

Darko Developments Ltd Health and Safety Policy for Commercial Fit-Out and Refurbishment Works

Executive summary

This document is a contractor-grade health and safety policy baseline for Darko Developments Ltd, tailored to commercial fit-out, retail refurbishment, hospitality interiors, strip-out, joinery, flooring and ceiling works. Under the Construction (Design and Management) Regulations 2015, hospitality and retail refurbishment works are construction work, so they must be planned, managed and monitored; a construction phase plan must be in place before construction starts; welfare must be provided; and, where more than one contractor is involved, a principal contractor must control the construction phase. The Health and Safety at Work etc. Act 1974 also requires Darko to protect employees and non-employees, which is especially important in live restaurants, dessert shops, cafés, retail units and other customer-facing premises.

The policy is built around HSE's Plan-Do-Check-Act approach and is intended to sit above project-specific construction phase plans, risk assessments, RAMS, permits, inductions and inspection records. HSE guidance is clear that risk assessment is a practical control process rather than a paperwork exercise, and that method statements are particularly important for demolition, dismantling and structural alteration and are widely used as an effective planning tool for other construction tasks as well.

For Darko's operating model, the highest recurring risk themes are intrusive work in existing buildings, hidden asbestos and live services during strip-out, dust and hazardous substances from cutting and sanding, work at height during ceiling and finishing works, electrical risk, manual handling, hot works, and the interface between workers and members of the public in occupied premises. Buildings built or refurbished before 2000 should be assumed to contain asbestos unless evidence shows otherwise, and HSE identifies dust, wood dust and silica as major health risks in construction.

This policy is drafted against current Great Britain legislation and HSE guidance and is suitable as a tender and contractor baseline for England, Wales and Scotland. It should be reviewed at least annually and also after a significant incident, enforcement action, material change in business activities, or relevant legal change.

Company details and scope

Item	Detail
Company	Darko Developments Ltd
Company number	11645515
registered / contact address	SIU Offices, 4–6 Greatorex Street, London, E1 5NF, United Kingdom
Website	www.darkofitouts.com
Telephone	0203 488 1448 / 07979 683863
Email	info@darkofitouts.com
Director	Isaac Darko, Managing Director
Core activities	Commercial fit-out, hospitality interiors, restaurant fit-outs, shopfitting, retail refurbishment, strip-out, finishing works, joinery coordination, flooring and ceiling works
Public liability insurance	£5 million stated by the company
Employers' liability insurance	Not confirmed

This policy applies to all Darko-controlled works, including direct employees, labour-only personnel, subcontractors, visitors and any person who may be affected by the company's activities. Where Darko controls the construction phase on a multi-contractor project, this policy assumes principal-contractor-style arrangements. Where Darko operates under another principal contractor, this policy applies to Darko's own works and must be coordinated with the principal contractor's site rules, induction and construction phase plan. HSE states that principal contractors on projects with more than one contractor must plan, manage, monitor and coordinate the construction phase, and that site rules and inductions must clearly distinguish between construction-site rules and client premises rules in occupied workplaces.

Insurance information should be completed in full before tender submission. If Darko directly employs staff, UK law generally requires Employers' Liability insurance of at least £5 million from an authorised insurer, with the certificate displayed so employees can access it. That status is recorded here as unknown because no current certificate details were provided.

Legal and regulatory framework

Darko's policy should be read as an operational response to the UK construction health and safety framework rather than as a stand-alone legal document. The core structure comes from the HSWA 1974, the Management of Health and Safety at Work Regulations 1999, and CDM 2015. Those requirements are then made task-specific by risk-control regimes such as COSHH, Work at Height, PPE, PUWER, Electricity at Work, asbestos controls, first aid rules, RIDDOR and fire and waste duties.

