



Audit Report

Contractor Check List II Evaluation

Prepared for

**Able Canopies Ltd, Rosetta, Primary Schools,
Schools, Children & Young People, Operations**

This Assessment was carried out by
Corporate Health & Safety

Audit conducted by Christine Herbert

18 February 2014

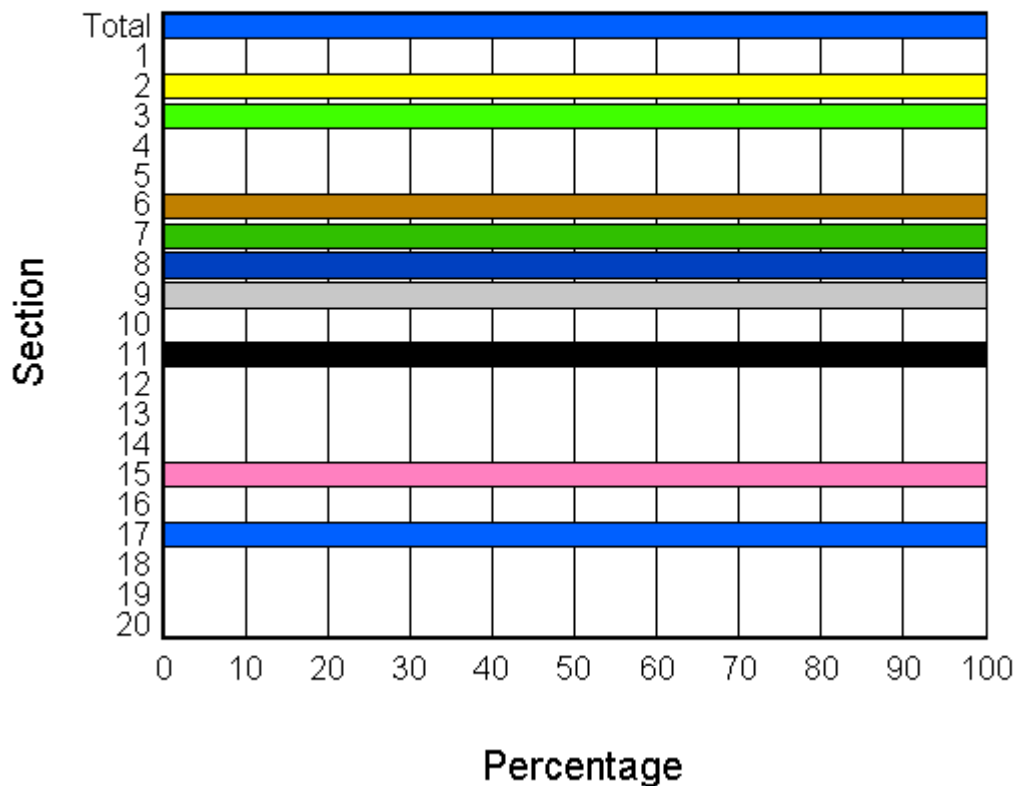
Contractor Check List II Evaluation
Able Canopies Ltd, Rosetta, Primary Schools, Schools, Children & Young People, Operations 18/02/2014

Location: Able Canopies Ltd, Rosetta, Primary Schools, Schools, Children & Young People, Operations
Date: Tuesday, 18 February, 2014
Reason: Scheduled
Category: Monitoring

Percentage Scores for Individual Sections

| Section | Score (%) |
|---|-------------|
| Total Contractor Check List II | 100% |
| 1 Client Details | N/A |
| 2 Project Information | 100% |
| 3 Contractor Details & Health & Safety Policy Information | 100% |
| 4 Premise/Site details | N/A |
| 5 Notifiable Projects | N/A |
| 6 Asbestos | 100% |
| 7 Welfare | 100% |
| 8 Site Specific | 100% |
| 9 Working at Height (including Excavation) | 100% |
| 10 Dangerous Substances & Explosive Atmospheres | N/A |
| 11 Control of Substances Hazardous to Health (COSHH) | 100% |
| 12 Traffic Management | N/A |
| 13 Environment (Noise & Pollution) | N/A |
| 14 Confined Spaces | N/A |
| 15 Tools/Plant & Equipment | 100% |
| 16 Structural | N/A |
| 17 External Work | 100% |
| 18 Lifts | N/A |
| 19 Electrical | N/A |
| 20 Mechanical | N/A |

