

Appendix A – Site Safety Tour (including Environmental Inspection)

Project Number/Title:		Strategic Business Unit:	
Location:		Date:	
Tour carried out by:		Delivery Unit:	
Site Contact:		Date of Tour:	
BB or Subcontractor:		Subcontractor:	
SSOW Ref:		Revision:	
Check List Key	Meets or exceeds Company Standards	☒	Below Company Standards
		☒	Not Applicable
			NA

INSPECTION AREAS / CONTENTS

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Ref.	Inspected Item	Check
A - EFFECTIVENESS OF DELEGATED HSES DUTY HOLDERS		
A-1	Responsible Person for Fire Safety	
A-2	COSHH Co-ordinator	
A-3	Authorised Engineer / Person	
A-4	First Aid Personnel	
A-5	Lifting Operations Appointed Person	
A-6	Authorising Person (AWNES)	
A-7	Manual Handling Competent Person	
A-8	People, Vehicle and Plant Co-ordinator	
A-9	Traffic Safety and Control Officer	
A-10	Temporary Works Coordinator	
A-11	Emergency Response Team Leader	
A-12	Nominated Fuelling Representatives	
A-13	Waste Manager	
A-14	Fire Marshal	
A-15		
A-16		

Ref.	Inspected Item	Check
B - ACCESS AND SEGREGATION ARRANGEMENTS		
B-1	Is the reception/entrance area clean and are notices in order?	
B-2	Are members of the public prevented from accessing the site?	
B-3	Are members of the public protected and segregated from the works?	
B-4	Are road vehicles following the traffic control measures?	
B-5	Are safe walking routes clearly defined and clear from obstructions?	
B-6	Are pedestrian crossings clear and well-marked to adequately warn drivers?	
B-7	Are all the site lights operational?	
B-8	Are the ground and floor surfaces in sound condition?	
B-9	Is there adequate vehicle and pedestrian segregation?	
B-10	Are any segregation and exclusion zone measures in place robust and clearly defined?	
B-11	Are speed limiting devices in place? (e.g. signs, speed bumps)	
B-12	Are traffic routes used by vehicles clear of obstructions?	
B-13	Are all vehicles reverse parked?	
B-14	Are pedestrian crossing points well lit, marked and clear of obstructions?	
B-15	Are measures to address blind spots in place and adequate?	
B-16	Are there adequate direction signs to buildings, entrances and safe areas?	
B-17		
B-18		

Ref.	Inspected Item	Check
C - WELFARE/OFFICE AREAS		
C-1	Drying rooms	
C-2	Are the tops of lockers/filing cabinets/ cupboards clear of stored items?	
C-3	Is the area clear of broken or damaged equipment lying around?	
C-4	Is all portable electrical equipment and visible cabling in good order?	
C-5	Are properly designed steps available for reaching heights?	
C-6	Are buildings in good general condition and state of repair?	
C-7	Are passageways, traffic routes, clear of tripping hazards?	
C-8	Are floor surfaces in offices, corridors and stairs in an acceptable condition?	
C-9	Are rubbish receptacles emptied regularly?	
C-10	Are desks/worktops intact and are desks clean?	
C-11	Is the lift in a clean condition with all notices in order?	
C-12	Are the kitchen areas clean and tidy, with any spills being cleaned up?	
C-13	Are their seats (with backs) provided for resting and eating food?	
C-14	Are the toilet and shower areas clean and tidy with any spills being cleaned up?	
C-15	Are toilets properly stocked with toilet paper, soap and paper towels?	
C-16	Are there suitable provisions for washing and drying hands?	
C-17	Are food preparation areas clean and suitable for use?	
C-18	Is the heating, lighting and ventilation in working order?	
C-19	Is there an adequate means to heat food that is functioning correctly?	
C-20	Is there an adequate supply of hot, cold and drinking water?	
C-21		
C-22		

Ref.	Inspected Item	Check
D - STORES/WORKSHOP AREAS		
D-1	Stores layout & housekeeping	
D-2	Small tools & electrical equipment	

D-3	Lifting accessories	
D-3	Safety harnesses	
D-4	COSHH materials	
D-5	Flammable liquids, LPG, other gases	
D-6		
D-7		

