

SITE HEALTH AND SAFETY AUDIT — SCORED

Conditions and paperwork on one site, scored 0-1-2, with critical items that fail it

AUDIT — SITE

KD-AUD-SA-001 Rev A0

An audit is not the weekly inspection. KD-INS-W5-010 is the site manager's own walk every week, ticked satisfactory or not. This audit is done less often, by someone independent of the site team — a contracts manager from another job, a director, the health and safety adviser — and it scores both the conditions on site and the paperwork meant to control them, against the evidence named under each item. HSE HSG65 (3rd edition, 2013) puts this in the Check stage of Plan, Do, Check, Act; MHSWR 1999 reg 5 requires arrangements for monitoring; CDM 2015 reg 13(1) makes the principal contractor plan, manage and monitor the construction phase, and reg 15(2) every contractor its own work. Every 0 or 1 becomes an action on KD-INS-AR-019; the result goes on the programme KD-AUD-AP-003. The permit system and quality system audits are KD-SYS-AU-021 and KD-QA-SYS-011. Written for Great Britain: CDM 2015 applies in Great Britain and the Health and Safety at Work etc. Act 1974 does not extend to Northern Ireland, which has its own health and safety legislation.

1 THE AUDIT

PROJECT / SITE REF	SITE	DATE	AUDITOR		
PRINCIPAL CONTRACTOR	SITE MANAGER PRESENT	STAGE AND MAIN ACTIVITIES TODAY			
PEOPLE ON SITE	PASS MARK %	IMPROVE MARK %	KD-AUD-AP-003 LINE	LAST AUDIT — DATE AND %	TIME ON SITE

2 HOW TO SCORE — READ BEFORE THE AUDIT

Score every item against the evidence named under it. Where the item is about conditions, look at the thing itself — the edge, the excavation, the lead — not the paperwork about it: HSE HSG65 (3rd edition, 2013) is blunt that paperwork on its own is not a good performance measure.

- 2 — in place, working, and evidenced on the day.
- 1 — in place, but with a gap that puts nobody in immediate danger (a record a day late, a sign missing, one person without a signature).
- 0 — not in place, not working, or no evidence that it is.
- N/A — does not apply here today (no excavation open). N/A is not a score: leave it out of the count and write the reason in the finding box.
- Percentage = the total of the scores ÷ (2 × the number of items scored) × 100, rounded down to a whole number.
- CRITICAL items are scored 2 or 0 only — half an edge protection is no edge protection. A 0 on any critical item fails the audit, whatever the percentage. The danger is made safe, or the work stopped (KD-SITE-SN-012), before the auditor leaves that area, and it is recorded in the result section.
- Anything found that puts a person in immediate danger — under any item, critical or not — is made safe or the work stopped at once, and recorded in the result section.
- Every 0 and every 1 becomes an action on this site's action register KD-INS-AR-019 with an owner and a date; write the action number in the finding box. Suggested risk rating on that register: a critical 0 = H, any other 0 = M, a 1 = L — adjust to the finding.