Instrument / guidance	Why it matters for Darko	Primary source
Health and Safety at Work etc. Act 1974	General duty to protect employees; protect non-employees such as customers, neighbouring occupiers and visitors; require employee cooperation and written policy where applicable	
Management of Health and Safety at Work Regulations 1999	Suitable and sufficient risk assessment; competent assistance; training; arrangements for planning, organisation, control, monitoring and review; cooperation in shared workplaces	
CDM 2015 and HSE L153 guidance	Applies to all construction work; defines dutyholders; requires construction phase plan before work starts; governs welfare, site control, demolition, fire and emergency arrangements; sets notification thresholds	
RIDDOR 2013	Reportable deaths, specified injuries, over-7-day injuries, dangerous occurrences and occupational diseases; recordkeeping and reporting timescales	
Work at Height Regulations 2005	Work at height must be planned, supervised and undertaken by competent people; avoid falls where possible and select suitable access equipment	
COSHH 2002	Identify, assess and control exposure to hazardous substances including dusts, fumes, vapours, adhesives, wood dust and silica; health surveillance where indicated	
PPE at Work Regulations 1992 as	PPE must be suitable, maintained and provided where residual risk remains; tight-fitting RPE must fit the wearer and be fit-tested	

Instrument / guidance	Why it matters for Darko	Primary source
amended, plus HSE RPE guidance		
Electricity at Work Regulations 1989 and PUWER 1998	Electrical systems and tools must be safe; work equipment must be suitable, maintained, inspected and used by trained persons; refurbishment work presents particular hidden-service risks	
Control of Asbestos Regulations 2012	Duty to manage and identify asbestos in non-domestic premises; training for anyone liable to disturb asbestos; competent refurbishment/demolition surveys and correct controls for non-licensed or licensed work	
Health and Safety (First-Aid) Regulations 1981	Adequate and appropriate first-aid equipment, facilities and personnel based on need; HSE recommends considering non-employees where public may be affected	
Regulatory Reform (Fire Safety) Order 2005 and CDM fire/emergency duties	Fire risk assessment, means of escape, emergency arrangements, fire detection, extinguishers and control of hot works and site fire loading	
Environmental Protection Act 1990, waste duty of care, hazardous waste guidance	Waste must be handled lawfully; hazardous waste movements need proper documentation; pollution incidents require response planning; waste segregation and licensed carriers are essential	

Every Darko project that is construction work should have a construction phase plan before the construction phase begins. Projects become notifiable to HSE if the work is scheduled to last more than 30 working days with more than 20 workers working simultaneously at any point, or if it exceeds 500 person-days. For occupied hospitality and retail premises, Darko should also obtain client fire rules, existing services information, asbestos information, operating hours, delivery restrictions and customer/public interface arrangements before site start.

Full policy text

Document control

Field	Entry
Document title	Health and Safety Policy
Company	Darko Developments Ltd
Version	1.0
Issue date	20 May 2026
Review date	20 May 2027
Approved by	Isaac Darko, Managing Director
Signature	_____
Policy owner	Managing Director
Applies to	All Darko-managed commercial fit-out and refurbishment works, including subcontractors under Darko's control

Director commitment statement

Darko Developments Ltd is committed to conducting its business so that, so far as is reasonably practicable, the health, safety and welfare of our workers, subcontractors, clients, visitors, customers and anyone else affected by our work are protected at all times.

We will plan, organise, control, monitor and review our operations; provide competent supervision, information, instruction and training; assess and control risks; maintain safe systems of work; provide suitable welfare, equipment and personal protective equipment; cooperate with clients, designers, principal designers, principal contractors and subcontractors; and investigate incidents and act on lessons learned. We recognise that interior fit-out and refurbishment work in live hospitality and retail premises can expose workers and the public to significant risk if work is not properly coordinated, segregated and supervised.

We therefore require that no work starts without suitable pre-start planning, clear responsibilities, project-specific risk controls and site induction. Where risks change, work will stop, be reassessed and only resume when safe controls are in place.

Signed: Isaac Darko, Managing Director

Date: 20 May 2026

Responsibilities

Role	Core responsibilities
Managing Director	Set policy and standards; allocate resources; appoint competent people; ensure suitable arrangements for planning, supervision, welfare and incident management; review performance and corrective actions
Site Manager / Project Lead	Implement this policy on site; review pre-construction information; approve RAMS and permits; conduct inductions; coordinate trades; check welfare, fire and emergency arrangements; stop unsafe work
Supervisors / Forepersons	Brief RAMS; monitor compliance; enforce segregation and housekeeping; carry out daily checks; report hazards and incidents; ensure plant, PPE and access equipment are used correctly
Operatives	Follow induction, RAMS and site rules; use equipment and PPE correctly; take reasonable care; report defects, hazards, near misses and incidents immediately; refuse to disturb suspect asbestos or live services without authorisation
Subcontractors / Specialist trades	Demonstrate competence; provide suitable RAMS, insurance and training evidence; comply with Darko rules and permits; coordinate with other trades; protect the public and client operations
Visitors / Client representatives	Sign in, follow site rules, remain within authorised areas and use required PPE; be accompanied where necessary

The allocation above aligns with HSWA employer and employee duties, competent-person requirements under MHSWR, shared-workplace coordination duties, and CDM contractor/principal contractor responsibilities.

