

CDM & PROJECTS FOR DOMESTIC CLIENTS

This document provides guidance for domestic clients and contractors employed by domestic clients. Please note that this document is for guidance only and all clients and contractors should obtain the appropriate guidance and advice when undertaking any construction project. Further information is also available from the Health and Safety Executive at www.hse.gov.uk

Domestic Clients & CDM 2015

What Domestic clients need to do...?

This document has been created to provide a general understanding and guidance to help domestic Clients and small Contractors working for domestic Clients.

The Construction (Design & Management) Regulations 2015 (CDM) places a number of duties on construction clients, even if they are carrying out work in a domestic situation.

The aim of the CDM 2015...?

The aim of the legislation is to make health and safety an essential part of the design and building process which is known to be a high risk industry in terms of health and safety.

What is a Domestic Client...?

A Domestic Client is someone who has construction work done on their own home, or the home of a family member which is not in connection with a business, and those domestic clients have duties under CDM 2015.

Local Authorities, Housing Associations, Charities, Landlords and other businesses may own domestic properties but they are not a domestic client for the purposes of the CDM Regulations.

If the work is in connection with a business attached to domestic premises, such as a shop, the client is not a domestic client

What should a Domestic Client do...?

A Domestic Client is not required to carry out the duties placed on commercial clients. Where the project involves:

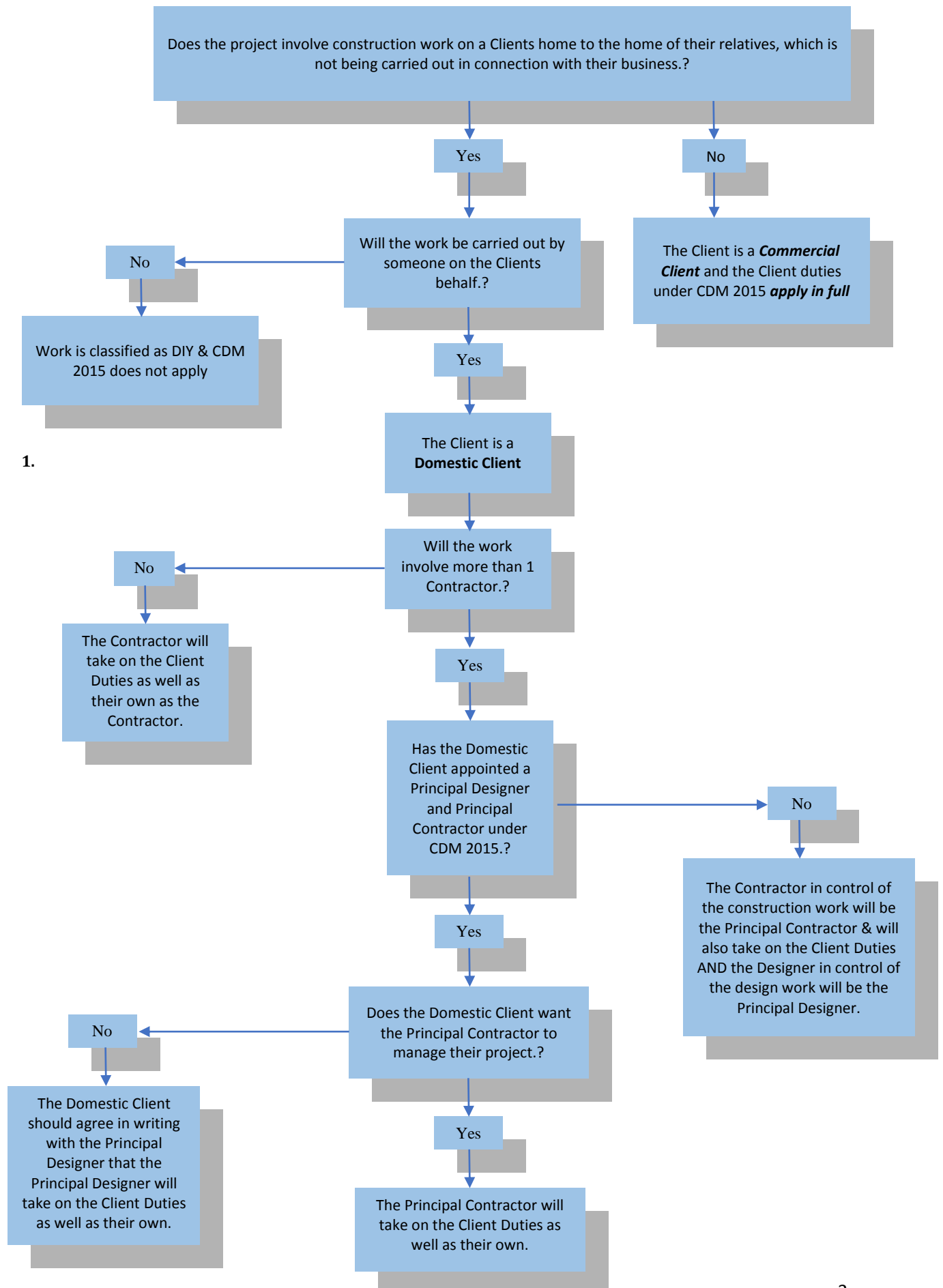
Only one Contractor, the Client duties must instead be carried out by the contractor as well as the duties they already have as contractor for the project. In practice, this should involve doing little more to manage the work to ensure health and safety

More than one Contractor, the Client duties must be carried out by the Principal Contractor as well as the duties they already have as Principal Contractor. If the Domestic Client has not appointed a Principal Contractor then the duties of the Client will be carried out by the Contractor in control of the construction work.

