

Site Safety Inspection Checklist

Weekly statutory safety walk-round with risk rating and immediate-action recording. · Free template from SiteAudit — siteaudit.app/templates

PROJECT

ADDRESS

INSPECTED BY

POSITION

DATE

TIME

PERSONS ON SITE

WEEK NO.

Ref	Item	Y / N / N/A	Risk	Observation / evidence	Immediate action taken	Further action required	Owner	Due date	Status
A. Statutory records									
1	F10 notification displayed where required								
2	Construction phase plan on site and current								
3	Scaffold, excavation and lifting inspection registers up to date								
4	Statutory inspection certificates available for plant and lifting equipment								
5	Accident, incident and near-miss records up to date								
B. High-risk activities									
6	Permits to work issued and displayed for hot works, confined space and live services								
7	Lifting operations planned, supervised and within exclusion zones								
8	Work at height controls in place and being used								
9	Excavation supports installed as designed and inspected								
10	Asbestos survey reviewed before any refurbishment or demolition work								
C. Workforce									
11	Everyone on site inducted and competent for the work they are doing								
12	Risk assessments and method statements briefed to the operatives doing the work								
13	Toolbox talks delivered and recorded within the last 2 weeks								
14	Supervision present and adequate for the activities in progress								

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15	PPE issued, worn correctly and in serviceable condition								
D. Site conditions									
16	Access, egress and emergency routes clear and lit								
17	Fire precautions adequate for the current phase of work								
18	Welfare facilities adequate, clean and maintained								
19	Housekeeping standards acceptable in all work areas								
20	Public protection adequate at the site boundary								
E. Previous actions									
21	Actions from the last inspection completed and verified								
22	Outstanding actions re-dated and re-assigned with a reason recorded								
23	Repeat findings escalated to the project manager								

How to use this template

1. Rate the risk of every N so the project manager can see what needs stopping today versus what can wait for the next visit.
2. Anything rated High should be stopped and made safe before you leave the area — record it in the immediate action column.
3. Section E is the one that matters. An inspection regime that never closes out previous findings produces a paper trail of known, unfixed hazards.
4. Keep completed inspections for the life of the project. They are the first thing requested after an incident.

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