Arrangements for managing health and safety

Planning and project set-up

Before work starts, Darko will establish the project scope, applicable dutyholder arrangements, site rules, client rules, welfare arrangements, work sequence, emergency arrangements, fire controls, delivery plan and occupation strategy. Pre-construction information will be obtained and reviewed, including asbestos information, existing services drawings, client fire arrangements, operating hours, restricted access times and any public or staff interface. Where Darko controls the construction phase, the company will ensure a suitable construction phase plan is in place before construction starts and kept under review.

No intrusive strip-out, drilling, chasing, ceiling opening, service penetration or destructive investigation in a building built or refurbished before 2000 will proceed until asbestos information has been checked and, where refurbishment or demolition work is planned, a competent refurbishment/demolition survey has been reviewed. Unknown materials will be treated as asbestos suspect until proven otherwise. Any licensed asbestos work will be undertaken only by appropriately licensed specialists; non-licensed work, where lawful and justified by risk assessment, will follow the relevant HSE Asbestos Essentials task sheets.

Risk assessments, RAMS and permits to work

Darko will prepare suitable and sufficient risk assessments and task-specific method statements for its operations. RAMS will identify hazards, people at risk, existing controls, additional controls, emergency arrangements, environmental controls, competence needs and residual risk. RAMS will be reviewed when work methods change, when work is moved into live areas, when deliveries or services constraints change, or after incidents and near misses. HSE guidance makes clear that risk assessments should identify hazards, assess risks, control them, record significant findings and review controls, while method statements are an effective way to plan and communicate how specific construction tasks will be carried out safely.

A written permit-to-work system will be used where risk justifies it, including at minimum for hot works, electrical isolation or energisation, intrusive work into unknown building fabric or service zones, any activity affecting client fire alarms or means of escape, and other activities identified during planning as high risk. HSE describes permits as a communication and coordination control suitable for high-risk work such as hot work and isolation tasks.

Where strip-out amounts to demolition, dismantling or structural alteration, Darko will ensure the arrangements are written down before work begins and that the work sequence prevents accidental collapse, instability or exposure to uncontrolled hazards. [26]

Site induction, welfare, site security and public protection

Every person working under Darko's control will receive a site induction before starting work. The induction will cover project overview, specific risks, site rules, client rules, welfare, first aid, accident reporting, fire arrangements, emergency routes, asbestos and services information, public interface controls, housekeeping, working hours, permit arrangements and individual responsibilities. HSE guidance states that site inductions must be suitable and that occupied premises may require both client rules and construction-site rules to be clearly communicated.

Darko will provide or verify suitable welfare arrangements from the start of the project and maintain them throughout. Welfare will include access to toilets, washing facilities, drinking water, changing or drying where needed, and a suitable eating and rest area.

Darko will prevent unauthorised access to its work areas and will protect the public, client staff and visitors by using physical segregation, lockable barriers or hoarding, warning signage, controlled routes, supervised access where necessary and careful coordination of deliveries. In live hospitality and retail environments, work zones and public/customer routes must be clearly separated and emergency exits must remain available at all times.

Traffic management will be proportionate to the site. Vehicles, deliveries and pedestrians must be segregated where possible; reversing and unloading in public areas must be controlled; and banksmen or timed deliveries will be used where visibility or space is restricted.

Subcontractor management and supply chain

Darko will only use subcontractors who can demonstrate appropriate skills, knowledge, experience and organisational capability for the work they are engaged to perform. Before start on site, subcontractors will normally be required to provide insurance details, evidence of trade competence, relevant training or plant certification, risk assessments, method statements, COSHH information where relevant, and emergency contact details. HSE guidance on using contractors stresses selection of suitable contractors, exchange of information, risk assessment, consultation, management and supervision of the work, and cooperation on shared risks.