In many situations, domestic clients wishing to extend, refurbish or demolish parts of their own property will, in the first instance, engage an architect or other designer to produce possible designs for them. It is also recognised that construction work does not always follow immediately after design work is completed.

If they wish, a Domestic Client has the flexibility of agreeing with their Designer (in writing) that the Designer co-ordinates and manages the project, rather than this role automatically passing to the Principal Contractor. Where no such agreement is made, the Principal Contractor will automatically take over the project management responsibilities.

How CDM 2015 applies to a Domestic Client:



CDM Regulations 2015 made easy for Domestic Projects

Section 1

ALL projects must have:

Workers with the right skills, Knowledge, training & experience

Contractors providing appropriate supervision, instruction and training

A written Construction Phase Plan

Section 2

Projects where more than one Contractor is involved:

Section 1 plus:

Principal Designer & Principal Contractor must be appointed

Need a health and safety file..?

Section 3

If works is scheduled to:

- Last longer than **30 days AND**
 - Have more than **20** workers working **simultaneously at any point** in the project
- Or**
- Exceed **500** person days

ALL sections of 1 and 2 above apply plus:

The Client must notify the Project to the HSE via a F10 Form

Your Duties as a Construction Client

Projects where there is only 1 Contractor

Where the 'Domestic' project only involves 1 contractor the Client duties specified in CDM 2015 Regulation 4(1) to (7) and Regulation 6, must be carried out by the Contractor. The Contractor must undertake these duties in addition to their own duties as a Contractor.

Those Regulations are as follows.

- Reg 4 (1) A Client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources
- Reg 4 (2) Arrangements are suitable if they ensure that the construction work can be carried out, so far as is reasonably practicable, without risks to health and safety and adequate & appropriate welfare facilities are provided
- Reg 4 (3) Clients must ensure that such arrangements are maintained throughout the project
- Reg 4 (4) A Client must provide pre-construction information as soon as practicable to every Designer & Contractor appointed.
- Reg 4 (5) A Client must ensure before construction work commences that a construction phase plan is drawn up by the contractor or principal Contractor and that the Principal Designer prepares a Project Health & Safety File.
- Reg 4 (6) A Client must take steps to ensure the Principal Designer and Principal Contractor complies with their other duties under the Regulations
- Reg 4 (7) The client must provide the Health & Safety File to any person who acquires the Client's interest in the structure (*Only if more than 1 Contractor*)
- Reg 6 Where the project must be notified the Client must submit a notice in writing to the HSE as soon as practicable before the construction phase begins

When you are selecting a contractor, you should ensure that they are aware of their duties under CDM 2015, including the client duties that they are responsible for undertaking on your behalf. For example, you should ask what they have done on previous projects.

Projects where there is more than 1 Contractor

If it is likely that the project will require more than one contractor, then you, as the Client, must appoint a Designer with control over the pre-construction phase as Principal Designer and a contractor as Principal Contractor with control over the **Construction Phase Plan**.

These appointments must be made as soon as practicable and before the construction phase begins. If you fail to make these appointments then the Designer in control of the pre-construction phase is deemed to be the Principal Designer and the Contractor in control of the construction phase is deemed to be the Principal Contractor.

In many cases a Client wishing to alter or extend their property will initially speak to a Designer about their proposals, and develop the project design in detail before considering appointing a Contractor. In such cases you may wish to appoint a suitable capable Designer in writing to carry out your duties.

If you do not decide to have a written agreement with your Principal Designer that they undertake these Client duties for you, your Principal Contractor is automatically responsible for carrying out these duties under CDM 2015.

Domestic duties passed to the Principal Contractor or Principal Designer are:

- Make suitable arrangements to manage project health & safety including allowing sufficient time & ensuring there are sufficient resources to carry out the work safely.
- Make sure that construction work can be carried out safely.
- Make sure there are suitable welfare facilities for construction workers, including toilet & washing facilities.
- Provide information in your possession about the project to all designers and contractors (e.g. existing drawings, structural reports etc.)
- Make sure the contractor or principal contractor prepares a construction phase health & safety plan.
- Make sure the Principal Designer prepares a health & safety file to give you at the end of a project. This applies where there is more than 1 contractor only

Also on projects where it is likely that there will be more than 1 contractor working, your Principal Contractor or nominated Principal Designer **MUST**, in addition to the above, make sure that they ensure that the Principal Designer & Principal Contractor comply with their duties.

