Health and safety audit checklist

CHECKLIST

Mark each item OK, action needed or N/A. Record actions with an owner and a date.

Site / workplace		**Principal contractor / employer**	
Audited by		**Date**	

Management and documents

Check	OK	Action	N/A	Notes / location
Written health and safety policy available and current (required with five or more employees)	☐	☐	☐	
Risk assessments cover the current activities and have been reviewed	☐	☐	☐	
Method statements in place for high-risk tasks and match the work being done	☐	☐	☐	
Construction phase plan in place and up to date (construction projects)	☐	☐	☐	
Everyone on site has had a site induction, with a signed record	☐	☐	☐	
Training and competence records or cards checked for a sample of workers	☐	☐	☐	
Permits to work in use where required (hot work, confined spaces, live services)	☐	☐	☐	
Toolbox talks delivered and recorded	☐	☐	☐	
Accident, incident and near-miss records kept and investigated	☐	☐	☐	
Actions from the last audit and recent inspections closed or progressing	☐	☐	☐	
Health and safety law poster displayed or leaflets given to workers	☐	☐	☐	
Employers' liability insurance certificate available	☐	☐	☐	

Site set-up and welfare

Check	OK	Action	N/A	Notes / location
Site boundary fenced and secured against unauthorised access	☐	☐	☐	
Signs at entrances show site rules and required PPE	☐	☐	☐	
Signing-in system in use for workers and visitors	☐	☐	☐	
Pedestrian routes separated from vehicles and plant	☐	☐	☐	
Toilets clean, lit, and with running water, soap and drying	☐	☐	☐	
Washing facilities near toilets and changing areas	☐	☐	☐	
Drinking water available	☐	☐	☐	
Rest area with seating, tables and a way to heat food	☐	☐	☐	
Somewhere to dry and store clothing	☐	☐	☐	
First-aid kit stocked and first-aider or appointed person named	☐	☐	☐	
Emergency contact numbers and nearest A&E displayed	☐	☐	☐	

Working at height

Check	OK	Action	N/A	Notes / location
Work at height avoided where reasonably practicable	☐	☐	☐	
Work at height planned, supervised and done by competent people	☐	☐	☐	
Edge protection at slab edges, roof edges, openings and stairwells	☐	☐	☐	

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Check	OK	Action	N/A	Notes / location
Floor openings covered, fixed and marked	☐	☐	☐	
Mobile towers erected by trained people and inspected	☐	☐	☐	
Ladders and stepladders used only for short, low-risk tasks and in good condition	☐	☐	☐	
Fragile roofs and rooflights identified and protected	☐	☐	☐	
Measures to stop materials and tools falling on people below	☐	☐	☐	
Mobile elevating work platforms used by trained operators with a rescue plan	☐	☐	☐	

Scaffolding

Check	OK	Action	N/A	Notes / location
Scaffold designed or erected to a recognised configuration by competent scaffolders	☐	☐	☐	
Scaffold inspected before first use, at least every 7 days and after bad weather	☐	☐	☐	
Scaffold inspection reports or tags up to date	☐	☐	☐	
Guardrails, toe boards and brick guards complete	☐	☐	☐	
Platforms fully boarded with no gaps or trip hazards	☐	☐	☐	
Safe access by ladder or stair, secured and extending above the landing	☐	☐	☐	
Incomplete scaffold sections signed and blocked off	☐	☐	☐	
No overloading with materials	☐	☐	☐	
No unauthorised alterations	☐	☐	☐	

Excavations

Check	OK	Action	N/A	Notes / location
Underground services located, marked and checked before digging	☐	☐	☐	
Sides supported, battered or stepped to prevent collapse	☐	☐	☐	
Excavation inspected by a competent person at the start of each shift	☐	☐	☐	
Excavation inspection reports completed and kept on site	☐	☐	☐	
Barriers to stop people, vehicles and materials falling in	☐	☐	☐	
Spoil and materials kept back from the edge	☐	☐	☐	
Safe means of getting in and out	☐	☐	☐	
Stop blocks for vehicles tipping into excavations	☐	☐	☐	
Water and fumes controlled; air quality checked where needed	☐	☐	☐	