Score Chart



Full Details of Answers

| | Answer | Score |
|---|---|-------------|
| Score for whole evaluation | | 100% |
| Section 1 Client Details | | N/A |
| Question 1.1 | | |
| Name and details of Client, department, address, telephone and e-mail). | See notes | N/A |
| Notes | <p>Mr Stephen Fanthrope (HT) Rosetta Primary School Sophia Road London E16 3PB</p> <p>Tele: 020 7476 5308 e-mail: info@rosetta.newham.sch.uk</p> <p>School Buisness Manager Nora Hasler e-mail: nora.hastle@rosetta.newham.sch.uk</p> <p>Relief School;Site Supervisor Dave Vincent Mobile:</p> | |

| | Answer | Score |
|--|---------------|--------------|
| Section 2 Project Information | | |
| 100% | | |
| Question 2.1 | | |
| Has the project been commissioned by London Borough of Newham | No | N/A |
| Question 2.2 | | |
| Has the project been commissioned Directly by Client | Yes | N/A |
| Question 2.3 | | |
| Name & contact details of person who commissioned project | As 1.1 | N/A |
| Question 2.4 | | |
| Is the project registered on the NECTR System? (record registration number in notes) | N/A | N/A |
| Question 2.5 | | |
| Has a project notification form been completed? | Yes | 100% |

| | Answer | Score |
|--|--|-------------|
| Section 3 Contractor Details & Health & Safety Policy Information | | 100% |
| Question 3.1 | | |
| Name and details of Principal Contractor carrying out work? (address, telephone and e-mail) | See notes | N/A |
| Notes | Able Canopies Ltd 8-10 Faraday Close Gorse Land Industrial Est Clacton-on-Sea Essex CO15 4TR e-mail: sales@ablecanopies.co.uk www.ablecanopies.co.uk | |
| Question 3.2 | | |
| Are 5 or less people employed by the Contractor? | Yes | N/A |
| Question 3.3 | | |
| Who is the named contact assisting the auditor? | Kevin Howe (Able) | N/A |
| Question 3.4 | | |
| Is the Principal Contractor registered with Constructionline? | Yes | 100% |
| Question 3.5 | | |
| Has the Project Notification form been approved by Capital Strategy and School Organisation (school projects only) | N/A | N/A |
| Question 3.6 | | |
| Is the Company's Health & Safety Policy available on site? | N/A | N/A |
| Question 3.7 | | |
| Is there a Health & Safety Policy Statement on site? | Yes | 100% |
| Question 3.8 | | |
| Is there a current Health & Safety plan, relevant to the site being worked on? | Yes | 100% |
| Notes | Included within the methods statement | |
| Question 3.9 | | |
| Is there a programme of works available on site? | N/A | N/A |
| Question 3.10 | | |
| Does the Health & Safety Policy/Plan contain details of the company's monitoring and reviewing process? | N/A | N/A |
| Question 3.11 | | |
| Are there accident reporting procedures in place? | Yes | 100% |
| Question 3.12 | | |
| Is there clear evidence that Health & Safety training records are being maintained? | Yes | 100% |

| | Answer | Score |
|---|--------------------------------------|--------------|
| Question 3.13 | | |
| Is the Health & Safety Policy/Policy Statement signed and dated? | Yes | 100% |
| Notes Environmental Policy on site | | |
| <hr/> | | |
| Question 3.14 | | |
| Who and when was the Health & Safety Policy/Policy Statement last reviewed? | See notes | N/A |
| Notes Unable to read signature, dated 1st April 2013 | | |
| <hr/> | | |
| Question 3.15 | | |
| Are the Contractors risks assessments available on site for the type of works being carried out? | Yes | 100% |
| <hr/> | | |
| Question 3.16 | | |
| Are the Contractors method statements relevant to the works available on site? | Yes | 100% |
| <hr/> | | |
| Sub-section 3.17 Sub-Contractors | | N/A |
| Are Sub-Contractors engaged under the Principal Contractor? | No | |
| <hr/> | | |
| Section 4 Premise/Site details | | N/A |
| <hr/> | | |
| Question 4.1 | | |
| Site/Premises address (including post code and UPRN if known) | As 1.1 | N/A |
| <hr/> | | |
| Question 4.2 | | |
| What is the name and post title of the Senior Manager within the Premise / site (include contact details) | As 1.1 | N/A |
| <hr/> | | |
| Question 4.3 | | |
| What type of work is being undertaken? (full description of work required) | Installation of free standing canopy | N/A |
| <hr/> | | |