Subcontractors must not start work until their RAMS have been reviewed and accepted, they have completed induction, and any required permits have been issued. Darko will

coordinate interfaces between trades, sequence activities to reduce overlap risks, and stop work where subcontractor controls are inadequate or conditions change materially.

COSHH, dust and hazardous materials

Darko will identify substances hazardous to health and control exposure in line with COSHH. Relevant examples for Darko's work include wood dust from joinery, silica-containing dust from drilling or cutting masonry, concrete or tiles, vapours from adhesives and sealants, solvent-based paints or cleaners, and fumes from hot works. COSHH requires exposure to be prevented or, where that is not reasonably practicable, adequately controlled. HSE guidance specifically identifies wood dust, silica dust, process-generated dusts, fumes and vapours as construction hazards requiring assessment, control and review.

Darko will use the hierarchy of control: elimination or substitution first; then work methods, local extraction, on-tool extraction or wet cutting; then segregation and ventilation; and only then RPE and PPE as residual controls. Dry sweeping that raises dust will be avoided where possible and replaced with vacuuming or wet methods. SDS information will be reviewed for chemicals and adhesives, and workers will be briefed on handling, ventilation, storage and disposal requirements.

Where risk assessment shows ongoing exposure to health risks despite controls, Darko will arrange appropriate health surveillance. In Darko's sector this may include surveillance for workers regularly exposed to wood dust, respirable crystalline silica or significant noise.

Working at height and fall prevention

Work at height will be avoided where reasonably practicable. Where it cannot be avoided, the work will be properly planned, supervised and undertaken by competent people using suitable equipment selected for the task and environment. Darko will prefer collective protection and stable working platforms over less secure means of access. Ladders and stepladders will only be used where justified by a low-risk, short-duration task and where a more suitable working platform is not reasonably practicable.

For ceiling works, bulkhead installations, lighting works and high-level finishing, Darko will identify ceiling void hazards, hidden services, asbestos risk, fragile finishes and the risk of falling objects. Exclusion zones will be set below overhead work, platforms will be checked before use, materials will be secured, and no one will be permitted to overreach from ladders or stand on makeshift access equipment. Method statements will be used to

communicate precautions for platform use, tower assembly or MEWP operations where those are required.

Electrical safety, temporary services and isolation

Darko recognises that refurbishment in existing buildings presents elevated electrical risk because existing, altered and temporary systems may all be present. Before intrusive strip-out or opening-up, the status of services will be checked and recorded. Electrical isolation will be carried out by competent persons, and live work will not be undertaken unless absolutely necessary, justified and controlled. HSE highlights refurbishment work in buildings as a particularly significant electrical risk in construction.

Temporary supplies, generators, distribution boards, site lighting and extension leads will be suitable for the environment, protected against damage, inspected, and installed or adapted only by competent persons where required. Work equipment and portable tools must be suitable, maintained and used only by trained individuals. Hidden and buried services information must be checked before drilling, fixing, cutting or channeling into existing fabric.

PPE, RPE and work equipment

Darko will provide suitable PPE where residual risks remain after other controls have been applied. PPE will be selected so it is suitable for the hazard, fits the wearer, is compatible with other PPE, and is maintained and replaced as necessary. HSE states that PPE should be used to control residual risk, provided free of charge where needed, and maintained appropriately.

Typical Darko PPE requirements will include safety footwear, gloves appropriate to the task, eye protection, hearing protection, high-visibility clothing where needed, hard hats where risk assessment or site rules require them, suitable workwear, and kneepads for flooring work. Tight-fitting RPE will only be issued following correct selection and fit testing, and only the make/model/size successfully fit-tested for the wearer will be used. [40]

All work equipment must be suitable, maintained and inspected where deterioration could create danger. Only trained or competent persons may use access equipment, towers, power tools, lifting aids or specialist plant. Manual handling will be avoided where possible and otherwise assessed and reduced by load planning, team handling or mechanical aids.

Emergency procedures, welfare and first aid

Project-specific emergency arrangements will be established before work starts and briefed during induction. These arrangements will cover fire, serious injury, electrical shock, gas leak, structural instability, service strike, asbestos disturbance, medical emergency and major spill or pollution event. Emergency routes and exits must be kept clear, workers must know the alarm arrangements and muster point, and the emergency arrangements must be communicated to everyone to whom they apply.

