GC01 Site organisation checklist

Company name		Project title	
Location		Contract no.	

Overview

What you need to know

In order that a construction site can be set up correctly to meet the requirements of the size and complexity of the project, there are many factors to be taken into consideration. The checklists below identify some of the significant hazards and risks to be considered.

What you need to do

Use the information detailed in the construction phase plan to tailor the site set-up to meet the needs of the construction project (for example, existing building(s), contamination and demolition).

Significant hazards and risks

Safety	Yes	No	N/A
1. Can safe working areas be provided, with pedestrians and vehicles segregated?			
2. Is there a secure working area and areas for storage of materials and waste skips with suitable access for deliveries and removals?			
3. Are there adequate emergency escape routes from all areas of the site and suitable assembly areas?			
4. Is there a suitable fire plan, sounder, fire extinguishers and communication?			
5. Are there rescue plans for high risk activities (such as excavations and work at height)?			
Health	**Yes**	**No**	**N/A**
6. Have adequate risk assessments been prepared for the tasks to be undertaken?			
7. Have welfare facilities been arranged for the site that are suitable for the anticipated tasks and number of workers, and available from day one?			
8. Are there any hazardous substances being used – COSHH?			
9. Are measures in place to prevent, minimise and control all work activities which create dust?			
Environment	**Yes**	**No**	**N/A**
10. Are any watercourses or other potential pollution receptors nearby?			
11. Does any wildlife (animals and vegetation) need to be considered?			
12. Is there potential for contaminated land?			
13. Is there potential for the work activity to cause pollution (such as spills, noise, dust and light) and are spill kits available?			
14. Has segregation of waste been considered to support waste reduction, recycling and reuse?			
Managerial/supervisory tasks (including pre-planning)	**Yes**	**No**	**N/A**
15. Has the construction phase plan been prepared and approved for work to begin?			
16. Have the risk assessments been reviewed and found to be task/site specific?			
17. Has a traffic management plan been prepared, with pedestrian segregation?			
18. Is the level of supervision and monitoring of work sufficient?			
Training/competency requirements	**Yes**	**No**	**N/A**
19. Have competency assessments been undertaken for contractors being used?			
20. Do the supervisors and workers have the required skills and training records for the tasks to be undertaken?			
21. Do managers, supervisors and workers hold required competency cards (such as CPCS, CSCS and/or alternative schemes)?			

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GC01 Site organisation checklist *continued*

Significant hazards and risks *continued*			
Safe systems of work/basic control measures	**Yes**	**No**	**N/A**
22. Have high risk activities been identified, and associated control measures implemented to minimise the risks to an acceptable level? Do they include risks to those implementing control measures (such as those erecting edge protection)?			
23. Have the method statements and risk assessments been approved prior to contractors commencing work on site?			
24. Is there a procedure to update documentation during the works, which is detailed as part of a competency check?			
25. Are employees empowered to take action if they feel additional control measures are needed, and are measures in place for effective worker engagement?			
Specific regulatory or special requirements	**Yes**	**No**	**N/A**
26. Are there registers on site for statutory inspections (such as scaffolding or excavations)?			
27. Are there any high-risk activities that may require rescue plans (such as work at height)?			
28. Have electrical installations been completed and tested by competent contractors?			
Comments			

Name		Position		Signature		Date	

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