The Principal Designer must:

- Plan, manage & monitor the pre-construction phase & coordinate health & safety matters to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety
- Liaise with the Principal Contractor for the duration of the Principal Designers appointment & share relevant health & safety information
- Assist you in the provision of pre-construction information
- Co-ordinate arrangements for health & safety during design & planning (pre-construction) phase

The Principal Contractor must;

- Plan, manage & monitor the pre-construction phase & coordinate health & safety matters to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety
- Liaise with the Principal Contractor for the duration of the Principal Designers appointment & share relevant health & safety information
- Make & maintain arrangements for effective cooperation of matters relating to health, safety & welfare of workers
- Consult with workers on matters that may affect their health, safety & welfare

On all projects your Contractor (where there is only 1 contractor) or your Principal Contractor (or if nominated your Principal Designer) will need to:

- Make suitable arrangements for managing the project & make sure they remain in place & are time & resources are allocated for each stage of the project,
- Be satisfied that suitable welfare facilities are provided by contractors from the start and throughout the construction phase,
- Provide pre-construction information as soon as practicable to every Designer & Contractor reviewed throughout the project, so that construction works can be carried out safely & without risk to health,
- Make sure sufficient appointed, so they can comply with their duties,
- Ensure a suitable construction phase plan is in place prior to construction beginning,
- Notify the HSE if the construction phase is likely to last longer than 500 person days or last longer than 30 days with 20 or more people on site.

Contractor Duties

Remember as a contractor for a Domestic Client you will undertake the Client duties. So you must, if you are the only Contractor for the project:

- Make suitable arrangements to manage project health & safety including allowing sufficient time & ensuring there are sufficient resources to carry out the work safely,
- Make sure that construction work can be carried out safely and review health & safety arrangements,
- Notify the HSE if the construction phase is likely to last longer than 500 person days or last longer than 30 days with 20 or more people on site,
- Make sure there are suitable welfare facilities for construction workers, including toilet & washing facilities,
- Provide information in your possession about the project to all Designers and Contractors (e.g. existing drawings, structural reports etc),
- Make sure you prepare a construction phase health & safety plan before work commences.
- Make sure the Principal Designer prepares a health & safety file to give you at the end of a project. This applies where there is more than 1 contractor only.

Notification

Notification of project to the Health and Safety Executive (HSE)

A project is notifiable under Regulation 6 if the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project;
- or*
- Exceed 500 person days.

Particulars to be notified under Regulation 6

- The date of forwarding the notice.
- The address of the construction site or precise description of its location.
- The name of the local authority where the construction site is located.
- A brief description of the project and the construction work that it entails.
- The following contact details of the client: name, address, telephone number and (if available) an email address.
- The following contact details of the principal designer: name, address, telephone number and (if available) an email address.
- The following contact details of the Principal Contractor: name, address, telephone number and (if available) an email address.
- The date planned for the start of the construction phase.
- The time allocated by the Client under Regulation 4(1) for the construction work.
- The planned duration of the construction phase.
- The estimated maximum number of people at work on the construction site.
- The planned number of contractors on the construction site.
- The name and address of any Contractor already appointed.
- The name and address of any Designer already appointed.
- A declaration signed by or on behalf of the client that the client is aware of the client duties under these Regulations. (This responsibility is taken by the contractor for a domestic client).

Notification is done at HSE web site via a F10 notification.

Client Pre-Construction Checklist

- Are you clear about your responsibilities.?
- Have you made your formal appointments.?
- Have you checked that the Principal Designer or Designer has the capability and necessary skills, knowledge, training experience & insurances to fulfil their duties.?
- Have you checked that the Principal Contractor or Contractor has the capability and necessary skills, knowledge, training, experience & insurances to fulfil their duties.?
- Have you checked that the project team is adequately resourced.?
- Has a project or Client brief been issued to the project team.?
- Has the project team been provided with information about the existing site or structure (pre-construction) information.?
- Do you have access to project-specific health and safety advice.?
- Are suitable arrangements in place to manage health and safety throughout the project.?
- Has a schedule of the key activities for the project been produced.?
- Has sufficient time been allowed to complete the key activities.?
- Where required, has an online F10 notification form been submitted to HSE to notify them of commencement of work.?
- Have you checked that a Construction Phase Plan has been adequately developed before work starts on site.?
- Are you satisfied that suitable welfare facilities have been provided before work starts on site.?
- Have you agreed the format and content of the health and safety file.?

Pre-Construction Information

What is Pre-Construction information?

Pre-construction information provides the health and safety information needed by:

- Designers and Contractors who are bidding for work on the project, or who have already been appointed, to enable them to carry out their duties
- Principal Designers and Principal Contractors in planning, managing, monitoring and co-ordinating the work of the project.
- It also provides a basis for the preparation of the Construction Phase Plan. Some material may also be relevant to the preparation of the health and safety file.

Pre-construction information is defined as **information about the project that is already in the Client's possession or which is reasonably obtainable by or on behalf of the client**. The information must:

- be relevant to the particular project,
- have an appropriate level of detail,
- be proportionate, given the nature of the health and safety risks involved.

Pre-construction information should be gathered and added to as the design process progresses to reflect new information about the risks to health or safety and how they should be managed. Preliminary information gathered at the start of the project may not be sufficient where further design and investigation has been carried out.