Darko will ensure adequate and appropriate first-aid provision based on the site's risks, headcount, chemicals, public interface and working hours. Where the public may be affected, the first-aid needs assessment should consider non-employees as well. First-aid kits, trained first aiders or appointed persons, eyewash where relevant, and emergency contact details will be available.

Incident reporting, investigation and RIDDOR

All accidents, near misses, unsafe conditions, service strikes, asbestos concerns and public-interface incidents must be reported immediately to the site manager or project lead. Serious incidents will trigger scene preservation, immediate control measures, investigation and corrective action. Investigations will focus on direct causes, root causes, control failures and lessons learned. HSE's management guidance links effective investigation to the Check and Act stages of proper health and safety management.

Where an incident is reportable under RIDDOR, Darko's responsible person will submit the report using the current HSE reporting arrangements and maintain the required record. The precise reporting duty may depend on whether Darko is the employer, the contractor in control of the work, or the person in control of the premises.

Event type	Threshold / example	Action
Fatality or specified injury to a worker	Death; fractures other than fingers, thumbs or toes; amputations; serious burns; loss of sight; crush injuries; loss of consciousness from head injury or asphyxia; other specified injuries	Report under RIDDOR without delay using HSE reporting arrangements
Over-7-day incapacitation	Worker unable to perform normal duties for more than 7 consecutive days after a work-related accident	Report within 15 days of the incident

Event type	Threshold / example	Action
Non-worker injury	Member of the public injured because of work activity and taken directly from the scene to hospital for treatment	Report if work-related and threshold met
Dangerous occurrence	Serious near-miss event such as electrical short circuit/fire causing stoppage, collapse, or other listed dangerous occurrence	Report under Schedule 2 where criteria are met
Occupational disease	Diagnosed reportable disease linked to specified work exposure, including some cases related to hazardous substances	Report once diagnosis is received and criteria are met

Primary sources for the thresholds above are HSE's RIDDOR guidance and the RIDDOR Regulations 2013.

Environmental controls and waste

Darko will manage waste in accordance with the waste duty of care. Waste will be segregated where practicable, removed regularly, transferred only via authorised routes, and accompanied by the correct documentation where required. Hazardous waste, including contaminated absorbents, solvent residues, certain adhesives, lamps, batteries and asbestos-related waste, will be identified and handled in accordance with applicable hazardous waste requirements.

A pollution incident response plan will be in place proportionate to the works. Spill kits will be provided where liquids are used or stored; drains will be protected; contaminated clean-up materials will be segregated; and spill, leak or fire events with environmental impact will be escalated immediately. Bonfires will not normally be permitted on site.

Monitoring, inspections, audits and continual improvement

Darko will monitor health and safety actively and reactively. This will include pre-start checks, daily supervisor observations, formal recorded inspections on an appropriate frequency, plant and access checks, permit monitoring, housekeeping checks, close-out of defects, and management review of incidents and trends. HSE's HSG65 guidance sets out the Plan-Do-Check-Act model, emphasising active monitoring and review as essential management functions.

This policy will be reviewed at least annually, and sooner if there is a serious incident, enforcement action, significant organisational change, major scope change, new high-risk activity, or a material legal update. Workers and subcontractors will be consulted on practical improvements and lessons learned where relevant.

Task-specific operating controls

Activity	Main risk profile	Minimum control standard for Darko
Strip-out / soft demolition	Hidden asbestos, live services, collapse or instability, dust, noise, cuts, manual handling, uncontrolled waste	Review pre-construction info; verify isolation of electrical / gas / water / data where relevant; obtain asbestos survey/info before intrusive work; use written method statement; prevent instability; segregate area; control dust with wet/on-tool extraction or vacuum methods; do not dry sweep; remove waste regularly
Joinery and feature carpentry	Wood dust, saws and cutting tools, noise, manual handling, fire loading, finishes and solvents	Use suitable tools with guards and dust extraction; assess wood dust and consider health surveillance/RPE where exposure is ongoing; maintain good housekeeping; store flammables properly; control manual handling of sheets and worktops
Flooring installation	Adhesives and solvents, slips, kneeling strain, sharp tools, heavy rolls/planks, dust from cutting	COSHH assessment and SDS review; ventilation; appropriate gloves/eye protection/kneepads; use lift aids or team lifts; protect uncured or freshly laid surfaces; keep walkways safe; control cutting dust and edge trimming
Ceiling works / high-level finishes	Work at height, falling objects, hidden services, asbestos in voids or textured coatings, lighting/temporary power hazards	Survey and service-check before opening ceilings; use suitable platform access; control the area below; prevent overreaching; isolate circuits where necessary; brief emergency routes and fire detector interface arrangements before work
Live hospitality / occupied	Public interface, customer/staff movement, escape route obstruction,	Separate public and work zones with barriers/hoarding; maintain clear exits; coordinate high dust/noise work