Ref.	Inspected Item	Check
E - WORKSHOP EQUIPMENT		
E-1	Is plant and equipment within the test date?	
E-2	Are guards securely fitted to enclose moving parts, serviceable and effective?	
E-3	Are electrically powered tools and trailing leads in good serviceable order?	
E-4	Do all lifting accessories have evidence of examination (tag or certificate)?	
E-5	Is all vibrating portable tools fitted with a coloured HAV tag?	
E-6	Is Local Exhaust Ventilation fully operational and in date?	
E-7	Are all items of machinery securely mounted and have they been inspected?	
E-8	Are all COSHH items properly marked and accompanied by a valid assessment?	
E-9	Are records of statutory inspection up to date and relevant?	
E-10		
E-11		

Ref.	Inspected Item	Check
F - SITE ACTIVITIES/CONTROLS / WORK AREA		
F-1	Site perimeter	
F-2	Traffic and pedestrian management	
F-3	Site tidiness	
F-4	Are all walkways adequately marked and clear of obstructions?	
F-5	Are all items correctly stored (in suitable areas or containers)?	
F-6	Are all floor surfaces and steps in good repair and free from contamination?	
F-7	Are all guard rails in good order and fit for purpose?	
F-8	Are all the lights in the work area working?	
F-9	Are inspection pits tidy and free from contamination such as oil and grease?	
F-10	Are there measures in place to prevent falls into open pits	
F-11	Is all workplace lighting in working order (e.g. pit lights, local task lights)?	
F-12	Is the area of work clear of litter, and have means to dispose of waste been provided?	
F-13	Plant & equipment	
F-14	Lifting operations	
F-15	Excavations/ Cofferdams	
F-16	Scaffolding	
F-17	Mobile towers	
F-18	Powered access equipment	
F-19	Confined spaces	
F-20	Floor openings & edge protection	
F-21	Temporary electrical supplies	
F-22	Overhead services	
F-23	Underground services	
F-24	Permanent electrics	
F-25	Hand arm vibration	
F-26	Manual handling	
F-27	Personal protective equipment	
F-28	Temporary traffic management	
F-29	Temporary works	

F-30	Hoarding	
F-31	Work at Height	
F-32	Hot Works	
F-33	Safety Signage	
F-34	Environmental Noise & Vibration	
F-35	Air and dust pollution	
F-36	Waste management	
F-37	Fuels and oils	
F-38	Adequacy of spill kits	
F-39	Work in / near watercourses and flood plains	
F-40	Ecology, archaeology & heritage	
F-41	Invasive weeds	
F-42	Consents / licences / permits / etc.	
F-43	Contaminated land	
F-44	Condition of local roads	
F-45	Community relations	
F-46		
F-47		

Ref.	Inspected Item	Check
G - STORAGE AREAS		
G-1	Are the storage areas secure, properly marked and in an orderly fashion?	
G-2	Are items stored in an appropriate way (e.g. stacked safely and no leaners?)	
G-3	Are heavy items stored at a suitable height to avoid reaching up?	
G-4	Do all the lights work in the storage area?	
G-5	Are hazardous items stored in appropriate containers (e.g. cylinders or batteries)	
G-6	Are all walkways free from any loose equipment or contamination?	
G-7		
G-8		

Ref.	Inspected Item	Check
H - DOCUMENTATION		
H-1	Is the notice board displaying up to date safety information (e.g. Policies, HSE Poster etc.)?	
H-2	Does the visitor's induction contain all the up to date details? (e.g. first aiders)	
H-3	Is there a documented up to date Depot Plan showing key H&S arrangements?	
H-4	Is there an adequate signing in system for visitors on site with arrangements for inducting and accompanying visits?	
H-5	Are methods available for reporting close calls / observations and best practices?	
H-6	Are records of statutory inspections up to date and relevant?	
H-7	Are there posters for the close calls / observations' app displayed?	
H-8	Is Golden Rules information present on site?	
H-9	Is Right First-Time literature present?	