3 MANAGEMENT AND PAPERWORK ON SITE

ITEM — AND THE EVIDENCE TO LOOK AT	SCORE	WHAT WAS SEEN · ACTION NO. · WHY N/A
3.1 The construction phase plan is on site, current, and covers the work actually in progress today. <i>Look at: KD-CDM-CP-001 or KD-CDM-CP-002 — its revision date against the programme; the activities seen today are in it</i>		
3.2 Risk assessments and method statements for the activities seen are on site, were accepted before the work started, and match the method actually being used. <i>Look at: pick three activities: the acceptance on KD-SITE-RR-007, then watch the work against the method</i>		
3.3 The operatives doing that work were briefed on those RAMS and signed for them. <i>Look at: KD-SITE-RB-008 against three named operatives — ask one of them what the method says</i>		
3.4 Everyone on site has signed in and been inducted. <i>Look at: count heads against KD-SITE-SI-001 and KD-SITE-IR-003; ask two people what their induction covered (KD-CDM-IN-009)</i>		
3.5 Cards and tickets are held and in date for the work each person is doing. <i>Look at: KD-SITE-TC-004 against three operatives, one of them a plant operator</i>		
3.6 Permits in force are displayed, in date, and match the work under way. <i>Look at: the permit register KD-SYS-RG-012; the permits board KD-NOT-PB-007; one live permit checked at the place of work</i>		
3.7 Weekly site inspections are done, and their actions are closed or still inside their due date. <i>Look at: KD-INS-W5-010 for the last four weeks; KD-INS-AR-019 — count the actions past their due date</i>		
3.8 Accidents, incidents and near misses since the last audit are recorded and investigated, with a RIDDOR decision recorded for every injury. <i>Look at: KD-SITE-AB-025, KD-SITE-NR-026, KD-SITE-IV-027, KD-SITE-RD-028 — and whether near misses are being reported at all</i>		
SECTION TOTAL	OUT OF	SECTION %

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4 WELFARE

CDM 2015 reg 13(4)(c): the principal contractor ensures facilities that meet Schedule 2 are provided throughout the construction phase; reg 15(11) puts the same on every contractor for its own workers where it has control.

ITEM — AND THE EVIDENCE TO LOOK AT

4.1 Toilets: suitable and sufficient for the numbers on site, readily accessible, ventilated, lit and clean — separate for men and women unless each is in its own room lockable from inside.

Look at: look — and the cleaning record; the numbers against the peak on KD-SITE-SI-001

4.2 Washing: next to the toilets, with clean hot and cold, or warm, running water, soap and a means of drying.

Look at: turn the tap on

4.3 Drinking water: an adequate supply at readily accessible places, marked where needed, with cups unless it comes from a drinking jet.

Look at: look

4.4 Changing and lockers: where workers wear special clothing and cannot be expected to change elsewhere, changing rooms with seating and a means of drying clothing; lockable storage for clothing and personal effects where needed.

Look at: look — and whether the changing room is being used as a store

4.5 Rest: rest rooms or areas with enough tables and seating with backs, arrangements to prepare and eat meals, a means of boiling water, kept at an appropriate temperature — and somewhere a pregnant worker or nursing mother can lie down where needed.

Look at: look — heated in cold weather; not full of materials

4.6 Welfare is checked every week and defects put right.

Look at: KD-INS-WF-031 for the last four weeks

SECTION TOTAL

OUT OF

SECTION %

5 ACCESS, HOUSEKEEPING AND SECURITY

ITEM — AND THE EVIDENCE TO LOOK AT

5.1 The site boundary is secure and unauthorised people are kept out: hoarding or fencing sound, gates closed or controlled.

Look at: CDM 2015 reg 13(4)(b); walk the boundary; KD-INS-HF-033

5.2 Pedestrian routes are marked, clear, lit, and kept apart from plant.

Look at: walk from the gate to the furthest work area

5.3 Materials are stored stably, out of routes, and back from edges and excavations.

Look at: stacks, pallets and loose sheet materials — and what the wind would do to them

5.4 Housekeeping: waste cleared as the work goes, no trip hazards, protruding nails or sharp edges in working areas.

Look at: three work areas and one stair

5.5 Stairs, ramps and access to every work area are safe, with handrails where needed.

Look at: use them

5.6 Lighting is adequate for the work and the routes, with emergency lighting where it is needed.

Look at: KD-INS-SL-039; basements, stair cores and plant rooms

SECTION TOTAL

OUT OF

SECTION %

6 WORK AT HEIGHT

ITEM — AND THE EVIDENCE TO LOOK AT

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

6.1 Every edge, opening and void a person could fall from is protected — guardrails and toe boards, or covers that are fixed and marked.

Look at: walk every floor and roof being worked; KD-INS-EG-032

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

6.2 Nobody works on or near a fragile surface without platforms, covers, nets or other protection, and fragile surfaces are marked.

Look at: roofs, rooflights and roof sheets; KD-INS-RA-036

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ITEM — AND THE EVIDENCE TO LOOK AT

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

6.3 Scaffolds in use are tagged, and every working platform from which a person could fall 2 metres or more has been inspected in the previous 7 days, after erection or alteration, and after anything liable to affect its safety.

Look at: Work at Height Regulations 2005 reg 12; the tags and KD-INS-SC-001 — report dates against today

6.4 Mobile towers are erected by trained people, braced, with outriggers and brakes set, and inspected.

Look at: KD-INS-TW-007; one tower in use

6.5 Ladders are used only where a platform is not justified, are in good condition, secured, and on the register.

Look at: KD-INS-LD-006; two ladders in use

6.6 MEWPs are operated by trained and familiarised operators, the pre-use check is done, and there is a rescue plan.

Look at: KD-INS-MW-024; KD-RES-MW-002

6.7 Harnesses and lanyards are inspected and on the register, and there is a rescue plan wherever fall arrest is used.

Look at: KD-INS-HR-005; KD-RES-WH-001

SECTION TOTAL

OUT OF

SECTION %

CRITICAL ITEMS SCORED 0

7 PLANT AND LIFTING

ITEM — AND THE EVIDENCE TO LOOK AT

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

7.1 Plant operators hold the ticket for the machine they are operating and the site's authorisation.

Look at: KD-PLT-OA-011 and KD-SITE-TC-004 for two operators

7.2 Pre-use checks are done and defects reported; defective plant is taken out of use.

Look at: KD-INS-PL-004 and the KD-PLT check sheets; KD-PLT-DQ-012

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

7.3 Lifting equipment and accessories in use have a current thorough examination — at least every 6 months for equipment that lifts people and for lifting accessories, at least every 12 months for other lifting equipment, or to an examination scheme.

Look at: LOLER 1998 reg 9(3); KD-INS-LE-003 and KD-INS-AT-025 against the mark or tag on the item

7.4 The lift under way was planned by a competent person, is supervised, and its lift plan is on site.

Look at: KD-LIFT-CL-001 or KD-LIFT-GL-002; the appointments on KD-LIFT-AP-003

7.5 Hired plant and lifting equipment arrived with physical evidence of its last inspection or thorough examination.

Look at: LOLER 1998 reg 9(4); Work at Height Regulations 2005 reg 12(5); the hire log KD-SITE-PR-017

7.6 Plant left unattended is parked safely, attachments lowered, keys removed.

Look at: at a break and at the end of the day

SECTION TOTAL

OUT OF

SECTION %

CRITICAL ITEMS SCORED 0

8 EXCAVATIONS AND BURIED SERVICES

ITEM — AND THE EVIDENCE TO LOOK AT

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

8.1 Every excavation people work in is supported or battered so that it cannot collapse and material cannot fall on them.

Look at: CDM 2015 reg 22(1); look; the temporary works design where supports are used (KD-SITE-TW-018)

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

8.2 No digging is going on where buried services have not been located and marked on the ground.

Look at: the marks on the ground at every dig open today, against the services drawings

8.3 The services drawings and locator survey are on site, services were proved before digging, and digging is controlled by permit where the site requires one.

Look at: the drawings, the locator survey record, the permit

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ITEM — AND THE EVIDENCE TO LOOK AT

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

8.4 Excavations with supports or battering are inspected by a competent person at the start of every shift, after any event likely to have affected their strength or stability, and after any accidental fall of material — before work in them.

Look at: CDM 2015 reg 22(4); KD-INS-EX-002 or KD-INS-ES-027

8.5 Edges are protected so people, plant and materials cannot fall in, and the ground next to the excavation is not overloaded by spoil, materials or plant.

