



# Flavio

## Sample Inspection

Company name: **Sample**  
Date: **Tuesday, 16th July 2019**  
Site address: **Sample**  
Issued to: **Sample**



## INSPECTION REPORT

Inspection Type:	Sample
HAVIO Client:	Sample
Date:	Tuesday, 16th July 2019
Site:	Sample
Inspected By:	James Evans
Report Received By:	Sample

# Inspection Report Summary

## Summary of Project

Ongoing progress is being made addressing issues - well done all. A number of larger issues (construction of the cutting area etc) will be addressed in August.

## Summary of Risks Identified

High	Medium	Low
	1	8

## Good practice observed

The mixing up area was well constructed and the ramp access was excellent.

## Overview Questions

	Yes	No	N/a
1. Are high risk activities well controlled?	<input checked="" type="checkbox"/>		
2. Are the risks to the general public well controlled?	<input checked="" type="checkbox"/>		
3. Has the report been adequately closed out since the last report?	<input checked="" type="checkbox"/>		

## Site Inspection Score

Overall Score: 90%



# Introduction

## Scope of Inspection

This health and safety inspection is produced following a site visit lasting a specified period of time as set out in our terms of engagement. The purpose of the report is to provide either the client commissioning the report with an independent assessment of how they are performing in meeting their health and safety responsibilities.

The report provides a snapshot of compliance as observed by the consultant at the time of the inspection. In completing the safety inspection both paperwork and physical areas of the site are inspected to provide an overview of the effectiveness of safety management.

## Inspection Limitations

This inspection is not a full audit of compliance, a risk assessment or thorough examination. The report is not a substitute for statutory inspections.

Where a client engages contractors / sub-contractors, the report will not usually include a detailed inspection of those parties. However, any key failing(s) observed will be communicated to the client to take the necessary action.

## Inspection Scoring

A percentage score is attributed to each site inspection as an indicative measure of compliance and overall safety levels. The score can be found on the inspection report summary page and is calculated by assessing the level of risk associated with each area.

Different areas assessed during the inspection are first marked as either being compliant or non-compliant this is based primarily on legislation but can also be based on those clients who have standards that exceed legal compliance.

Those areas that are deemed non-compliant are then marked on the level of risk which they pose this being as stated below:

- **High** - An unsafe act or work area with obvious potential for a fatality or serious injury that affects the long term quality of life, to either the worker(s) involved or others in the vicinity.
- **Medium** - Unsafe act of work area with obvious potential for injury, that could lead from time off work to either the worker(s) involved or to others in the vicinity.
- **Low** - Unsafe act or minor observation which may lead to minor first aid injury.
- **No Risk** - Those observations which in isolation so not pose any risk to workers or the project.

The score for each inspection starts at 100 points and decreases dependent on the number of non-compliances identified and the risk associated with this non-compliance.

High Risk = -3 points

Medium Risk = -2 points

Low Risk = -1 point

## Action Plan/Close off

Recommended improvements following the inspection are detailed in the action plan at the end of this report. The actions are prioritised by the risk severity and are coloured accordingly. Remedial actions should be undertaken in order of risk severity.

# 1. General Site Safety

## ● 1.1. Training of Managers and Employees: **Compliant**

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## ● 1.2. Inductions: **Non-Compliant**

Observations	Actions Required
All operatives are formally inducted. An air con contractor was on site today and was given a brief induction into the fire procedure etc.	Observation. Please consider the use of a simplified form for the delivery of a basic induction delivered to contractors.

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## ● 1.3. Statutory Signs and Noticeboards: **Compliant**

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## ● 1.4. Incident / Near Miss Reporting: **Compliant**

Observations	Actions Required
Accidents are being reported and accident investigation forms are now being completed - good. An operative recently cut his hand on a grinder, a report has been completed for this.  Near miss reporting is being carried out.	No Actions Required.

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## ● 1.5. Weekly Management Inspection: **Compliant**

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## ● 1.6. Tool Box Talks: **Compliant**

Observations	Actions Required
Fortnightly toolbox talks are being carried out, the last was on house keeping.	No Actions Required.

