GC20 Mobile workforce checklist

Company name		Project title	
Location		Contract no.	

Overview

What you need to know

In order to provide mobile workers, including lone and out-of-hours workers, with a safe working environment, means of getting to and from the work location, suitable welfare facilities and the appropriate tools and materials for the job, planning and a risk assessment must be undertaken before work begins.

What you need to do

Prepare a risk assessment, considering what resources are needed to complete the job safely. Liaise with workers and others involved, ensuring all hazards are identified and suitable controls are in place to eliminate or reduce the risks.

Significant hazards and risks

Safety	Yes	No	N/A
1. Is it a safe working area with pedestrians and vehicles segregated?			
2. Is temporary traffic lighting and street signage needed?			
3. Is there a secure working area with materials storage and waste area?			
4. Is there adequate access to and egress from the area in the event of an emergency?			
5. Is there a suitable fire emergency plan, sounder, fire extinguishers and communications?			
6. In the case of lone workers, is the work suitable for one person alone (such as manual handling)?			
Health	**Yes**	**No**	**N/A**
7. Has an adequate risk assessment been prepared for the tasks to be undertaken?			
8. Have welfare facilities been provided or arranged with the client?			
9. Are there any hazardous substances being used – COSHH?			
10. Has a member of the group received first-aid training?			
11. Has a suitable first-aid kit been provided, with information on reporting accidents?			
Environment	**Yes**	**No**	**N/A**
12. Are there any watercourses nearby?			
13. Does any wildlife (animals and vegetation) need to be considered?			
14. Is there potentially contaminated land?			
15. Is there a potential for contamination by the work activity (and, if so, are spill kits provided, for example)?			
Managerial/supervisory tasks (including pre-planning)	**Yes**	**No**	**N/A**
16. Is there a suitable and sufficient planned scheme of work for what is proposed?			
17. Have the risk assessments been reviewed and found to be task or site specific?			
18. Has the correct transport and equipment been provided?			
19. Have welfare facilities been arranged for the site or with the client?			
20. Have the workers got adequate personal protective equipment (PPE) and any additional equipment (such as eye protection)?			

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GC20 Mobile workforce checklist *continued*

Training/knowledge/competency requirements	Yes	No	N/A
21. Do the workers have the required skills for the tasks to be undertaken (are they competent)?			
22. Are CSCS or similar qualification cards required for the project?			
23. Is someone available to give toolbox talks?			
24. Will the works undergo a safety inspection during their operation?			
Safe systems of work/basic control measures	**Yes**	**No**	**N/A**
25. Has a point of work risk assessment been completed?			
26. Is there a procedure to update documentation during the works?			
27. Are employees empowered to take action if additional control measures are needed?			
28. Are procedures in place to maintain regular contact with lone workers (for example, calling in every two hours to confirm safety)?			
Specific regulatory or special requirements	**Yes**	**No**	**N/A**
29. Are contact information and safeguards in place for lone workers?			
30. If necessary, is a rescue plan in place (such as for rescue from a trench)?			

Further information

- HSE publication *Provision of welfare facilities during construction work* (CIS59).
- HSE publication *Working alone, health and safety guidance on the risks of lone working* (INDG73).

Comments

Name		Position		Signature		Date	

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