Ref.	Inspected Item	Check
I - EMERGENCY ARRANGEMENTS		
I-1	Are emergency arrangements clear and understood (e.g. First aid, Fire, evacuation)?	
I-2	Are emergency contact details prominently displayed and up to date? (Incl. first aiders and fire marshals)	
I-3	Are there trained first aiders and fire marshals on duty?	
I-4	Is first aid equipment provided which is accessible by all staff?	
I-5	Is there an accessible eye wash station containing at least two bottles?	
I-6	Are all first aid kits and eye wash stations stocked and in good condition?	
I-7	Is there suitable firefighting equipment available for immediate use?	
I-8	Are all fire extinguishers in good condition and within their inspection date?	
I-9	Are there spill kits in close proximity to vulnerable areas?	

I-10	Has the fire alarm system been tested in the last 7 days?	
I-11	Is the evacuation route clear of obstructions?	
I-12	Is the Staff Assembly Point and evacuation routes accessible and clear of obstructions?	
I-13	Is the assembly point suitably located considering the planned work?	
I-14	Are fire exits kept clear of obstructions?	
I-15	Are all areas clear of loose combustible materials?	
I-16		
I-17		

Ref.	Inspected Item	Check
J - PREPARING FOR WORK		
J-1	Is there a suitable site induction and or pre-works briefing in place?	
J-2	Are the risks and controls identified clear, understood and briefed?	
J-3	Is the site being adequately supervised and/or monitored?	
J-4	Are protection measures adequate for the works undertaken (limits / isolation)?	
J-5	Are there copies of the necessary documents (e.g. Section 61, Lift Plans)	
J-6	Do operatives hold the relevant training and competencies?	
J-7	Is there a documented / approved SSoW in place for the works?	
J-8	Is there a means to report accidents, incidents and close calls?	
J-9	Are all the necessary tools, plant and equipment available, inspected and fit for purpose?	
J-10	Is everybody aware of the accident, incident & close call reporting procedure?	
J-11	Have unplanned risks been adequately controlled?	
J-12		
J-13		

Ref.	Inspected Item	Check
K – SAFETY TOUR		
K-1	Number of people spoken to:	
K-2	What conversation did you have about the Behavioural Safety Programme?	
K-3	What conversation did you have about the risks present?	
K-4	What works were being carried out at the time?	
K-5	Who did you speak to?	
K-6	What did you see that could be shared by others (good process, specific risk controls, equipment in use)? (Record in section M)	
K-7	Examples of good site control (housekeeping, supervision, segregation etc) (Record in section M)	
K-8	Who should be recognised for demonstrating safety leadership on site?	
K-9	What conversation did you have about how the site could be improved?	
K-10	What risks were present that were not being adequately controlled?	
K-11	What Unsafe Acts did you have to Correct?	
K-12	What Unsafe conditions did you pick up?	
K-13	What did you see that should be shared with the rest of the business?	
K-14	What Risk Elimination measures were witnessed?	
Notes:		

Ref.	Inspected Item	Check
L - OTHER CONTRACT SPECIFIC ITEMS (SPECIFY)		
L-1		
L-2		
L-3		
L-4		

L-5		
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M – POSITIVE FINDINGS & ACTIONS		
Ref.	Details of any Positive Actions or points of interest	Details of any follow up action

All items found to be below company standards must be referenced below, along with actions required to remedy substandard conditions, a priority category according to the potential for injury/damage (see table below), and a person accountable for completion of the actions. When all actions required are complete, the completion date should be filled in to signify this.

N – SUBSTANDARD CONDITIONS & ACTIONS				
Ref.	Description of substandard condition & action required	Priority	Accountable Person	Date Actioned

PRIORITY	DEFINITION	ACTION
1 (Major / High Potential)	Substandard action or condition with the potential to result in fatal or major injury, or serious damage to equipment, infrastructure or environment.	Operations must cease immediately until the situation is rectified and restart is authorised by the Site Lead.
2 (Medium Potential)	(a) Substandard action or condition with the potential to result in significant other injuries (i.e. minor) or minor damage to equipment, infrastructure or environment OR (b) No work being carried out but there is a substandard condition with the potential to result in fatal/major injury, or serious damage to equipment, infrastructure or environment.	Either (a) Operations which are creating hazards of a less serious nature must cease, or (b) No work being carried out but prior to recommencement then points raised within this report must be addressed.
3 (Minor / Low Potential)	Substandard action or condition, which, whilst not resulting in injury or damage, falls below the requirements and standards, set by the Company.	Action required as soon as practicable.

	Name (Print)	Signature	Date
All remedial actions certified as complete – (Site Lead)			