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## 2. Contractors RAMS

### ● 2.1. RAMS Produced: **Compliant**

Observations	Actions Required
RAMS have been produced for all activities. Further SOPs, with lots of photographs have been produced for all works.	No Actions Required.

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### ● 2.2. RAMS Signed by Operatives: **Compliant**

Observations	Actions Required
RAMS are signed upon induction.	No Actions Required.

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## 3. Emergency Response Provisions

### ● 3.1. Qualified First Aider: **Compliant**

Observations	Actions Required
There are a number of First Aiders on the project.	No Actions Required.

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### ● 3.2. First Aid Provisions: **Compliant**

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### ● 3.3. Spill Kit: **Compliant**

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## 4. Welfare

### ● 4.1. Toilets & Washing Facilities: **Compliant**

Observations	Actions Required
The new toilet facility is now complete.	No Actions Required.

### ● 4.2. Drinking Water: **Compliant**

Observations	Actions Required
Supplies of drinking water are available.	No Actions Required.

### ● 4.3. Changing Rooms & Lockers: **Compliant**

Observations	Actions Required
The changing room and lockers are near complete.	Please provide seating or similar in this location.

### ● 4.4. Facilities for Rest: **Compliant**

Observations	Actions Required
The Mezzanine Welfare set up is near complete.	Please continue to finish this off. Furniture is due next week

## 5. Fire

### ● 5.1. Fire Plan: **Compliant**

Observations	Actions Required
Fire plans are displayed.	Consider an introduction of a 'You are here' symbol to aid identification of the nearest exit point.

### ● 5.2. Fire Risk Assessment: **Compliant**

Observations	Actions Required
A further FRA is planned for the location once the Mezzanine works are complete.	No Actions Required.

### ● 5.3. Fire Exit Signage: **Non-Compliant**

Observations	Actions Required
There is a missing fire exit signage on the Mezzanine Left Stair.  It is good to see the emergency lighting on the Mezzanine Welfare area.	Please install a sign indicating escape down the stair.

### ● 5.4. Fire Log book and drill: **Compliant**

### ● 5.5. Fire Points & Alarm: **Non-Compliant**

Observations	Actions Required
The fire extinguisher to the Rear Right exit from the Cutting area is mounted high on the wall. This may be difficult to access in an emergency.	Please maintain at an easily accessible height, it is recommended that the handle be placed at around a meter from the floor.

### ● 5.6. Hot Works Managed and Permit: **Compliant**

Observations	Actions Required
Hot works permits are being issued as required.  Both propane heat guns were noted as having an extinguisher present - good.	No Actions Required.

### ● 5.7. Fire Load: **Non-Compliant**

Observations	Actions Required
There are a lot of stored pallets on site.	Please arrange regular removal to reduce any potential fire loading and also improve the image of the works. It is noted that in their present location they pose very limited risk.

### ● 5.8. Smoking: **Compliant**

### ● 5.9. Trained Fire Wardens: **Compliant**

Observations	Actions Required
There are trained fire wardens at this location.	No Actions Required.



## ● 5.10. Means of Escape: **Compliant**

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# 6. Electrical Safety

## ● 6.1. Condition of Electrical Install: **Non-Compliant**

Observations	Actions Required
The clean down sinks are 240v and the leads are short, this will leave the sockets close to the water.  The heater and electrical cage to the Rear Right of the unit is unlocked, possibly to allow charging of tools.	It is strongly recommended that these are hard wired in to reduce any risk of water ingress. They are not presently being used.  It is recommended that this is retained in a locked state, consider the provision of a battery changing bank to persons charging tools.

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## ● 6.2. PA Testing: **Compliant**

Observations	Actions Required
Annual PA testing is carried out.	No Actions Required.

