

It is essential for site management to undertake checks before construction work starts to ensure that all relevant matters identified by the PLAN or BUILD PROGRAMME have been followed up and acted upon. The checklist below must be used as an aide memoir.

Strike though the letter (A. B. C. etc.) of any item not applicable

	Subject	✓ if on site
A	<p>Ensure that the Construction Phase Plan or Method Statement/s is/are on site. The general site condition should be a safe place of work at all times [CDM Regulation 26].</p> <p>Additionally all works regarding dismantling, demolition, removal of or breaking through structural elements of the building must be carried out under the control of a method statement. These works must be arranged at the earliest and be in line with the Structural Engineers statement/report. [Regulations 28 & 29 CDM]</p> <p>The site must remain secure at all times to ensure that only construction trained personnel are allowed on site [CDM Regulation 27].</p>	
B	Does the environmental impact assessment of the site available / Have the effects of the works on the adjacent population been considered and arrangements made?	
C	<p>Are any Excavations planned? Routes for excavations must be scanned with a CAT & Generator and the local plans studied to identify potential hazards of opening up the ground [Regulation 31 CDM].</p> <p>No ground is to be opened until adequate supports and edge protection are on site for the works. A method statement must identify the potential hazards and those carrying out excavation works. The method statement must be signed by all those working in or within the boundaries of the excavation works to ensure they understand the hazards.</p> <p>All excavation must have a record created in the Site Register to identify the condition of the opening. No one is to be permitted to enter an excavation until it has been inspected to ensure that it is adequate supported and the details of the inspection recorded in the register [Regulation 33 CDM].</p>	
D	<p>Are plans in place to reduce the impact of noisy machinery or plant in the area? If necessary, obtain advice about the best way of dealing with this from the Companies Safety Advisors.</p> <p>All equipment that is brought to site must be recorded in the Site Register to identify if it is fit for purpose. Copies of inspection and tests for plant items such as cranes and excavators must be provided to site before works with the equipment can commence.</p>	

E	<p>Have the boundaries of the site been checked to ensure that these are clearly defined so that there is little risk of disputes arising in the future? Are there suitable arrangements for fencing the working area to exclude members of the public?</p> <p>Daily inspection of the perimeter is to be carried out and recorded in the site register.</p>	
F	<p>Have personal contact arrangements been made with persons working in adjoining offices or units, or other property, who are likely to be affected by building operations?</p>	