When pre-construction information is complete it must include proportionate information about:

- The project, such as the Client brief and key dates of the construction phase
- The planning and management of the project, such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is co-operation between duty holders and that the work is co-ordinated
- The health or safety hazards of the site, including design and construction hazards and how they will be addressed
- Any relevant information in an existing health and safety file.

The information should be in a convenient format and be clear, concise and easily understandable to allow other duty holders involved in the project to carry out their duties.

CDM 2015 Duty Holders and their duties summarised

CDM Duty Holder	Summary of role/main duties
<p>Clients: Organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> • Other duty holders are appointed; • Sufficient time and resources are allocated for the project • Relevant information is prepared and provided to other duty holders; • The principal Designer and Principal Contractor carry out their duties • Welfare facilities are provided.
<p>Domestic Clients: People who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p>	<p>Domestic Clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> • The Contractor, on a single contractor project; or; • The Principal Contractor, on a project involving more than one Contractor • The Domestic Client can choose to have a written agreement with the Principal Designer to carry out the client duties.
<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • Construction, maintenance and use of a building once it is built. • Provide information to other members of the project team to help them fulfill their duties
<p>Principal Designers: Are designers appointed by the client in projects involving more than one contractor ? They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Identifying, eliminating or controlling foreseeable risks; • Ensuring designers carry out their duties. Prepare and provide relevant information to other duty holders. • Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.
<p>Principal Contractors Are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor?</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Liaising with the Client and Principal Designer; • Preparing the Construction Phase Plan; • Organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> • Suitable site inductions are provided; • Reasonable steps are taken to prevent • Unauthorised access; • Workers are consulted and engaged in securing their health and safety; and welfare facilities are provided
<p>Contractors are those who do the actual construction work and can be either an individual or a company</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single-contractor projects, prepare a construction phase plan.</p>
<p>Workers are the people who work for or under the control of contractors on a construction site.</p>	<p>They must:</p> <ul style="list-style-type: none"> • Be consulted about matters which affect their health, safety and welfare; • Take care of their own health and safety and others who may be affected by their actions; • Report anything they see which is likely to endanger either their own or others' health and safety; • Cooperate with their employer, fellow workers, contractors and other duty holders.

Construction Phase Safety Plan

Under the Construction (Design & Management) Regulations 2015, a construction phase plan is required for every construction plan, however this does not need to be complicated.

A simple plan before the work starts is usually enough to show that you have thought about health & safety. The simple plan format provided in this document may not be suitable for more complicated or notifiable projects. Three key elements in any project will be **plan, working together and organise.**

Plan

Make a note of the key dates:

- When you'll start and finish;
- When services will be connected/disconnected;
- Build stages, such as groundwork or fit out.

You will need to find out information from the client about the property, e.g.:

- Where the services and isolation points are
- When services will be connected/disconnected
- If there is any asbestos present.

Working together

It may be useful to record the details of anybody else working on the job, including specialist companies and labourers. Explain how you will communicate with others (e.g. via a daily update), provide information about the job, coordinate your work with theirs and keep them updated of any changes, e.g.:

- To site rules;
- To health and safety information;
- What you will do if the plan or materials change or if there are any delays;
- Who will be making the key decisions about how the work is to be done.

Organise

Identify the main dangers on site and how you will control them, e.g.:

- The need for scaffolding if working at height;
- How structures and excavations will be supported to prevent collapse;
- How you will prevent exposure to asbestos and building dust;

How you will keep the site safe and secure for your client, their family and members of the public.

- Make sure that there are toilet, washing and rest facilities.
- Name the person responsible for ensuring the job runs safely.
- Explain how supervision will be provided.

Sample Project Health & Safety Plan

Your Name/Company			
Client Name & Address			
What is the job?			
Is there anything the client has made you aware of?			
Key Dates:	Start	Finish	Other
Where are your toilet, washing & rest facilities?			
WORKING TOGETHER			
Who else is on site & their contact details			
If more than one contractor who will be principal Contractor?			
How will you keep everyone on site updated during the job?			
WHAT ARE THE MAIN DANGERS ON SITE?			
		Hazard is present	What Controls do you have?
Falls from Height <ul style="list-style-type: none"> • Make sure ladders are in good condition, at the correct angle & secured • Prevent people & materials falling from roofs, gable ends, working platforms & other open edges using guardrails, midrails & toe boards 			
Collapse of Excavations <ul style="list-style-type: none"> • Shore excavations; either cover or barrier excavations to stop people and plant falling in 			
Collapse of Structures <ul style="list-style-type: none"> • Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person 			
Exposure to building dusts <ul style="list-style-type: none"> • Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask 			
Exposure to Asbestos <ul style="list-style-type: none"> • If you suspect that asbestos might be present, don't start work until a demolition/refurbishment survey has been carried out 			
Activities or workers requiring supervision <ul style="list-style-type: none"> • Who will be supervising 			

Electricity <ul style="list-style-type: none"> • Turn electricity supply and other services off before drilling into walls • Do not use excavators or power tools near suspected buried services 		
Risks to members of the public, the client and others <ul style="list-style-type: none"> • Keep the site secure to prevent unauthorised access; net scaffolds, use rubbish chutes 		
Other dangers on site		

Date:

Name:

Signature:

Attach any relevant risk assessments, drawings, training records etc.