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# 7. Working at Height Access Equipment

## ● 7.1. Suitable for Works: **Non-Compliant**

Observations	Actions Required
A set of 5 tread steps were noted on site, these offer potential to be used in an unsafe fashion due to their height and the need to stand high on the steps to reach high level works.	Please consider if you want to retain steps of this height on your projects, taller steps may be more appropriate.

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## ● 7.2. Suitable Condition : **Non-Compliant**

Observations	Actions Required
A podium was noted as missing the bar step, it was removed from the work area.	Please fit the bar step to remove an excessive step between the steps and the working level.

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## ● 7.3. In Use Safely: **Compliant**

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● 7.4. Stored Safely: **Compliant**

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● 7.5. Inspected and tagged: **Non-Compliant**

Observations	Actions Required
Tagging of access equipment was noted as being generally carried out - well done.  A tower in an exterior module was noted as out of date.	Observation.  Please inspect and update the tag.

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● 7.6. MEWPS – IPAF Trained Operatives: **Compliant**

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● 7.7. MEWPS: **Compliant**

Observations	Actions Required
MEWPs are used for access for the slinging of the modules - good.	No Actions Required.

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● 7.8. Mobile Towers – PASMA Qualified Installer: **Compliant**

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● 7.9. Mobile Towers – Correctly Erected: **Non-Compliant**

Observations	Actions Required
The large scaffold tower around the full module and two towers being used to sheet the modules were noted as well constructed.  A tower was noted as missing the top section/platform set too high, this leaving the guard rails too low.  There is a part erect tower to the modules undoing remedial works, to the exterior of the unit.  There was a scaffold tower with no toe boards.	Observation.  Please install a further section to the tower to allow the install of a top rail, alternatively lower the platform.  It is recommended that signage be installed indicating that it is incomplete and should not be used. Ideally it should be struck and safely stored when not in use.  Please fit the toe boards.

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● 7.10. Hop Ups: **Compliant**

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● 7.11. Ladders – EN131 Professional: **Compliant**

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## 8. Other Working At Height

### ● 8.1. Protection Against Falls / Materials: **Compliant**

Observations	Actions Required
Open edges of the modules were noted as having been closed up with barriers - good. Please continue to address this edge where found.	No Actions Required.

### ● 8.2. Barriers / Warnings: **Compliant**

## 9. Racking and Storage

### ● 9.1. Condition of Racking and Storage: **Compliant**

Observations	Actions Required
Racking was found in good order. The cantilever racks are being utilised well.	No Actions Required.

### ● 9.2. Safe Storage and Loading: **Compliant**

Observations	Actions Required
Racking is marked with the SWL on signage.	No Actions Required.

### ● 9.3. Racking Signage and SWL: **Compliant**

# 10. Lifting Operations

## ● 10.1. Lifting Plan: **Compliant**

Observations	Actions Required
There is a Lift Plan in place.	No Actions Required.

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## ● 10.2. Qualified Operatives: **Compliant**

Observations	Actions Required
All operatives involved in the lifting are trained and competent.	No Actions Required.

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## ● 10.3. Equipment & Accessories: **Compliant**

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## ● 10.4. LOLER Inspection: **Compliant**

Observations	Actions Required
Weekly LOLER inspections are being recorded.	No Actions Required.

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## ● 10.5. Thorough Examination Certificate: **Compliant**

Observations	Actions Required
Certificates are monitored by the AP. Internal certification are held by Chris Weston.	No Actions Required.

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## ● 10.6. Safe Lifting practiced: **Compliant**

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# 11. Plant & Equipment

## ● 11.1. In Use Safely: **Compliant**

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## ● 11.2. Safety Features : **Non-Compliant**

Observations	Actions Required
There are 2 'L' class hoover on site, whilst this would be adequate for cutting plasterboard, the HSE recommends a 'M' class filer f or all timber cutting.	It is recommended that Stellings maintain a standard of 'M' class hoovers only due to the regular changingof cutting between plasterboard and timber.
There is a battery router in the cutting area without any means of suppressing dust at source. These tools are available with dust suppression facility.	It is strongly recommended that a router with facility to apply a hoover is provided, to control dusts at source.
The Reach Stacker is not fitted with a reversing mirror or camera or similar.	Please retro fit a safety feature such as this to reduce any potential risk of it striking a person. It is noted that it is utilised with the presence of a banksman.