Activity	Main risk profile	Minimum control standard for Darko
retail environments	dust/noise contamination, deliveries through occupied spaces, late or out-of- hours fatigue risks	outside trading hours where practicable; protect food/service areas from contamination; control deliveries and waste routes; complete end-of- shift clean-down and readiness sign-off with the client

The control table above reflects HSE guidance on asbestos in pre-2000 buildings, structural safety in demolition and alteration, construction dust, public protection, traffic management, work at height, and site rules for occupied premises.

Training and competence

Darko will ensure workers are trained, instructed and supervised in line with the risks of their work. New starters and workers whose role, equipment or method changes will be briefed before exposure to new risks. Training needs will be reviewed during planning, subcontractor approval and incident investigation.

Role / group	Minimum competence expectation
Managing Director	Overall H&S leadership awareness; understanding of CDM dutyholder roles; incident review and contractor management capability
Site Manager / Project Lead	Supervisor/manager-level construction safety training preferred; competent to review RAMS, permits and inductions; asbestos awareness; emergency and first-aid arrangements knowledge
Supervisors / Forepersons	Task-specific RAMS briefing competence; asbestos awareness; permit awareness; work-at-height knowledge for supervised tasks; ability to stop unsafe work
Operatives	Site induction; task RAMS briefing; manual handling awareness; asbestos awareness where liable to disturb building fabric; correct tool/equipment training; PPE/RPE instruction
Joinery operatives	Wood dust awareness, extraction/LEV use, tool safety, hearing and RPE controls where required
Strip-out operatives	Soft strip method statement briefing; service-isolation awareness; dust/noise controls; asbestos awareness
Flooring installers	Adhesives/COSHH awareness; kneeling and manual handling controls; sharp-tool safety
Ceiling / high-level operatives	Work-at-height competence for selected equipment; hidden services/asbestos awareness; falling-object controls
RPE users	Face-fit test where tight-fitting RPE is required; cleaning, storage and pre-use checks
First aiders / appointed persons	Suitable first-aid training for site risk profile
Specialist subcontractors	Trade-specific accreditation, certification or demonstrable competence; insurance; RAMS; induction completion

The matrix above is a practical company standard derived from legal training duties under MHSWR, PUWER, Work at Height and asbestos controls, together with HSE guidance on first aid and RPE fit testing.

Site induction quick reference

Darko Developments Ltd – site induction quick reference

This summary is designed to fit onto one landscape page for issue at induction. It reflects HSE guidance on site induction, site rules, public protection, welfare and emergency arrangements.

Before you start work

- Sign in and complete induction.
- Read and understand the latest RAMS for your task.
- Check the work area, access route, welfare location and emergency route.
- Confirm asbestos and services information before drilling, chasing, cutting, strip-out or ceiling opening.
- Do not start hot work, intrusive work or isolated-service work without the required permit.

Minimum site rules

- Follow instructions from Darko management and supervisors.
- Wear the PPE required for your task and area.
- Keep the work area tidy; remove waste regularly.
- Do not block fire exits, corridors or customer routes.
- Never disturb suspect asbestos-containing materials.
- Do not use defective tools, damaged leads or unauthorised plant.
- No alcohol, illegal drugs or impairment on site.

If the premises are occupied

- Keep barriers/hoarding in place.
- Use only approved delivery and waste routes.
- Keep noise, dust and disruption to agreed times.
- Do not enter client operational areas unless authorised.
- Protect members of the public, customer areas and food/service zones at all times.

Emergency

- Stop work, make safe if you can do so safely, and raise the alarm.
- Follow the site fire / emergency plan to the assembly point.

- Report all accidents, near misses, service strikes, spills and unsafe conditions immediately.
- First aid, fire point, site contact and emergency numbers must be shown on the project induction sheet.