The Health & Safety File

The Health and Safety File is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. The file however is only required for projects involving more than one contractor.

The file must contain information about the project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. Information on the following should be considered for inclusion in the file:

- A brief description of the work carried out;
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- Key structural principles (e.g. bracing, sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs; Hazardous materials used (e.g. lead paints and special coatings);
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out any subsequent work. However, the level of detail should be proportionate to the risks.

The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

Sample Method Statement

Site Address	Name:	Tel:
Client Contact	Name:	Tel:
Project Contact	Name:	Tel:
Local Authority Liaison	Name:	Tel:
Site Contact	Name:	Tel:

Scope of Works			

To identify Plant & Equipment to be required on site, enter in the relevant box or add additional.

Plant & Equipment	PPE	Qualifications	COSHH
Transit Van	Wet Weather Gear	NRSWA supervisor	Hand Cleaner
Cable Avoidance Tool	Eye Wash	NRSWA operative	Bio-Degradable Line Marker
GENNY	First Aid Kit	Mini Excavator	Bituminous materials
Excavating Hand Tools	Wellington Boots	Excavator	Anti Freeze
Pneumatic Breaker	Goggles	Confined Space	Hydraulic Oil
Upright Vibro-Tamper	Dust Masks	Dumper	Petrol
Chapter 8	Ear Defenders	Winch	Two Stroke Oil
Fire Extinguishers	Safety Boots	Sub-station entry	Diesel
Compressor	Hard Hat	CSCS/CPCS	
Mini Excavator	Overalls	Abrasive Wheel	
Excavator	Hi Visibility	First Aid	
Traffic Lights	Gloves	Trench Support	
Winch & Equipment		Thrust Bore (moling)	
HIAB		Cable Drum Handling	
Jacks, Stands & Bar		Manual Handling	

Additional Items			

Standards
<ul style="list-style-type: none"> All relevant underground cable utility plans will be obtained which will be held on site until completion of job. All personnel will be trained and competent to do the job The lead operative will be trained to NRSWA standards and be in possession of a valid qualification which will be held on site A site specific risk assessment will be undertaken by the lead operative prior to commencement of the proposed works All relevant personal protective equipment will be worn at all times when on site All site activities and operations will be undertaken by competent personnel (i.e. operating plant). A copy of this safe system of work and other relevant safety information/documentation will be held on site for the duration of the proposed works. In the event of an accident a team member will contact where necessary the appropriate Emergency Services by using the nearest telephone (on site mobile) and dialing 999. He/she will then contact the client safety adviser and relevant supervisor Details of the accident must be recorded on the company accident book The site must stay undisturbed following an accident/incident until permission has been given by a member of the safety team to continue work

Working Restrictions			
Are works traffic sensitive..?		Yes	No
If yes	Start Time	Finish time	
List any additional restrictions that could affect these proposed works:			

Detail Method and Sequence of Proposed Works

Environment Protection

Hazard Identification & Contingency Measures		
Identify relevant risk control/contingency measures by entering a ✓ in the relevant box or adding additional		
Hazard	Outcome	Actions to Mitigate
Site Liaison	Personal injury & Fines	Site meeting between all relevant parties to discuss all aspects of the proposed works, recording all agreed methods (i.e. restrictions, traffic requirements etc.)
Members of public & traffic routes	Fatality/ Personal injury	All works to be segregated from pedestrians and traffic by the use of sign, lighting & guarding (chapter 8) or where necessary a road/footway closure must be applied for through the Local Authority prior to the commencement of works
Utility Damage	Fatality, personal injury & damage	Adhere to HSG47, obtain all utility plans, use dial before you dig services, scan area with location equipment, mark up and excavate trial holes by hand. All mechanical plant must not be used within 500m of any underground service
Deep excavations	Fatality, personal injury	Shoring to be erected by a competent person where necessary to support the excavation. All deep excavations are to be suitably guarded (i.e. herras fencing) safe access and egress, permit to work, confined space, recorded inspection of the excavation/shoring prior to entry/shift
Storage & Removal of Excavated Materials	Personal injury, Third party restrictions & damage	<p>All excavated materials are to be stored on and removed from site, so as not to interfere with the following,</p> <ul style="list-style-type: none"> • Members of Public • Traffic Routes • Third party Access/Egress e.g. shops <p>Consideration must also be given to the amount of excavated materials to be stored, surrounding environment (i.e. overhead cables, boundary walls, drains etc.) and guarding (chapter 8).</p>

Cable Drum Handling		Personal injury/damage	Method of cable dispensing to be evaluated, positioning of drum, competent personnel and adequate equipment (i.e. cable trailer/jacks & stands etc.)
Schools & Designated Play Areas		Fatality, personal injury, restricted areas, egress	Excavations must be suitably guarded to prevent children falling or gaining access (i.e. Herras Fencing). Liaison with school personnel/Local Authority to establish any additional measures
Hospitals, Fire, Police Stations, Nursing Homes etc.		Restricted areas, egress	Site meeting between all relevant parties to discuss all aspects of the proposed works, recording all agreed method (i.e. restrictions, limitations, Traffic Management and emergency access/egress).

