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| --- | --- | --- | --- |
| **PLAN** | Your name/company | | |
| Name and address of client  Contact 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.** |  |  |