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## ● 11.3. PUWER Inspections: **Compliant**

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# 12. Traffic Management

## ● 12.1. Plan Followed: **Compliant**

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## ● 12.2. Adequate Segregation: **Non-Compliant**

Observations	Actions Required
<p>The zebra crossing between the Left roller shutter and the smoking area is not yet installed but is planned in August due to the reduction in expected vehicle movements.</p> <p>Walkways around the interior Right side of the unit have been put back till the re-levelling of the floor is carried out in August.</p>	<p>Please carry out in August.</p> <p>Please carry out in August, this will coincide with the conclusion of the Mezzanine Welfare.</p>

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## ● 12.3. Adequate Signage: **Compliant**

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## ● 12.4. Safe Loading and Unloading: **Compliant**

Observations	Actions Required
<p>At the time of the visit all deliveries were unloaded via forklift.</p>	<p>No Actions Required.</p>

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## ● 12.5. Trained banksmen: **Compliant**

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## 13. Hazardous Substances (COSHH)

### ● 13.1. In Use Safely: **Compliant**

### ● 13.2. Storage Suitable : **Compliant**

Observations	Actions Required
There is designated COSHH storage on site.	No Actions Required.

### ● 13.3. Risk Assessment in Place: **Non-Compliant**

Observations	Actions Required
COSHH assessments are not yet complete for all substances in use although all the data sheets are held.	Please progress the completion of the COSHH assessments.

### ● 13.4. MSDS on Site: **Compliant**

Observations	Actions Required
Safety data sheets are held for all substances on site.	No Actions Required.

## 14. Fuels & Gas

### ● 14.1. Storage Suitable: **Compliant**

Observations	Actions Required
All gas bottles are stored in a cage.	No Actions Required.

## 15. Work Environment

### ● 15.1. Dust: **Compliant**

Observations	Actions Required
There is now a sweeper for the unit floor - good practice.	No Actions Required.

## ● 15.2. Lighting : Compliant

Observations	Actions Required
Lighting is fine across site.	No Actions Required.

## ● 15.3. Access & Egress: Compliant

## ● 15.4. Site Security : Compliant

## ● 15.5. Slips, Trips & Falls: Non-Compliant

Observations	Actions Required
A trailing lead was noted around Section 1.  The hanging of cables at high level across to the cutting area is very positive.  There are some loose blocks and timber around an exterior module.  The module steps have no handrail.	Please consider options for reducing trailed length. Going forward consider the install of overhead hanging power sockets and further power provision to the exterior of the unit.  Observation.  Please clear the debris from this area.  It is recommended that a handrail be fitted to the temporary steps installed for the unit access.

## ● 15.6. Site Tidiness : Non-Compliant

Observations	Actions Required
The use of drip trays in the mixing up location is an excellent idea - well done.  The cutting area was very tidy at the time of the visit - well done.  There is debris on the floor adjacent to the bins.  The sweeper is now used in the Unit.  A cleaning rota has been drawn up - good.	Observation.  Observation.  Please clear through.  Observation.

## ● 15.7. Storage of Materials: Compliant

## ● 15.8. Waste Management : Compliant



## 16. Occupational Health

### ● 16.1. Noise: **Non-Compliant**

Observations	Actions Required
The Cutting room is still quite open and any noise being created in this area will likely filter into the main area. There are plans to address this during the temporary cessation of work in August. At the time of the visit operatives requiring hearing protection were wearing it.	Please carry out the plans to address the potential noise issues in this area through the install of doors and acoustic panelling.

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### ● 16.2. Manual Handling : **Compliant**

Observations	Actions Required
A ramp is installed onto the mixing up area - great. Wheeled trolleys are being used to move boards - good.	No Actions Required.