Record Form

All site personnel are to sign the relevant register to demonstrate their understanding of the methods and procedures documented within this method statement

Record of understanding and agreement with controls:

	Print full name	Job title	Signature	Date
1				
2				
3				
4				
5				

All visitors to site are to sign the register to provide a record of their visit

Record of Site Visitors:

	Print full name	Company	Signature	Date
1				
2				
3				
4				
5				

Construction Health & Safety Checklist

Site _____

Date _____

Supervisor _____

	Question	Yes	No	N/A	Action
General Documents					
1	Is there a signed and dated safety policy?				
2	Is a copy of the safety law poster displayed?				
3	Are there suitable risk assessments in place?				
4	Is there a suitable safety plan in place?				
5	Has the project been notified?				
6	Are there training records in place?				

	Question	Yes	No	N/A	Action
Employees					
1	Employees are trained, competent & fit to do the job safely without putting themselves or others at risk?				
2	Staff are properly supervised & given clear instructions?				
3	Staff has access to washing & toilet facilities?				
4	Regular meetings discuss health & safety?				
	Health surveillance is in place as necessary?				

Subcontractors					
1	Subcontractor's health & safety performance has been checked?				
2	Provided with health & safety information?				
3	Spoken to prior to work starting on health & safety issues involved?				
4	Performance has been checked & any shortcomings corrected?				

Access					
1	Can everyone get to his or her place of work safely?				
2	Are access routes in good condition & clearly signposted?				
3	Are edges which people could fall from provided with double guardrails or other suitable edge protection?				
4	Is the site tidy & materials stored safely?				
5	Is lighting good enough?				

Welfare					
1	Are toilets available & kept clean & properly lit?				
2	Are there washbasins, hot & cold (or warm) running water, soap & towels?				
3	Are washbasins large enough to wash up to the elbow & are they kept clean?				
4	Is there somewhere to change, dry & store clothing?				
5	Is there a place where workers can sit, make hot drinks and prepare food?				
6	Are drinking water & cups provided?				
7	Can everyone who needs to use them get to the welfare facilities easily & safely?				
8	Are welfare facilities kept warm & well ventilated?				

Work at Height				
1	Have you planned the work properly & identified suitable precautions to make sure work can be carried out			
2	Have you considered if you can avoid work at height by using different equipment or work method?			
3	Can you use equipment that will prevent a fall from happening, such as scaffolding or a mobile elevating work platform?			
4	Can you put in measures to reduce the distance & consequences of a fall should it happen, such as nets, soft landing systems or safety decks?			
5	Will weather conditions threaten the health & safety of those working?			
6	Have you thought about all the options & are you certain that you are gaining access to height using the safest means possible?			

Scaffolds				
1	Are scaffolds erected, altered and dismantled by competent people?			
2	Are all uprights provided with base plates (and, where necessary, timber sole plates)?			
3	Are all uprights, ledgers, braces and struts in position?			
4	Is the scaffold secured to the building or structure in enough places to prevent collapse?			
5	Are there double guardrails and toe boards, or other suitable protection, at every edge to prevent falling?			
6	Are additional brick guards provided to prevent materials falling from scaffolds?			
7	Are the working platforms fully boarded, and are the boards arranged to avoid tipping or tripping?			
8	Are there effective barriers or warning notices in place to stop people using an incomplete scaffold, e.g. where			
9	Is the scaffold strong enough to carry the weight of materials stored on it and are these evenly distributed?			
10	Are scaffolds being properly maintained?			
11	Does a competent person inspect the scaffold or proprietary tower scaffold regularly, e.g. at least once a week; and always after it has been altered, damaged and following bad weather?			
12	Are the results of inspections recorded?			
13	Are tower scaffolds being erected using either the '3T' or advance guard rail method, and are they being used in accordance with suppliers' instructions?			
14	Have the wheels of tower scaffolds been locked when in use and are the platforms empty when they are moved?			

Ladders				
1	Ladders and stepladders are the last resort. Can you buy or hire some alternative equipment that would provide a safer means of access?			
2	Is the work of short duration and low risk?			
3	Are they in good condition?			
4	Do ladders rest against a solid surface and not on fragile or insecure materials?			
5	Are ladders secured at the top and bottom to prevent them slipping sideways and outwards?			
6	Do ladders rise at least a metre above their landing place? If not, are there other handholds available?			
7	Are the ladders positioned so that users don't have to overstretch?			
8	Do you have to use the top three rungs of a stepladder? If so			
9	Is the user competent? Those using ladders should be trained			

Roof work				
1	Is there edge protection to stop people or materials falling?			
2	During industrial roofing, have nets been provided to stop people falling from the leading edge of the roof and from partially fixed sheets?			
3	Where nets are used, have they been hung safely?			
4	Have you identified fragile materials such as cement sheets and roof lights, which could be fragile?			
5	Have you taken precautions to stop people falling through fragile materials when working on the roof, e.g. by providing barriers, covers or working platforms?			
6	Are people kept away from the area below the roof work?			
7	Are roof workers trained and experienced to recognise the risks and are they competent to do the work?			

Excavation				
1	Is there enough support for the excavation, or has it been sloped or battered back to a safe angle?			
2	Is a safe method used for putting in the support, without people working in an unsupported trench?			
3	Is there safe access into the excavation, e.g. a sufficiently long, secured ladder?			
4	Are there barriers or other protection to stop people and vehicles falling in?			
5	Are properly secured stop blocks provided to prevent tipping vehicles falling in?			
6	Are people kept away from the area below the roof work?			
7	Could the excavation affect the stability of neighbouring structures or services?			
8	Are materials, spoil and plant stored away from the edge of the excavation to reduce the chance of a collapse?			
9	Does a competent person regularly inspect the excavation?			

Manual Handling				
1	<p>Are there heavy materials such as roof trusses, concrete lintels, kerbstones or bagged products, which could cause problems if they have to be moved by hand? If so, can you:</p> <ul style="list-style-type: none"> • Choose lighter materials? • Use trolleys, hoists, telehandlers and other plant or equipment so that manual lifting of heavy objects is kept to a minimum? • Order materials such as cement and aggregates in 25 kg bags? <p>Avoid the repetitive laying of heavy building blocks or other masonry units weighing more than 20 kg?</p>			
2	Have people been instructed and trained how to use lifting aids and other handling equipment safely?			
3	Have people been trained how to lift safely?			

Loading and unloading goods				
1	Have you checked that the load has not moved or destabilized during the journey to site?			
2	Is there an exclusion zone around the loading/unloading area to keep people who are not involved away from the work?			
3	Have you planned your method of unloading?			
4	Does your lifting equipment have a current thorough examination certificate?			
5	<p>Do you have to access the back of the lorry at all, or can the preparation work be done from ground level? If not:</p> <ul style="list-style-type: none"> • Do you have a safe way of getting up and down from the back of the vehicle? • What do you have in place to prevent workers from falling off the back of the vehicle? <p>Are your employees provided with sensible safety footwear with a good grip ?</p>			

Traffic, vehicles and plant				
1	<p>Are vehicles and pedestrians kept apart?</p> <p>If not, do you:</p> <ul style="list-style-type: none"> • Provide barriers to separate them as much as you can? • Tell people (e.g. your workers and anyone who lives or works in the property where you are working) about the problem, and what they need to do about it? • Display warning signs? 			
2	Are people kept away from slewing vehicles or, if not, can you use a zero tail swing machine?			
3	Can reversing be avoided, e.g. by using a one-way system or a turning area? If not, are properly trained banks men used?			
4	Are vehicles and plant properly maintained, e.g. do the steering, brakes, hydraulics, mirrors and any other vision aid work properly? Are tyres in good condition and at the correct pressure?			
5	Have drivers received proper training and are they competent			
6	Are loads properly secured?			
7	Have you made sure that passengers are only carried on vehicles designed to carry them?			
8	Have you made sure that plant and vehicles are not used on dangerous slopes?			
9	If you need to work on or drive across sloping ground, have you checked that the plant and vehicles are safe to use?			

Tools and machinery				
1	Are the right tools or machinery being used for the job?			
2	Are all-dangerous parts guarded, e.g. gears, chain drives, projecting engine shafts?			
3	Are guards secured and in good repair?			
4	Are tools and machinery maintained in good repair and are all			
5	Are all operators trained and competent?			

Hoists				
1	Has the equipment been installed by a competent person?			
2	Are the operators trained and competent?			
3	Is the rated capacity clearly marked?			
4	Does the hoist have a current report of thorough examination and a record of inspection?			
5	Is there a suitable base enclosure to prevent people from being struck by any moving part of the hoist?			
6	Are the landing gates kept shut except when the platform is at the landing?			

Emergencies				
1	Are there emergency procedures, e.g. for evacuating the site in case of fire?			
2	Do people on site know what the procedures are?			
3	Is there a means of raising the alarm, and does it work?			
4	Is there a way to contact the emergency services from site?			
5	Are there enough suitable escape routes and are these kept clear?			
16.6	Is the first aid provision good enough?			

Fire				
1	Is the quantity of flammable materials, liquids and gases kept to a minimum?			
2	Are they properly stored?			
3	Are flammable gas cylinders returned to a ventilated store at the end of the shift?			
4	Are smoking and other ignition sources banned in areas where gases or flammable liquids are stored or used?			
5	Are gas cylinders, associated hoses and equipment properly maintained and in good condition?			
6	When gas cylinders are not in use, are the valves fully closed?			
7	Is flammable and combustible waste removed regularly and stored in suitable bins or skips?			
8	Are suitable fire extinguishers provided?			