| | Answer | Score |
|--|-------------------------|-------------|
| Section 5 Notifiable Projects | | N/A |
| Is the project notifiable? | No | |
| Section 6 Asbestos | | 100% |
| Question 6.1 | | |
| Is there an Asbestos Management Plan Available? | Yes | 100% |
| Question 6.2 | | |
| Has the Asbestos Management Plan been signed by the contractor? | Yes | 100% |
| Question 6.3 | | |
| Is there an Asbestos Survey for this premise/site? | Yes | 100% |
| Question 6.4 | | |
| Is the Asbestos survey an existing one? (record date of survey) | Yes | 100% |
| Notes | April 2013 | |
| Question 6.5 | | |
| Has a new survey been commissioned by the Client? | N/A | N/A |
| Question 6.6 | | |
| Is there a copy available of the asbestos survey on premise/site? | Yes | 100% |
| Question 6.7 | | |
| Has Asbestos been identified within the dwelling/premise/site? | Not within working area | N/A |
| Question 6.8 | | |
| If answer to question 6.3 is NO, what documentation is there to certify this? | [No answer] | N/A |
| Question 6.9 | | |
| Has the contractor been issued with a copy of the most recent Asbestos Survey? | Yes | 100% |
| Notes | Has access to site copy | |
| Question 6.10 | | |
| Is the contractor fully aware of the procedure to follow if asbestos is found within the site/premise that has not been previously identified? | Yes | 100% |
| Sub-section 6.11 Removal/Disturbance of ACM | | N/A |
| Is asbestos being removed or likely to be disturbed as part of the project? | No | |
| Section 7 Welfare | | 100% |
| Question 7.1 | | |
| Is the site adequately supervised? | Yes | 100% |
| Question 7.2 | | |
| Who is the named responsible person on site (including contact number) | As 1.1 | N/A |
| Question 7.3 | | |
| Have all staff/operatives received site inductions? | Yes | 100% |
| Question 7.4 | | |
| Are induction records available on site? | Yes | 100% |

| | Answer | Score |
|---|----------------------|--------------|
| Question 7.5 | | |
| Are all staff/operatives (including Sub-Contractors) aware of the accident reporting procedure? | Yes | 100% |
| Question 7.7 | | |
| Are all staff using the correct PPE relevant for the work being undertaken on site? (Harnesses will be covered Working at Height) | Yes | 100% |
| Question 7.8 | | |
| Are there adequate welfare facilities available on site before commencement of work? | Yes | 100% |
| Question 7.9 | | |
| Are the welfare facilities clean and maintained in good condition? | Yes | 100% |
| Question 7.10 | | |
| Does the contractor have or have access to a first aid box available for the number of person working on site? | Yes | 100% |
| Question 7.11 | | |
| Is there a named first aider? | Kevin Howe (Able) | N/A |
| Question 7.12 | | |
| Are all appropriate safety signs and warning notices displayed? | N/A | N/A |

| | Answer | Score |
|---|---|-------|
| Section 8 Site Specific | | |
| Question 8.1 | | |
| Who is responsible for opening/closing the site? | School Site Supervisor | N/A |
| Question 8.2 | | |
| What are the working hours for the site? | 8.00am - 5.00pm | N/A |
| Question 8.3 | | |
| Have all site rules/restrictions been explained to the contractor? | Yes | 100% |
| Question 8.4 | | |
| Are all operatives site qualified and trained for the work carried out on site? | Yes | 100% |
| Question 8.5 | | |
| Do all operatives carry a CSCS card, or other cards identifying the work that they are competent to carry out? | Yes | 100% |
| Question 8.6 | | |
| Was an initial assessment of the risks/hazards to health & safety from the proposed contracted works carried out by the client? | Yes | 100% |
| Question 8.7 | | |
| Were any outstanding risks/hazards identified from the initial assessment ? | No | 100% |
| Question 8.8 | | |
| Where any remaining risks/hazards including the preventive controls, communicated to the contractor(s)? | N/A | N/A |
| Question 8.9 | | |
| Is there adequate protection/isolation of the contracted work within the premise? | Yes | 100% |
| Question 8.10 | | |
| Are the public adequately protected from the work? (fencing, hoarding) | N/A | N/A |
| Notes | Work confined to school playground, school on half term break | |
| Question 8.11 | | |
| Is there an emergency evacuation procedure in place? | Yes | 100% |
| Question 8.12 | | |
| Is the contractor complying with the schools emergency evacuation procedure or are they using their own? | Schools procedure followed | N/A |
| Question 8.13 | | |
| Are there adequate fire precautions in place/available (extinguishers etc)? | Yes | 100% |
| Question 8.14 | | |
| Are there fire extinguishers within the working area the premise or the contractors? | Schools available if required | N/A |

| | Answer | Score |
|---|-----------------------------|--------------|
| Question 8.15 | | |
| Do the contractors know where the assembly point is located? | Yes | 100% |
| Question 8.16 | | |
| What site security measures are in place for the storage of tools and vehicles? | Not left on site | N/A |
| Question 8.17 | | |
| What arrangements are in place for the storage of delivery materials to site? | Brought to site as required | N/A |

| | Answer | Score |
|--|------------------|-------------|
| Section 9 Working at Height (including Excavation) | | 100% |
| Is working at height being carried out (including excavations)? | Yes | |
| Sub-section 9.1 Scaffold / Tower Scaffolds | | N/A |
| Is scaffolding being used? | No | |
| Sub-section 9.2 Mobile Elevated Working Platforms (MEWPs) | | N/A |
| Are MEWPs being used on site | No | |
| Sub-section 9.3 Ladders & Step Ladders | | N/A |
| Are ladders / step ladders being used on site? | No | |
| Sub-section 9.4 Excavations, Buried Services & Demolition | | N/A |
| Are there Excavation or Demolition works within the project? | No | |
| Sub-section 9.5 Hoists/Cranes & Lifting Operations | | 100% |
| Are hoists/Cranes and Lifting Operations being carried out on site? (identify in notes what is being used) | Yes | |
| Question 9.5.1 | | |
| What type of lifting equipment been installed? | SL15 Genie Lifts | N/A |
| Question 9.5.2 | | |
| Is the hoist/crane operator(s) and or sub-contractors trained and competent? | Yes | 100% |
| Question 9.5.3 | | |
| Does the hoist/crane have a current report of thorough examination and a record of inspection? | Yes | 100% |
| Question 9.5.4 | | |
| Is the hoist/crane's safe working load clearly marked? | Yes | 100% |
| Question 9.5.5 | | |
| If the hoist is for materials only, is there a warning notice on the platform or cage to stop people riding on it? | N/A | N/A |
| Question 9.5.6 | | |
| Are there trained/competent banks-men in place for the lifting operations? | Yes | 100% |
| Question 9.5.7 | | |
| If people are carried are appropriate interlocks and safeguards in place | N/A | N/A |

| | Answer | Score |
|--|--------|-------------|
| Section 10 Dangerous Substances & Explosive Atmospheres | | N/A |
| Are Dangerous Substances & Explosive Atmospheres regulations(DSEAR)2002 applicable | No | |
| Section 11 Control of Substances Hazardous to Health (COSHH) | | 100% |
| Are hazardous nor flammable substances used within this project? Question 11.1 | Yes | |
| For substances being used has a COSHH assessment been completed for the work, and available on site? | Yes | 100% |
| Question 11.2 | | |
| Are all substances used being stored in accordance with COSHH? | Yes | 100% |
| Question 11.3 | | |
| Are data sheets available on site for all products used? | Yes | 100% |

| | Answer | Score |
|---|--------|-------------|
| Section 12 Traffic Management | | N/A |
| Are works being carried out on public highway/footpaths | No | |
| Section 13 Environment (Noise & Pollution) | | N/A |
| Are works being undertaken creating noise or pollution issues? | No | |
| Section 14 Confined Spaces | | N/A |
| Does the work involve working in confined spaces | No | |
| Section 15 Tools/Plant & Equipment | | 100% |
| Are tools/plant/equipment being used on site? | Yes | |
| Question 15.1 | | |
| Are tools/plant/equipment suitable for the work being carried out? | Yes | 100% |
| Question 15.2 | | |
| Do all operatives carry the correct qualifications/certification for their operation? | Yes | 100% |
| Question 15.3 | | |
| Are all operatives trained in their use? | Yes | 100% |
| Question 15.4 | | |
| Do all tools/plant/equipment carry the CE or British Standard mark? | Yes | 100% |
| Question 15.5 | | |
| Has Portable Appliance Testing (PAT) been carried out? | Yes | 100% |
| Question 15.6 | | |
| Are transformers being used? | Yes | 100% |
| Question 15.7 | | |
| Is there a responsible person carrying out daily checks of tools/plant used? | Yes | 100% |

| | Answer | Score |
|--|--------------------------------------|-------------|
| Section 16 Structural | | N/A |
| Does the work involve structural elements? | No | |
| Section 17 External Work | | 100% |
| Does the work involve external elements? | Yes | |
| Question 17.1 | | |
| Landscaping - hard (tarmac/paving etc.) and soft (grass etc.) surfaces & fencing. | N/A | N/A |
| Question 17.2 | | |
| Play Areas - tennis courts/football pitches; play equipment; surfaces (impact absorbing) | N/A | N/A |
| Question 17.3 | | |
| Services - below & above ground (gas, water, electricity, drains/sewers, cable TV etc.) | N/A | N/A |
| Question 17.4 | | |
| Above/Below Ground Structures - construction/refurbishment/demolition of disused basements, air raid shelters, tunnels etc; garages & pram sheds, chute enclosures, statues & other designed structures. | Yes | 100% |
| Notes | Installation of free standing canopy | |

| | Answer | Score |
|---|---------------|--------------|
| Section 18 Lifts | | N/A |
| Does the project involve the Lifts? | No | |
| Section 19 Electrical | | N/A |
| Does the work involve electrical work? | No | |
| Section 20 Mechanical | | N/A |
| Does the project involve mechanical work? | No | |

Report created on 19/02/2014