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## 17. PPE

### ● 17.1. PPE in Place: **Compliant**

Observations	Actions Required
A three point PPE rule is now being followed, with task specific PPE worn as required.	No Actions Required.

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### ● 17.2. Task Specific PPE worn, Where Required: **Compliant**

Observations	Actions Required
All operatives requiring to wear RPE have now been face fit tested - good. Operatives requiring task specific PPE were found wearing it.	No Actions Required.

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# Not Inspected

Asbestos Management  
Incident / Near Miss Actions Closed Out  
RAMS Evaluated by Manager  
Electrical Condition Report  
TW Coordinator  
TW Register  
TW Designs  
Permit to Dig  
Shored / Battered  
Location of Spoil  
Barriers / Warnings  
Access & Egress  
Safe Working Areas  
Recorded Inspection  
Hand Over Certificate  
7 Day Inspection  
Safe Working Platforms  
Access & Egress  
Vibration  
Design Mitigation  
Any Other Issues  
DSE Set up and Assessed  
Suitable DSE working conditions

# Close Out

Title	Compliance Rating	Risk Severity	Observation	Action Required	Actioned By	Date Actioned
7.9. Mobile Towers – Correctly Erected	Non-Compliant	Medium	<p>The large scaffold tower around the full module and two towers being used to sheet the modules were noted as well constructed.</p> <p>A tower was noted as missing the top section/platform set too high, this leaving the guard rails too low.</p> <p>There is a part erect tower to the modules undoing remedial works, to the exterior of the unit.</p> <p>There was a scaffold tower with no toe boards.</p>	<p>Observation.</p> <p>Please install a further section to the tower to allow the install of a top rail, alternatively lower the platform.</p> <p>It is recommended that signage be installed indicating that it is incomplete and should not be used. Ideally it should be struck and safely stored when not in use.</p> <p>Please fit the toe boards.</p>		
11.2. Safety Features	Non-Compliant	Low	<p>There are 2 'L' class hoover on site, whilst this would be adequate for cutting plasterboard, the HSE recommends a 'M' class filer for all timber cutting.</p> <p>There is a battery router in the cutting area without any means of suppressing dust at source. These tools are available with dust suppression facility.</p> <p>The Reach Stacker is not fitted with a reversing mirror or camera or similar.</p>	<p>It is recommended that Stellings maintain a standard of 'M' class hoovers only due to the regular changing of cutting between plasterboard and timber.</p> <p>It is strongly recommended that a router with facility to apply a hoover is provided, to control dusts at source.</p> <p>Please retro fit a safety feature such as this to reduce any potential risk of it striking a person. It is noted that it is utilised with the presence of a banksman.</p>		
12.2. Adequate Segregation	Non-Compliant	Low	<p>The zebra crossing between the Left roller shutter and the smoking area is not yet installed but is planned in August due to the reduction in expected vehicle movements.</p> <p>Walkways around the interior Right side of the unit have been put back till the re-leveling of the floor is carried out in August.</p>	<p>Please carry out in August.</p> <p>Please carry out in August, this will coincide with the conclusion of the Mezzanine Welfare.</p>		
13.3. Risk Assessment in Place	Non-Compliant	Low	<p>COSHH assessments are not yet complete for all substances in use although all the data sheets are held.</p>	<p>Please progress the completion of the COSHH assessments.</p>		

