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| TOPIC | COMMENTS  |
| On Display |
| Form 10 (F10) | Provided by Principal Contractor |
| HSE Poster |  |
| Fire Plan |  |
| First Aid Plan |  |
| Key Personnel Contact Details |  |
| Warning signs/notices |  |
| Emergency Aid Notice |  |
| Available on-site for inspection |
| Construction Phase Plan  | Before contract work startsMust contain Risk Assessments for current work being undertaken |
| Asbestos Report(s) | Refurbishment report required on site if relevant |
| Risk Assessments (small projects i.e. domestic) | Must have Risk Assessments for current work being undertaken |
| Asbestos Reports | Must be on site before work starts |
| Accident Book |  |
| Employers/Public liability |  |
| First Aid Box |  |
| Visitors Book |  |
| Safety Induction Register |  |
| Scaffold Register |  |
| Plant Inspection Records | Maintenance/Test certificate evidencepat test records (incl contractors) |
| Excavation Inspections |  |
| Operator Competency cards/certificates – CSCS/CPCS etc | Abrasive wheels?Plant Operators card?First Aid? |
| Safety Inspection (by a competent person) records | Must be a “qualified” H&S person |
| Safety Tours - records | by Site Manager/Safety RepMust be dailyShould be based on a checklist |
| GUIDANCE |
| HSE Poster | “What you Should Know” poster – Filled in |
| Fire Plan – to include | Location Details - specifictelephone point in an emergencyEmergency Number: XXXXXXXXXXXHow to raise the alarm – take into account the building occupants |
| First Aid Plan | Telephone Point in an emergencyEmergency Number: XXXXXXXXXXXLocation of First Aid boxFirst Aider(s) on site Location Details - specfic |
| Key Persons – to include contact numbers for: | Site manager/ForemanProject OfficerEstates representative (if not Project Officer)Occupant liaison - (one name only)“Competent” Safety Adviser/ConsultantPlanning SupervisorDesigner |
| Emergency Aid Notice | eg: Electrical shock emergency procedure |
| WELFARE FACILITIES | drinking watertoiletswashing facilities + soap + towelsfood heater (microwave)means of boiling water for drinksdrying facility for wet clothingcanteen table and seating |
| 6/12 monthly Equipment Statutory Inspection Certificates |  Lifting Equipment (harnesses, lanyards and attachments, fork lifts, gin wheels, scaffold material hoists, electric hoists/lifts etc)  |
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