|  |  |
| --- | --- |
| **PLAN** | Your name/company |
| Name and address of clientContact details of architect or principal designer |
| What is the job?Is there anything the client has made you aware of? |
| Key dates: Start: Finish: Other: |
| Where are your toilet, washing and rest facilities? |
| **WORKING TOGETHER** | Who else is on site – and their contact details? |
| Who will be the principal contractor? |
| How will you keep everyone on site updated during the job? |
| **ORGANISE** | **What are the main dangers on site, eg:** | **Hazard is present** | **What controls do you have?** |
| **Falls from height*** Make sure ladders are in good conditions, at the correct angle and secured
* Prevent people and materials from roofs, gable ends, working platforms and other open edges using guardrails, mid-rails and toe-boards
 |
| **Collapse of excavations*** Shore excavations; either cover or barrier excavations to stop people and plant falling in
 |  |  |
| **Collapse of structures*** Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person
 |  |  |
| **Exposure to building dusts*** 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*** If you suspect that asbestos might be present, don’t start work until a demolition /refurbishment survey has been carried out
* Make sure everyone on the site is aware of the results
 |  |  |
| **Activities of workers requiring supervision*** Who will be supervising?
 |  |  |
| **Electricity*** 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*** Keep the site secure to prevent unauthorized access; net scaffolds, use rubbish chutes
 |  |  |
| **Other dangers on sites.** |  |  |