Golden rule

- If conditions change or the job is not as planned, stop and ask.

Appendices

Basic RAMS checklist template

This checklist is intended as a practical appendix to the policy and reflects HSE guidance on risk assessment, method statements and construction planning. [54]

Project details

- ☐ Project name
- ☐ Site address
- ☐ Client
- ☐ Principal contractor / contractor status
- ☐ Task / package description
- ☐ Date and revision number
- ☐ Author / reviewer / approver

Pre-start information

- ☐ Scope confirmed
- ☐ Drawings / specifications reviewed
- ☐ Existing services information checked
- ☐ Asbestos information / survey reviewed
- ☐ Occupied-premises restrictions reviewed
- ☐ Fire / emergency arrangements reviewed
- ☐ Welfare arrangements confirmed
- ☐ Delivery and waste routes confirmed

People and competence

- ☐ Supervisor named
- ☐ Number of workers stated
- ☐ Subcontractors identified
- ☐ Task competence verified
- ☐ Training / tickets checked
- ☐ Face-fit certificates checked where RPE is required
- ☐ First aider / appointed person identified

Plant, tools, materials

- ☐ Plant and access equipment listed
- ☐ Inspection / maintenance status checked
- ☐ Work equipment suitability confirmed
- ☐ Materials and SDS listed
- ☐ PPE / RPE listed
- ☐ Spill kit / fire extinguisher needs identified

Hazard and control review

- ☐ Access / egress
- ☐ Public interface / segregation
- ☐ Work at height
- ☐ Electricity / temporary power
- ☐ Hidden services
- ☐ Asbestos / suspect materials
- ☐ Dust / fumes / vapours
- ☐ Noise / vibration
- ☐ Manual handling
- ☐ Slips / trips / housekeeping
- ☐ Hot works / fire load
- ☐ Falling objects
- ☐ Waste and environmental risks
- ☐ Emergency arrangements

Method statement content

- ☐ Safe sequence of work
- ☐ Isolation steps
- ☐ Exclusion zones / barriers
- ☐ Temporary supports or stability controls
- ☐ Ventilation / extraction / wet cutting controls
- ☐ Inspection / hold points
- ☐ Permit requirements
- ☐ End-of-shift make-safe actions

Residual risk and briefing

- ☐ Residual risk acceptable

- ☐ Workforce briefed
- ☐ Questions answered
- ☐ Sign-on record attached
- ☐ Review trigger stated

Site induction checklist

This checklist is for the person delivering induction and should be kept on file with signatures. It is based on HSE site induction and site-rule guidance. [27]

Project information

- ☐ Project name and address
- ☐ Site manager / project lead named
- ☐ Principal contractor and client details explained
- ☐ Working hours, breaks and welfare explained

Access and security

- ☐ Sign-in / sign-out process explained
- ☐ Access restrictions explained
- ☐ Visitor arrangements explained
- ☐ Deliveries and waste routes explained

Key risks

- ☐ Occupied premises / public interface explained
- ☐ Asbestos information explained
- ☐ Existing services and isolation controls explained
- ☐ Work-at-height risks explained
- ☐ Dust / noise / COSHH risks explained
- ☐ Hot works and permit system explained

Site rules

- ☐ PPE rules explained
- ☐ Housekeeping requirements explained
- ☐ Smoking / vaping arrangements explained
- ☐ Drugs and alcohol prohibition explained
- ☐ Defect and hazard reporting explained
- ☐ Stop-work authority explained

Emergency and welfare

- ☐ Fire alarm method explained
- ☐ Escape routes and assembly point shown
- ☐ First aider and first-aid location explained
- ☐ Accident / near-miss reporting explained
- ☐ Welfare, toilets, wash and rest areas shown

Task readiness

- ☐ RAMS brief completed
- ☐ Permits issued where needed
- ☐ Competence / tickets checked
- ☐ PPE / RPE issued and understood
- ☐ Questions answered
- ☐ Worker signature obtained
- ☐ Inductor signature obtained
- ☐ Date and time recorded

Core reference set

Topic	Core source set
CDM 2015 and construction planning	
General legal duties	
RIDDOR	
Work at height	
COSHH, dust, wood dust, silica	
Asbestos	
PPE and RPE	
Electrical safety and equipment	
Welfare and first aid	
Fire and emergency planning	
Waste, hazardous waste and spill response	