

NFDC site audit scheme guidance notes:

The NFDC site audit scheme is intended to assist NFDC members to demonstrate that they are able to properly discharge their legal Health and Safety duties. It is a comfort to clients and insurance companies alike. These notes attempt to point NFDC members in the right direction and to simplify what answer the audit question is looking for. Most points will already be normal practice for any good demolition company. There are a few points where this scheme asks for a little more than the legal minimum and these will be identified in the notes.

Evidence required: Where there is a need to identify a record of something, e.g. plant maintenance records then those records must be available to check.

Training: the need to provide training is highlighted in the HSE publication INDG 345.

“The Health and Safety at Work etc Act 1974 requires the employer to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonable practicable, the health and safety at work of their employees (ensuring that the employees are competent to undertake the specific task asked of them)

This is also expanded by the Management of Health and Safety at Work Regulations 1999, which identify situations where health and safety training is particularly important, e.g. when people start work, on exposure to new or increased risks and where existing skills may have become rusty or need updating.”

Below are some notes to accompany the audit form. These will guide you as to what the auditors are looking for.

1.0	Site Documentation	What is needed
1.1	Is there a detailed health and safety management plan available for the project?	Construction phase plan, even if it is written by a principal contractor, plus method statements and risk assessments.
1.3	Is there a section 80 and asbestos survey in place for this project?	If you do not have an asbestos survey or absolute proof of the absence of asbestos you MUST assume that everything contains asbestos.
1.4	Has a job specific method statement been developed for the work in progress? Is this adequate for the work in hand?	Evidence required of statement and that it is understood by those who must work by it.
1.5	Are there adequate risk assessments available for the tasks being undertaken on this project?	Evidence required.
1.6	Are there adequate COSHH assessments for all hazardous substances on site?	COSHH assessments require that you take the data sheet and apply that to your working process and assess the risk. Data sheets alone are not sufficient.
1.7	Is there a copy of the company's health and safety policy and or policy statement available for inspection? When was this last reviewed?	There must be evidence of this. The normal rewrite period is annually or after any major change in law or your arrangements.
1.8	Are the statutory site notices displayed within the site office / cabin?	F10, emergency arrangements, insurance arrangements are the minimum.
1.10	Is there an adequate format for recording day to day information on site? i.e. Site diary or similar?	Not a legal requirement but a very helpful way of recording most of the matters that will be checked in this audit.

2.0	Site Organisation / Security	
2.1	Does the site have a secure boundary with controlled access points?	The CDM regs require that the site is secure; A fenced site with an open gate is not secure.
2.3	Is there an adequate emergency / fire / traffic management plan for this site?	A drawing or map may be an easy way to do this.
2.4	Are adequate site inductions carried out and recorded?	An introduction to the site's arrangements, welfare facilities and hazards. A record is essential.
2.5	Does the contractor carry out regular Tool Box Talks to ensure adequate communication is carried out on safety matters?	Evidence required.

3.0	Competence and Training	
3.1	Are the site supervisors / site manager suitable qualified to undertake their roles? i.e. CCDO / SMSTS	The status of the supervisor is at the discretion of the member company appointing the person they have deemed competent to supervise the works in accordance with the CDM regulations. However the Federation strongly recommends that the Demolition Supervisor attend and achieve the NDTG Demolition Supervisor CSCS card.
3.2	Are site operatives adequately trained and hold competency based qualifications? i.e. CCDO / NVQ	Evidence required.
3.3	Are all the plant operators in possession of the appropriate qualifications? i.e. CPCS / NVQ	Evidence required.
3.4	Have all operatives undertaken a recognised Asbestos Awareness course?	Evidence required Control of Asbestos at Work regs: Regulation 10 (1) Every employer shall ensure that adequate information, instruction and training is given to those of his employees (a) Who are or who are liable to be exposed to asbestos, or who supervise such employees.
3.5	Have all operatives undertaken a recognised health and safety awareness course or CITB health and safety test?	Evidence required.

4.0	Inspections and Maintenance (Plant & Equipment)	
4.1	Does all plant and equipment being used for this project have the relevant inspection certification available? Mechanical & Electrical.	Evidence, (certificates or written information) of the periodic checks made on equipment by different people. This includes plant, machinery, tools and PPE.
4.2	Is all the plant and equipment used on site detailed within a site register?	Perhaps a site diary.
4.3	Are all lifting accessories subject to regular inspections and are records available on site?	Evidence, (certificates or written information) of the periodic checks made on equipment by different people.
4.4	Are the maintenance and pre operational checks of all plant recorded?	Evidence, perhaps in a site diary.
4.5	Is all plant and equipment adequate and in a suitable condition for the work being carried out?	Evidence risk assessment and maintenance records etc.

