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## SITE AUDIT / INSPECTION REPORT

(MGR)	Site Manager / Supervisor S Moore	(TYPE)	description of place of work Electrical contracting Stores	
(ADDR)	Site Address 119a, Derby Street, Burton on Trent.	(NO)	Number of operatives on site 6	
(JN)	Job Number MWC MS01	(NOC)	Staff changes since last audit N/A	
(INSP)	Audit carried out by M Jones	(D&T)	Date 17/04/2009	Time on site 13:15
(DESC)	Description of work in progress General administration and electrical contracting material and plant storage.			

This report identifies issues that are recommended for action to prevent accidents, injury, dangerous occurrences and risks of ill health to persons working on site and others who may be affected by the works. It is intended to assist the company in adhering to relevant statutory requirements and good practice. This report identifies areas where, in the opinion of the writer, action is required.

An assessment of action level is given below to enable the reader to prioritize the various remedial actions

Action level 1	Could lead to the issue of a Prohibition Notice if the HSE are to visit site. Significant contravention of statutory requirements. Issues require immediate action.
Action level 2	Could lead to the issue of an improvement notice and / or letter if the HSE are to visit site. Contravention of statutory requirements.
Action level 3	Basic statutory requirements, advisory improvements and good practice. All hazards listed should be rectified as soon as possible.

This report reflects the situation at the time of the visit and not circumstances either before or after the inspection.

ref:

(ACR)	Accident records	
(FY)	Fatality	0
(MI)	Major injuries	0
(O3I)	Over 3 day incident	0
(U3I)	Under 3 day incident	0
(FA)	First Aid required.	0
(DO)(NM)	dangerous Occurrence / Near miss	0

Inspection categories	Comments and observations
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ref:

(SN)	Statutory notices: Safety posters, first aiders,	1) Health and safety law poster requires updating.
(MS)(RA)	Method statements / risk assessments : Latest versions and ref no.	N/A
(AE)	Access and egress : Vehicle access, Pedestrian access, Trip hazards	1) 1st floor designated walkway areas highlighted but obstructed with materials stored on the floor.
(HK)	Housekeeping : General site tidiness	1) Storage of materials throughout is poor many items are stored on the floor, or leaning up against walls. 2) There are dangerous sharp edged materials stored on a makeshift rack on the ground floor, at a level that could cause serious injury, to passers by.
(F)	Fire : fire evacuation procedure, Fire marshalls identified	1) The rear fire escape to the building is partially blocked externally with access equipment. 2) The rear fire escape corridor is partially blocked internally with boxes of overalls. 3) There is no fire assembly point identification, or signage.
(TR)	Training : Site inductions, Tool box talks, Operators certificates	Tool box talks are at present in progress.
(REC)	Records : Accident records, plant records, Scaffold records etc	Plant and scaffold registers are currently being re organised.
(PPE)	Personal Protective Equipment	PPE is currently being worn in accordance with the work being carried out.
(W)	Welfare	Welfare facilities are suitable for the users of the premises.
(EL)	Electrical : Power tools and accessories, lighting facilities, and temporary power	Electrical PAT testing is currently under way.
(WAH)	Working at height : Access equipment, steps, Ladders, Scaffold, Hop ups.	None taking place at time of visit, 1) Scaffold towers and access platforms are stored, untidily outside and not in their designated areas.
(ENV)	Environment ; Storage and disposal of waste materials.	There are good facilities for storage and disposal of waste materials and accessories, externally.
(CH)	Hazardous substances : COSHH assessments, Storage of materials	Assesments in place for cleaning materials.
(UWP)	Unsafe working practices : Noted diversions from safe practices.	None observed
(EX)	Excavation : Safe access & egress, barriers, shuttering and covers	N/A
	( other )	

Ref	Hazards noted	Action level	Action to be taken	Action timescale
SN1	H&S Law poster	3	Update / renew H&S law poster.	1 week
AE1	Walkways blocked	3	Remove objects from painted walkways throughout the premises.	1 week
HK1	Material storage	3	Materials to be stored in a proper and safe manner, not leaning up walls	1 week
HK2	Material storage	2	Storage rack to be completed on ground floor, or removal of sharp items from racking	1 week
F1	Blocked fire escape	2	Re stack access items in designated area and away from fire escape.	1 week
F2	Blocked fire escape	2	Remove boxes of overalls from fire escape exit corridor.	1 week
F3	Fire assembly point	2	Install fire assembly point notice.	1 week
WAH1	Access equipment	3	Store access equipment in correct place.	1 month

Signed \_\_\_\_\_

Date 17 April 2009

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Comments and further guidance

Welfare facilities on site are adequate for the number of operatives. The property is used as a base for on site personnell so there are also facilities for drying and storage of work clothing. At the time of the audit electrical PAT testing was in progress .

There are good recycling and disposal facilities for waste items, and working conditions were good with acceptable lighting levels and temperature controll to the office space.

Material storage must be improved site wide and there is concern that essential fire escapes are blocked, possibly resulting in loss of life in the event of a fire.

Signed \_\_\_\_\_

Date 17 April 2009

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