Look at: CDM 2015 reg 22(2) and (3); barriers and stop blocks

8.6 There is a safe way into and out of every excavation people work in.

Look at: look

SECTION TOTAL

OUT OF

SECTION %

CRITICAL ITEMS SCORED 0

9 FIRE AND EMERGENCIES

ITEM — AND THE EVIDENCE TO LOOK AT

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

9.1 The construction phase fire risk assessment and fire plan are current for the building as it is today.

Look at: KD-FIRE-RA-001, KD-FIRE-FP-002 — their dates against the stage of the work

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

9.2 Escape routes are clear and usable, and there is a working means of raising the alarm and fire-fighting equipment at the fire points.

Look at: walk the routes out from the furthest work area; the alarm test; the fire points

9.3 Escape routes and fire points are signed, and the route and fire point checks are recorded.

Look at: the signs along the routes; KD-FIRE-ER-005, KD-INS-FS-009

9.4 Hot works are under permit, and the fire watch after the work is recorded.

Look at: KD-PTW-HW-001, KD-FIRE-HR-004, KD-PTW-FW-002

9.5 Flammable liquids and gas cylinders are kept in a ventilated, secure store away from escape routes and ignition sources, cylinders upright and secured.

Look at: the store, and the cylinders in use

9.6 Emergency arrangements are known and tested: alarm tests and drills at suitable intervals, the emergency board displayed.

Look at: CDM 2015 reg 30(3); KD-SITE-FD-030, KD-SITE-EB-031; ask two people where the assembly point is

9.7 First aid: kits stocked, first-aiders named — and actually on site today.

Look at: KD-SITE-FA-029; KD-NOT-FA-003

SECTION TOTAL

OUT OF

SECTION %

CRITICAL ITEMS SCORED 0

10 HAZARDOUS SUBSTANCES AND HEALTH

ITEM — AND THE EVIDENCE TO LOOK AT

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

10.1 Before intrusive work in the areas being worked, the asbestos survey or register was checked, and no suspect material is being disturbed.

Look at: KD-ASB-RG-001 against today's work areas; look

10.2 COSHH assessments are on site for the substances in use today, with safety data sheets.

Look at: KD-INS-CO-017 and the KD-COSHH sheets for three products seen

10.3 Dust from cutting, drilling, chasing and sanding is controlled at source — on-tool extraction or water suppression.

Look at: watch one task

10.4 RPE is worn where the assessment requires it, and each wearer has been face-fit tested for the mask worn.

Look at: KD-OH-RP-004 for two wearers

10.5 Noise: hearing protection zones are marked and protection is worn; quieter methods are used where they exist.

Look at: KD-OH-NA-003; KD-NOT-HP-013

10.6 Vibration: exposure from the tools in use is assessed and recorded.

Look at: KD-OH-HV-002; KD-INS-HV-014

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ITEM — AND THE EVIDENCE TO LOOK AT

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

10.7 Health surveillance is in place for the people whose work requires it.

Look at: KD-OH-HS-001 — due dates only; no health details are written on this audit

SECTION TOTAL

OUT OF

SECTION %

CRITICAL ITEMS SCORED 0

11 ELECTRICAL AND TEMPORARY SERVICES

ITEM — AND THE EVIDENCE TO LOOK AT

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

11.1 No exposed live conductors: cables and leads undamaged, protected or routed clear, distribution boards closed.

Look at: the boards, and the leads in use

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

11.2 Overhead power lines near plant, scaffold or long materials are identified, with barriers and height limits in place.

Look at: HSE GS6; look up

11.3 The temporary electrical installation has been inspected and tested, with the record on site.

Look at: KD-INS-TE-008

11.4 Portable tools are in good condition and inspected, at reduced voltage or battery-powered, with RCD protection wherever mains voltage is used.

Look at: KD-INS-PA-038; three tools in use

11.5 Isolations are locked off, labelled and recorded.

Look at: KD-SITE-IS-019

SECTION TOTAL

OUT OF

SECTION %

CRITICAL ITEMS SCORED 0

12 PPE

ITEM — AND THE EVIDENCE TO LOOK AT

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

12.1 Everyone — operatives, managers and visitors — wears the site minimum PPE.

Look at: KD-NOT-PP-005; count

12.2 The task PPE named in the RAMS is worn — eye, hearing, hand, respiratory and fall protection.

Look at: against the RAMS for the three activities in 3.2

12.3 PPE issue is recorded and replacements are available on site.

Look at: KD-INS-PE-030

12.4 PPE is in good condition and stored properly.

Look at: look

SECTION TOTAL

OUT OF

SECTION %

13 TRAFFIC AND PROTECTING THE PUBLIC

ITEM — AND THE EVIDENCE TO LOOK AT

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

13.1 Pedestrians are kept apart from moving plant and vehicles, and reversing is controlled — a trained vehicle marshal or another control wherever visibility is restricted.

Look at: watch a delivery and the plant; KD-TM-TP-001, KD-TM-RV-006, KD-TM-BM-003

13.2 The traffic management plan matches the layout on the ground today, with the speed limit and routes signed.

Look at: KD-TM-TP-001 against the site

13.3 Deliveries are booked and controlled, and the unloading area is kept apart from people.

Look at: KD-TM-DM-002

CRITICAL — SCORE 2 OR 0 · A 0 FAILS THE AUDIT

13.4 Nothing can fall onto a public area from work above — fans, netting or an exclusion zone are in place, or no work is going on over the public.

Look at: stand outside the hoarding under the work; KD-INS-PP-018

13.5 The hoarding is sound with no gaps, and footways are kept open or safely diverted.

Look at: walk the outside of the hoarding; KD-INS-HF-033, KD-TM-PI-005

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ITEM — AND THE EVIDENCE TO LOOK AT

13.6 The site is left secure out of hours: plant immobilised, ladders removed or boarded, excavations covered or fenced.

Look at: KD-FIRE-AR-006; ask how the site is closed at night

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

SECTION TOTAL

OUT OF

SECTION %

CRITICAL ITEMS SCORED 0

14 ENVIRONMENT

ITEM — AND THE EVIDENCE TO LOOK AT

14.1 Waste is segregated, skips are not overfilled, and there is a transfer note for every load that left.

Look at: KD-SITE-WT-021; KD-ENV-SW-001

SCORE

WHAT WAS SEEN · ACTION NO. · WHY N/A

14.2 Fuel and oil are stored in secure bunded containers with drip trays, and a spill kit is on site.

Look at: KD-SITE-FL-022; KD-ENV-SR-006

14.3 No silt, concrete washout or contaminated water is reaching drains or watercourses.

Look at: KD-ENV-WP-004; the washout area and the nearest gully

14.4 Dust, noise and working hours are controlled at the boundary, and complaints are logged and answered.

Look at: KD-SITE-NM-023; KD-ENV-DN-003

14.5 Tree protection and ecology measures are in place where the site needs them.

Look at: KD-ENV-ET-005

SECTION TOTAL

OUT OF

SECTION %

15 RESULT

TOTAL SCORE

OUT OF

PERCENTAGE

CRITICAL ITEMS SCORED 0

PASS MARK (FROM SECTION 1) LAST AUDIT %

PASS — no critical item scored 0, and the percentage is at or above the pass mark

IMPROVE — no critical item scored 0, but the percentage is below the pass mark and at or above the improve mark

FAIL — one or more critical items scored 0 (whatever the percentage)

FAIL — the percentage is below the improve mark

ITEM NO.

WHAT WAS FOUND

MADE SAFE / WORK STOPPED — WHAT WAS DONE

BY WHOM

TIME

GOOD PRACTICE SEEN

ACTIONS RAISED ON KD-INS-AR-019

ENTERED ON KD-AUD-AP-003 (LINE)

REPORT SENT TO DIRECTOR (DATE)

RE-AUDIT BY

16 SIGNATURES

Auditor — I carried out this audit on the date stated and the scores are what I saw:

PRINTED NAME

ROLE

COMPANY

SIGNATURE

DATE

TIME

Site manager — I have received these findings and the critical failures were made safe as recorded:

PRINTED NAME

ROLE

COMPANY

SIGNATURE

DATE

TIME

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.