5.0	Working at Height	
5.1	If work at height is necessary has safe access been provided in line with the Working at Heights Regulation? Is there a written assessment available?	A risk assessment which covers lifting equipment or access equipment for people.
5.2	Where a scaffold has been provided does a competent person inspect the scaffold on a regular basis? At least every 7 days.	If you are not in control of the scaffold then you still need to have evidence of it being safe.
5.3	Where an aluminium scaffold tower is in use has it been erected and inspected by a competent person prior to use?	Subject to the same regs as a tubular scaffold. Evidence required.
5.4	Where fall arrest equipment is in use has it been inspected, certificated and checked prior to use and findings recorded by a competent person?	Evidence of Harnesses being checked at least weekly for example.
5.5	Where operatives are working at height, is all the correct working at height procedures being followed? Are operatives working safely?	Evidence required of a procedure and it being followed.

6.0	Asbestos Removal (Non Notifiable Materials)	
6.1	Are all operatives adequately trained in non notifiable asbestos removal techniques?	Evidence required Following the requirements of the Approved Code of Practice and guidance for work with materials containing asbestos, 2006.

7.0	Asbestos Removal (Notifiable Materials)	This will be audited in strict accordance with the Approved Code of Practice and Guidance for Work with Materials Containing Asbestos, 2006.
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8.0	Health surveillance	<p>Health surveillance is likely to be required for employees who are significantly exposed to:</p> <ul style="list-style-type: none"> • Hazardous substances such as chemicals, solvents, fumes, dusts, gases, vapours, aerosols, biological agents and carcinogenic materials (under the Control of Substances Hazardous to Health (COSHH) Regulations); • Asbestos (under COSHH and the Control of Asbestos Regulations); • Lead (under COSHH and the Control of Lead at Work Regulations); • Noise (under the Control of Noise at Work Regulations); • Hand-Arm & Whole-Body Vibration (under the Control of Vibration at Work Regulations); • Ionising Radiation (under the Ionising Radiation Regulations); • Compressed Air work environments (under the Compressed Air Regulations); • Ultra-violet radiation, i.e. direct sun light.
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9.0	Lifting Operations	
9.1	Has a suitable lifting plan and method statement been developed for specific lifting activities?	Evidence required Written plan is necessary for all but the most ordinary of lifting tasks. Is the lift a contract lift.
9.2	Are the persons carrying out the lifting operations competent to carry out their duties? i.e. Appointed Persons, Lifting Supervisor, Slinger-Signaller.	Training
9.3	Are all appliances inspected weekly and thoroughly examined every 12 months by a competent person?	Evidence required.
9.4	Do all the lifting gear/appliances have current test certification?	Evidence required.
9.5	Is the lifting operations being carried out in line with the lift plan and is the operation being conducted safely and meet current regulatory requirements?	Evidence required.

10.0	Emergency Procedures and Equipment.	
10.1	Is there adequate provision for first aid arrangements?	Normally this will be a trained first aider available at all times. It may be possible to share arrangements with another contractor. Evidence required.
10.2	Is there an emergency evacuation plan / procedure available for inspection?	Drawing or map may be easier than written plan. Evidence required.
10.5	Are all fire extinguishers suitable for the specific work areas and are they maintained correctly?	Evidence required.

11.0	Demolition / Dismantling	
11.1	Are the correct demolition and dismantling procedures being followed?	Method statement.
11.2	Are operatives / plant operators using the correct plant and equipment for the work in hand?	Risk assessment.
11.4	Are all operative working from a safe access point?	Method statement.
11.5	Are all operatives wearing the correct PPE for the work in hand?	Risk assessment.

12.0	General Housekeeping	
12.3	Is waste stored in appropriate areas or containers to avoid any build up of waste materials?	Particularly sharp or combustible waste. Are floors, walls or landing platforms strong enough?

13.0	Environmental Issues	
13.3	Are noise levels, noisy activities kept to minimum and controlled to avoid a problem to surrounding areas?	Method statement.
13.4	Is all hazardous waste been correctly handled and disposed of?	Method statement.

14.0	Welfare Arrangements	
14.2	Is there adequate provision for both men and women if necessary?	Occasional Women on site can be coped with by making sure that the loo lockable from inside.
14.4	Is there adequate provision for drinking water?	Clean water and cups.
14.5	Are there adequate facilities for preparation and eating food?	A clean area to eat in and a microwave is the minimum on a small site.

15.0	Waste Management	SWMP become a legal requirement in April 2008, until then it is simply good practice.
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