Title	Compliance Rating	Risk Severity	Observation	Action Required	Actioned By	Date Actioned
15.5. Slips, Trips & Falls	Non-Compliant	Low	<p>A trailing lead was noted around Section 1.</p> <p>The hanging of cables at high level across to the cutting area is very positive.</p> <p>There are some loose blocks and timber around an exterior module.</p> <p>The module steps have no handrail.</p>	<p>Please consider options for reducing trailed length. Going forward consider the install of overhead hanging power sockets and further power provision to the exterior of the unit.</p> <p>Observation.</p> <p>Please clear the debris from this area.</p> <p>It is recommended that a handrail be fitted to the temporary steps installed for the unit access.</p>		
5.3. Fire Exit Signage	Non-Compliant	Low	<p>There is a missing fire exit signage on the Mezzanine Left Stair.</p> <p>It is good to see the emergency lighting on the Mezzanine Welfare area.</p>	<p>Please install a sign indicating escape down the stair.</p>		
5.5. Fire Points & Alarm	Non-Compliant	Low	<p>The fire extinguisher to the Rear Right exit from the Cutting area is mounted high on the wall. This may be difficult to access in an emergency.</p>	<p>Please maintain at an easily accessible height, it is recommended that the handle be placed at around a meter from the floor.</p>		
6.1. Condition of Electrical Install	Non-Compliant	Low	<p>The clean down sinks are 240v and the leads are short, this will leave the sockets close to the water.</p> <p>The heater and electrical cage to the Rear Right of the unit is unlocked, possibly to allow charging of tools.</p>	<p>It is strongly recommended that these are hard wired in to reduce any risk of water ingress. They are not presently being used.</p> <p>It is recommended that this is retained in a locked state, consider the provision of a battery charging bank to persons charging tools.</p>		
7.2. Suitable Condition	Non-Compliant	Low	<p>A podium was noted as missing the bar step, it was removed from the work area.</p>	<p>Please fit the bar step to remove an excessive step between the steps and the working level.</p>		
1.2. Inductions	Non-Compliant	No Risk	<p>All operatives are formally inducted.</p> <p>A air con contractor was on site today and were given a brief induction into the fire procedure etc.</p>	<p>Observation.</p> <p>Please consider the use of a simplified form for the delivery of a basic induction delivered to contractors.</p>		
15.6. Site Tidiness	Non-Compliant	No Risk	<p>The use of drip trays in the mixing up location is an excellent idea - well done.</p> <p>The cutting area was very tidy at the time of the visit - well done.</p> <p>There is debris on the floor adjacent to the bins.</p> <p>The sweeper is now used in the Unit.</p> <p>A cleaning rota has been drawn up - good.</p>	<p>Observation.</p> <p>Observation.</p> <p>Please clear through.</p> <p>Observation.</p>		

Title	Compliance Rating	Risk Severity	Observation	Action Required	Actioned By	Date Actioned
16.1. Noise	Non-Compliant	No Risk	The Cutting room is still quite open and any noise being created in this area will likely filter into the main area. There are plans to address this during the temporary cessation of work in August. At the time of the visit operatives requiring hearing protection were wearing it.	Please carry out the plans to address the potential noise issues in this area through the install of doors and acoustic panelling.		
5.7. Fire Load	Non-Compliant	No Risk	There are a lot of stored pallets on site.	Please arrange regular removal to reduce any potential fire loading and also improve the image of the works. It is noted that in their present location they pose very limited risk.		
7.1. Suitable for Works	Non-Compliant	No Risk	A set of 5 tread steps were noted on site, these offer potential to be used in an unsafe fashion due to their height and the need to stand high on the steps to reach high level works.	Please consider if you want to retain steps of this height on your projects, taller steps may be more appropriate.		
7.5. Inspected and tagged	Non-Compliant	No Risk	Tagging of access equipment was noted as being generally carried out - well done.  A tower in an exterior module was noted as out of date.	Observation.  Please inspect and update the tag.		
4.3. Changing Rooms & Lockers	Compliant	No Risk	The changing room and lockers are near complete.	Please provide seating or similar in this location.		
4.4. Facilities for Rest	Compliant	No Risk	The Mezzanine Welfare set up is near complete.	Please continue to finish this off. Furniture is due next week		
5.1. Fire Plan	Compliant	No Risk	Fire plans are displayed.	Consider an introduction of a 'You are here' symbol to aid identification of the nearest exit point.		

# Sign Off

A handwritten signature in black ink, consisting of a large, rounded initial 'J' followed by a series of connected, wavy lines representing the surname 'Evans'.

Inspector: James Evans

Client: