

# SAFE SITE ACCESS CERTIFICATE

## November 2008 Revision GUIDANCE NOTES



[All references to regulations are to the 2007 Construction (Design and Management) Regulations]

### The 2007 Construction (Design and Management) Regulations state:

**“The principal contractor for a project shall....ensure that every contractor is given, before he begins construction work and in sufficient time to enable him to prepare properly for that work, such further information as he needs to carry out the work to be performed by him without risk, so far as is reasonably practicable, to the health and safety of any person”. [REG. 22 (1) (I)]**

The attached Safe Site Access Certificate has been revised by the Specialist Engineering Contractors' (SEC) Group to comply with the 2007 Construction (Design and Management) Regulations. The Certificate is aimed at helping principal contractors and their contractors to comply with the Regulations.

The use of this Certificate will facilitate compliance with the Regulations by:

- establishing a clear line of communication and mutually agreed criteria for site safety before the work starts;
- helping to make the work safer by reducing, or removing altogether, the risks arising from poor conditions on site;
- providing a consistent approach to site safety through helping all parties to meet their health and safety responsibilities.

The Regulations give added emphasis to the need for:

- competency of both the business and its employees;
- co-operation and co-ordination between all parties;
- early appointment of contractors so that risk is managed earlier, rather than later;
- sufficient time before the contractor starts on site, to plan and prepare;
- effective (i.e. **relevant**) and transparent information flow between all parties.

**THE PRINCIPAL CONTRACTOR AND THE CONTRACTOR SHOULD JOINTLY COMPLETE THIS CERTIFICATE, WHICH IS IN THE FORM OF A CHECKLIST, BEFORE WORK STARTS ON SITE.**

*The safety of the site work areas, access routes, etc should be checked at that time, by walking through the areas that the Contractor will have to use. **Both parties must be fully satisfied that the conditions are safe and suitable for work before signing the certificate.** The signatures of those representing the Principal Contractor and Contractor should be inserted in the appropriate boxes on page 1. The Contractor should check the site again on starting work. Where all the responses to the questions are still valid he should sign in the box on page 4. The Contractor's site representative should have a copy of the completed certificate on site.*

**FAILURE TO ADDRESS THE QUESTIONS IN THE CERTIFICATE COULD INCREASE THE RISK OF PROSECUTION UNDER THE REGULATIONS**

The SEC Group comprises the construction industry's six premier trade associations which, in turn, represent a sector with 60,000 companies. They are the Association of Plumbing and Heating Contractors; the British Constructional Steelwork Association; the Electrical Contractors' Association; the Heating and Ventilating Contractors' Association; the Lift and Escalator Industry Association; SELECT (Electrical Contractors Association of Scotland).

***‘Co-operation and co-ordination can only be achieved if there is good communication between all parties....’.*** [Approved Code of Practice to the CDM Regulations, para.92]

***“Cooperation between parties and co-ordination of the work are key to the successful management of construction health and safety”.*** [Approved Code of Practice to the CDM Regulations, para.44]

# SAFE SITE ACCESS CERTIFICATE

November 2008 Revision



Safe Site Access Certificate – page 1 of 4

## Contract information

Contract Name: Principal Contractor: Contractor:	Brief details of the contractor's work:
Site Address:	Areas of the site the contractor will work in:
<b>Site confirmed as safe and suitable for work by the principal contractor</b> Name: Position: Signature: Date: Time:	<b>Site accepted as safe and suitable for work by the contractor</b> <i>This must be re-checked at the time of starting work on the site – see page 4.</i> Name: Position: Signature: Date: Time:

## Provision of Information

1. Minimum amount of time before start of construction / installation for planning and preparation [REG.22 (1) (f)]

No. Weeks  No. Days  ►

2. Has the Principal Contractor issued the part(s) of the **construction phase plan** relevant to the work to be carried out? [REG.22 (1) (g)]

NO  YES  ►

Details / Comments (in general terms)

--

--

**General hazards [REG.22 (1) (i)]**

	N/A	NO	YES	Details / Comments (in general terms)
3. Has the Principal Contractor reported the known significant hazards to the Contractor? (e.g. presence of asbestos containing materials, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Has the Principal Contractor given details and locations of all fixed site hazards to Contractor? (e.g. deep water, microwave dishes, contaminated ground, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have other suspected or possible significant hazards been advised to the Contractor? (e.g. work by other contractors, such as lifting operations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are there any other site-specific hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Site access & storage**

	N/A	NO	YES	Details / Comments (in general terms)
7. Is there clear, adequate and safe access to areas where the Contractor has to work? [REGS 26 & 27] (i.e. free from slipping, tripping and falling hazards, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Has the Principal Contractor supplied suitable and sufficient site access lighting and power supplies? [REG 44] <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are the emergency escape routes clear, suitably marked and provided with emergency lighting where necessary? (i.e. a minimum of 5 lux of lighting from battery operated units) [REG 40 (3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Have overhead and underground services and/or obstructions on the site been identified and marked? (e.g. cables, manholes, voids, etc affecting access routes, etc) [REG 34]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is hard standing and space available for the delivery and off-loading of huttage, materials, etc, together with easily reached secure storage for materials and/or equipment? <sup>2</sup> [REG.22 (1) (g)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<sup>1</sup> For all areas on UK construction site, SEC Group recommends a standard maintained illuminance of between 20 and 50 lux. Where access lighting to these values is not present, the lighting should be considered inadequate and the area should not be accessed until such time as the lighting has been corrected.

<sup>2</sup> This should be in the construction phase plan (see Q.2)

**Contractor's personnel**

N/A NO YES

Details / Comments (in general terms)

12. Has a site induction, on site-specific health and safety matters, been given / arranged, before work starts? (This must include particular risks associated with the site) [REG.24 (a) & (b)]

►

13. Does the Contractor have details of, and understand, the emergency alarms, evacuation procedures and the use of the emergency equipment and services? [REGS.13 (7) & 22 (1) (c)]

►

14. Has the Principal Contractor provided work and rest rooms that are suitable, clean and properly maintained? (i.e. with good room heating, ventilation and facilities) [REGS.13(7)&22(1)(c)]

►

15. Are the welfare facilities clean, hygienic and properly maintained? (i.e. meeting the minimum regulatory requirements) [REGS.13 (7) & 22 (1) (c)]

►

**General protection [REGS. 22 (1) (I) & 26]**

N/A NO YES

Details / Comments (in general terms)

16. Are there adequate and effective means of keeping the area/s where the contractor will be working, free from:

- other tradesmen and any hazards arising from their work    ►
- moving plant and vehicles    ►
- persons using nearby site access routes    ►
- members of the public and/or visitors    ►

**Note:** This can be achieved by physical distance, protective measures to ensure separation (such as a screen), or programming (to separate an adjacent activity in "time")

**Other site safety issues [REG.22 (1) (i) (ii)]**

17. Are there any other site safety issues that may affect the work? **(These should be listed here or on an attached sheet)**

**Any other comments**

**Principal contractor's directions?**

18. Are there any specific directions from the principal contractor?<sup>3</sup>  
[REG.22(1)(e)] **(These should be listed here or on an attached sheet and cross-referenced to the relevant regulation.)**

**Site re-checked at the time of starting work on the site and acceptable**

Name:

Position:

Signature:

Date:

Time:

<sup>3</sup> *"The principal contractor for a project shall.... give reasonable instructions to any contractor so far as is necessary to enable the principal contractor to comply with his duties under these Regulations". [REG.22 (1)(e)]*