|  | **Yes** | **N/A** |
| --- | --- | --- |
| Provide confirmation of access routes, parking spaces, traffic routes and any other rules that must be followed |  |  |
| Confirm the signing in/ signing out process for site and ensure that all staff and sub-contractors employed by the contractor are familiar with this procedure |  |  |
| Explain the restrictions on storage arrangements for goods, materials, skips, site huts, storage containers etc. |  |  |
| Confirm arrangements for waste storage, collection and removal whilst working on site |  |  |
| Provide a copy, or verbal confirmation, of site safety rules |  |  |
| Confirm the boundaries of their work area, and any restricted areas of the premises that they are not authorised to enter (confirm the process/ who to contact to gain access to restricted areas, if it is required) |  |  |
| Provide details of any hazardous substances/ materials present on site, or in the area in which they will be working e.g. asbestos |  |  |
| Explain any particular hazards within the premises e.g. fragile roofs, overhead or underground services, confined spaces etc. |  |  |
| Explain the smoking restrictions for the site and, if relevant, designated smoking areas |  |  |
| Explain the need to maintain escape routes and access to fire equipment at all times |  |  |
| Explain the availability (or otherwise) of welfare facilities such as toilets, kitchens or first aid facilities |  |  |
| Explain requirements (and process) for accident and incident reporting |  |  |
| Ensure they know of any fire alarm tests planned, the evacuation procedure, location of exits and assembly point(s) |  |  |
| Provide confirmation of works requiring a permit to work:   * hot works * confined space work * work at height/ work on roofs * work with asbestos containing materials * work on or near water * work on live electrical equipment |  |  |
| **Supervision:**  Regular monitoring/supervision checks on contractors should also be carried out throughout the time contractors are present on site to ensure they are working as they should be, in the right areas and safely. | | |

**Disclaimer**

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