with contents and CLP symbols Care shall be taken to prevent spillage and pollution.	<i>Observations</i>



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		Waste shall only be removed by licensed carriers. Duty of care audit required on all Waste carriers.	
 <p>Cyfoeth Naturiol Cymru Natural Resources Wales</p>	All sites producing Hazardous Wastes must be registered with the Environment Agency/SEPA/NRW as applicable.	<i>Observations</i>	



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OVERALL ASSESSMENT OF SITE

Comments and Observations not Covered in the Checklist:

Initial findings report will be left on site at completion of Audit setting out remedial actions and action timescales.



SITE WORKS AUDIT INSPECTION FORM

		SHEQ AUDIT INSPECTION INITIAL FINDINGS REPORT On completion of remedial actions please copy to SHEQ Auditor.			
		Page	1	of	
Site Name /Location		Contract No.		Date	
Item No.	Location of and Items Requiring Action	Action CAT 1,2,3		Date Remedied	
Action Category <u>Classification 1</u> Items requiring IMMEDIATE ACTION i.e. within 24hrs Action Category <u>Classification 2</u> Items requiring PROMPT ACTION . i.e. within 48hrs Action Category <u>Classification 3</u> Items requiring action within 7 days					
Remarks:					
Signed (Person Compiling Report) Auditor:					
Copies to:		Name of Person Seen on Site			
SHEQ Manager/ Auditor		Designation i.e Site Engineer			
Regional Director		Signature			



SITE WORKS AUDIT INSPECTION FORM

References and Key legislation.

The Health & Safety (Consultation With Employees) Regulation 1996
The Health & Safety (Information for Employees) Regulations 1989
The Employers Liability (Compulsory Insurance) Act 1969 regulations 1998
The Construction (Design & Management) Regulations 2015
Safety Signs & Signals Regulations 1996
Pollution Prevention and Control (PPC) (England and Wales) Permitting 2009
The Waste Management Licensing (Scotland) Regulations 2008
The Workplace (Health, Safety & Welfare) Regulations 1992
Highly Flammable Liquids & Liquefied Petroleum Gasses Regulations 1972
The Dangerous Substances and Explosive Atmospheres Regulations 2002
The Fire Precautions Regulatory Reform (Fire Safety) Order 2005
Health & Safety (First Aid) Regulations 1981
The Control of Substances Hazardous to Health Regulations (C.O.S.H.H.) 2002 and 2005
The Chemical Hazard Information for Packaging & Supply Regulations (C.H.I.P.) 2002 plus 2005 amendment
EH40 Occupational Exposure Limits
The Control of Pollution (Oil Storage) (England) Regulations 2001
HS(G)107 Maintaining Portable and Transportable Electrical Equipment
The Electricity at Work Regulations 1989
HS(G)85 Electricity at Work - Safe Working Practices
HS(G)141 Electrical Safety on Construction Sites
HS (G)S6 Avoidance of Danger from Overhead Electrical Lines
HS(G)47 Avoiding danger from underground services
The Protection of Workers and the General Public during the Development of Contaminated Land - HS G (1990).
The Highway Code
The Confined Spaces Regulations 1997
The Provision & Use of Work Equipment Regulations (P.U.W.E.R) 1998
The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R) 1998
The Personal Protective Equipment Regulations 1992
The Waste Management Regulations 1996
Waste Management - The Duty of Care - DEFRA Code of Practice
Hazardous Waste (England and Wales) Regulations 2005 amended 2009

Additional Legislation and Regulations considered by this Audit inspection:

The Health and Safety at work act (HASAWA 1974)
The Environmental Protection Act (EPA) 1990
The New Roads and Street Works Act 1991
The Construction (Head protection) Regulations 1989
The Display Screen Equipment Regulations 1992
The Lead at Work Regulations 2002
The Manual Handling Regulations 1992
The Vibration at work Regulations 2005
The Work at Height Regulations (WAH) 2005 and amended 2007
The Pressure Systems Safety Regulations 2000
The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013
The Site Waste Management Plans Regulations 2008
Trade Effluent (Prescribed Processes and Substances) (Amendment) Regulations 1990