Hazardous Substances				
1	Have you identified all harmful substances and materials, such as asbestos, lead, solvents, paints, cement and silica dust (e.g. from kerb or paving cutting)?			
2	Have you checked whether a licensed contractor is needed to deal with asbestos on site? (Most work with asbestos requires a licence, although you can do some very limited work with materials that contain asbestos without one.)			
3	Have you identified and put into place precautions to prevent or control exposure to hazardous substances, by: <ul style="list-style-type: none"> • Doing the work in a different way, to remove the risk entirely? • Using a less hazardous material? • Using tools fitted with dust extraction? • Using tools fitted with water suppression? 			
4	Have workers had information and training so they know what the risks are from the hazardous substances used and produced on site, and what they need to do to avoid those risks?			
5	Have you got procedures to prevent contact with wet cement (as this can cause dermatitis and cement burns)?			
6	Have you arranged health surveillance for people using certain hazardous substances (e.g. lead, silica, cement, sensitisers such as two pack adhesives or coatings)?			

Noise				
1	Have you identified and assessed workers' exposure to noise?			
2	Have workers had information and training so they know what the risks are from noise on site, and what they need to do to avoid those risks?			
3	Can the noise be reduced by using different working methods or selecting quieter plant, e.g. by fitting breakers and other plant or machinery with silencers?			
4	Are people not involved in the work kept away from the source of the noise?			
5	Is suitable hearing protection provided and worn in noisy areas?			
6	Have hearing protection zones been marked?			
7	Have you arranged health surveillance for people exposed to high levels of noise?			

Hand-arm vibration				
1	Has exposure to HAV been avoided or reduced as much as possible by selecting suitable work methods and plant? Have you chosen the lowest vibration tool that is suitable and can do the job efficiently? Have you limited the time that each worker uses high-vibration tools such as concrete breakers, angle grinders or hammer drills as far as possible?			
2	Have workers had information and training so they know what the risks are from hand arm vibration (HAV) on site, and what they need to do to avoid those risks?			
3	Have vibrating tools been properly maintained including keeping bits and drills sharp?			
4	Have you arranged health surveillance for people exposed to high levels of hand arm vibration, especially when exposed for long periods?			
Electricity and other services				
1	Have all necessary services been provided on site before work begins and have you also identified existing services present on site (e.g. electric cables or gas mains) and taken effective steps, if necessary, to prevent danger from them?			
2	Are you using low voltage for tools and equipment, e.g. battery operated tools or low voltage systems?			
3	Are cables and leads protected from damage?			
4	Are all connections to the system properly made and are suitable plugs used?			
5	Are tools and equipment checked by users, visually examined on site and regularly inspected and tested by a competent person?			
6	Have hidden electricity cables and other services been located (e.g. with a locator and plans) and marked, and have you taken precautions for safe working?			
7	Where there are overhead lines, has the electricity supply been turned off, or have other precautions been taken, such as providing 'goal posts' or taped markers?			

Protecting the public				
1	Is the work fenced off from the public?			
2	Are roadwork's barriered off and lit?			
3	Are the public protected from falling material?			
4	When work has stopped for the day: <ul style="list-style-type: none"> • Is the boundary secure? • Are all ladders removed or their rungs boarded so that they cannot be used? • Are excavations and openings securely covered or fenced off? • Is all plant immobilised to prevent unauthorised use? • Are bricks and materials safely stacked? • Are flammable or dangerous substances locked away in secure storage places? 			

Competency Information Questionnaire

<p>CONTRACTOR DETAILS:</p> <p>Name and Address:</p> <p>No of Employees:</p> <p>Contact No:</p> <p>Email Address:</p>
<p>Have you got a Health & Safety Policy - 'Yes'/'No' If 'Yes' please provide a current copy.</p> <p>How many accidents, which are reportable to RIDDOR, have you had within the last 3 years?</p>
<p>Have you been served with any prohibition or improvement notices within the last 3 years? 'Yes'/'No' If 'Yes' please provide details on a separate sheet.</p>
<p>Have you been prosecuted for a Health & Safety offence in the last 3 years? 'Yes'/'No' If 'Yes' please provide details on a separate sheet.</p>
<p>Please provide examples (and or site addresses) of work carried out in the last 12 months.</p>
<p>Are you a member of or accredited by a trade organisation? 'Yes'/'No' If 'Yes' please provide details and copies of the certificates;</p>
<p>Do you undertake risk assessments for the work Yes/No Please provide examples</p> <p>Please enclose examples of site-specific risk assessments completed in the past 12 months.</p>
<p>Do you produce method statements for the work you carry out? Yes/No</p> <p>Please provide examples</p>
<p>Please provide copies of relevant insurance certificates, including</p> <ul style="list-style-type: none"> - Public Liability - Product Liability (where appropriate) - Employers Liability (where appropriate) - Professional Indemnity (where appropriate)
<p>Please describe your onsite arrangements for monitoring your staff to ensure the task is completed to the specification.</p>

Please provide details and enclose evidence of staff competencies and training courses.

Do you issue your staff with appropriate personal protective equipment for the job?

'Yes'/'No'

If 'Yes' please enclose issue records or purchase receipts / invoices.

If no please explain.

How do you ensure all equipment used on site is well maintained and safe for use?
(Please also enclose maintenance records or hire invoices where appropriate)

Please sign below to confirm the above is true to the best of your knowledge;

Name: _____ Position: _____

Date: _____ Signature: _____

(end)