Plant and equipment

Check	OK	Action	N/A	Notes / location
Plant operated only by trained, authorised operators	☐	☐	☐	
Daily pre-use checks done and recorded	☐	☐	☐	
Lifting equipment thoroughly examined at the required intervals, with reports available	☐	☐	☐	
Lifting operations planned, with a lift plan where needed	☐	☐	☐	
Lifting accessories marked and in date	☐	☐	☐	

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Check	OK	Action	N/A	Notes / location
Guards fitted on machinery and power tools	☐	☐	☐	
Reversing controls in place: banksman, cameras, alarms or one-way routes	☐	☐	☐	
Keys removed from unattended plant	☐	☐	☐	
Plant and equipment maintained, with records	☐	☐	☐	

Electrical safety

Check	OK	Action	N/A	Notes / location
Temporary electrical supply installed and inspected by a competent electrician	☐	☐	☐	
Reduced-voltage (110V) or battery tools used where possible	☐	☐	☐	
Portable tools and leads inspected, with defective items removed	☐	☐	☐	
Cables routed to avoid damage and trip hazards	☐	☐	☐	
Distribution boards closed, labelled and protected from weather	☐	☐	☐	
Existing live services identified and isolated or protected	☐	☐	☐	
Overhead power lines identified, with barriers or goalposts where plant works nearby	☐	☐	☐	

Fire

Check	OK	Action	N/A	Notes / location
Fire risk assessment for the site in place and reviewed as work progresses	☐	☐	☐	
Fire escape routes clear, signed and lit	☐	☐	☐	
Fire alarm or warning system works and is tested	☐	☐	☐	
Fire extinguishers at fire points, in date and accessible	☐	☐	☐	
Hot work permits used, with fire watch after work	☐	☐	☐	
Flammable materials and gas cylinders stored away from ignition sources	☐	☐	☐	
Waste removed regularly; no build-up of combustible material	☐	☐	☐	
Fire drills held and assembly point known	☐	☐	☐	
Site accommodation built and placed to limit fire spread	☐	☐	☐	

Hazardous substances (COSHH)

Check	OK	Action	N/A	Notes / location
Hazardous substances on site identified, with safety data sheets available	☐	☐	☐	
COSHH assessments completed for substances and processes in use	☐	☐	☐	
Dust controlled at source: water suppression or on-tool extraction	☐	☐	☐	
Respiratory protective equipment suitable and face-fit tested	☐	☐	☐	
Asbestos survey available before work on existing buildings	☐	☐	☐	
Substances stored safely, labelled and in suitable containers	☐	☐	☐	
Health surveillance in place where required	☐	☐	☐	
Users trained on the hazards and controls	☐	☐	☐	

Manual handling

Check	OK	Action	N/A	Notes / location
Hazardous manual handling avoided where reasonably practicable	☐	☐	☐	
Manual handling risk assessments for heavy or awkward loads	☐	☐	☐	
Lifting aids available and used (trolleys, hoists, vacuum lifters)	☐	☐	☐	
Materials ordered in smaller or lighter units where possible	☐	☐	☐	
Deliveries placed close to where materials are used	☐	☐	☐	
Workers trained in safe handling techniques	☐	☐	☐	

PPE

Check	OK	Action	N/A	Notes / location
PPE requirements set out in risk assessments and site rules	☐	☐	☐	
Head protection, safety footwear and hi-vis worn where required	☐	☐	☐	
Eye, hearing, hand and respiratory protection used for the tasks that need it	☐	☐	☐	
PPE in good condition and replaced when damaged	☐	☐	☐	
PPE provided free of charge to workers	☐	☐	☐	
Spare PPE available for visitors	☐	☐	☐	
Workers know how to use, store and check their PPE	☐	☐	☐	

Housekeeping and access

Check	OK	Action	N/A	Notes / location
Walkways, stairs and access routes clear of materials and waste	☐	☐	☐	
Materials stacked stably and stored in designated areas	☐	☐	☐	
Waste segregated and skips not overfilled	☐	☐	☐	
Trailing cables and hoses routed or covered	☐	☐	☐	
Adequate lighting in work areas and access routes	☐	☐	☐	
Nails, offcuts and sharp objects cleared	☐	☐	☐	
Spills cleaned up and wet areas signed	☐	☐	☐	
Mud and debris kept off the public road	☐	☐	☐	

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