

Information for Contractors on Site

Always sign in and out of the premises.

If you have an accident, please report to a member of staff so that it may be properly recorded in the Accident Book and to arrange First Aid treatment.

When the job is finished, please make sure that the manager/Building Custodian knows that you are leaving the premises.

Establishment Name:	
Manager's Name:	
Type of Establishment: (e.g. office; residential; day centre)	
Particular risks to Contractor from establishment's activities: (e.g. unpredictable behaviour of service users, wandering, curiosity etc)	
Location of any asbestos in the building:	

Contractors Please Note - if you suspect there is unidentified asbestos present in or near the area you are working, stop work immediately and inform the manager.

Other Risks: (e.g. fragile roofs)	
Any prohibited areas:	
Any restrictions on working time:	
Times when vehicular access is needed: (e.g. minibus access to load/unload)	
Fire alarm sound and day/time tested each week:	
Brief fire procedure & assembly point:	
Location of welfare facilities: (e.g. toilet, washing, eating facilities etc)	

Please be mindful of staff, service users and visitors when using any tools and do not leave equipment lying around unsupervised.

Make sure your vehicle is secure and any equipment which is not being used is properly locked away.

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