

SITE INDUCTION CHECKLIST

17 points in plain English, each with the regulation behind it. Cover these and the induction is site-specific rather than a video somebody sat through.

unibuild.co.uk/checklists/site-induction/ · Published 29 August 2026 · Last reviewed 29 August 2026

PROJECT / SITE

PREPARED BY

DATE

Tick only what you can evidence today. Where you cannot, put the owner and the date on the note line and it becomes an action rather than a gap.

Reg

statutory duty, regulation named on the row

Good practice

asked for, but not statute

SECTION 1 OF 3

This site

6 of 17

What is true of your site and no other

- | | | | |
|---|--------------------------|--|---------------|
| 01 | ☐ | Layout, boundaries and no-go areas | Reg 13(4)(a) |
| Walk the plan: where the work is, where they may not go, which areas are permit-controlled and where the boundaries actually run. | | | |
| Evidence, owner, date | | | |
| 02 | ☐ | The significant hazards here | Reg 4(4) |
| The live services, fragile roof, deep excavation, asbestos remaining, overhead lines and adjacent occupied areas. Named, located and shown. | | | |
| Evidence, owner, date | | | |
| 03 | ☐ | Traffic routes and segregation | Reg 27 |
| One-way systems, delivery and turning areas, crossing points, banksman arrangements, and where pedestrians must and must not walk. | | | |
| Evidence, owner, date | | | |
| 04 | ☐ | Welfare facilities and where they are | Reg 13(4)(c) |
| Toilets, washing, drinking water, rest and drying, and the walking route to them, which is itself a hazard on most sites. | | | |
| Evidence, owner, date | | | |
| 05 | ☐ | Site rules that carry consequences | Reg 13(1) |
| Drugs and alcohol, mobile phones in traffic areas, PPE standards, hot works, smoking, and what happens if they are broken. | | | |
| Evidence, owner, date | | | |
| 06 | ☐ | Who is who | Good practice |
| Site manager, first aiders, fire marshals, the supervisor for their trade, and who has authority to stop work, with faces not just names. | | | |
| Evidence, owner, date | | | |

SECTION 2 OF 3

When it goes wrong

6 of 17

The six that only matter once

- | | | | |
|---|--------------------------|---|----------------------|
| 07 | ☐ | Alarm, escape routes and muster point | Reg 30 |
| <p>What the alarm sounds like, which way out from where they will be working, and where the muster point is. Pointed at, not described.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 08 | ☐ | First aid and how to summon it | SI 1981/917 |
| <p>Who the first aiders are, where the kit and eye wash are, and how help is called from the part of the site with no phone signal.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 09 | ☐ | Accident and near-miss reporting | RIDDOR 2013 |
| <p>How to report, to whom, and the expectation that near misses are reported without blame. RIDDOR duties explained to supervisors.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 10 | ☐ | Emergency access for services | Reg 30 |
| <p>How an ambulance or fire appliance gets in and to the work face, and who meets them at the gate.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 11 | ☐ | Rescue arrangements for high-risk work | WAHR Reg 4 |
| <p>Rescue from height, confined space or excavation, where those apply to what this person will do.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 12 | ☐ | Stop-work authority | Good practice |
| <p>That they may stop unsafe work, how to do it, and that doing so will not be held against them. Said explicitly, not implied.</p> | | | |
| <p>Evidence, owner, date</p> | | | |

SECTION 3 OF 3

Rules and record

5 of 17

What turns an induction into evidence

- | | | | |
|--|--------------------------|--|----------------------|
| 13 | ☐ | PPE standard for this site | PPER Reg 4 |
| <p>What is mandatory site-wide, what is task-specific, and where it is issued and replaced.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 14 | ☐ | Permits and controlled activities | Good practice |
| <p>Which activities need a permit here, who issues them, and that starting without one is a disciplinary matter not a formality.</p> | | | |
| <p>Evidence, owner, date</p> | | | |

15 ☐ **Competence and card checked**

Reg 8

Card and tickets verified at induction rather than assumed, and the person recorded as authorised for specific activities.

Evidence, owner, date

16 ☐ **Understanding confirmed**

MHSWR Reg 10

Questions asked back, or a short check, and language needs met with translation rather than a nod.

Evidence, owner, date

17 ☐ **Signed, dated and filed**

Reg 13(4)(a)

Name, company, date, content version and signature, retrievable by person and by site rather than in a folder on the desk.

Evidence, owner, date

SIGN-OFF

CHECKED BY

SIGNATURE

DATE

NOTES AND ACTIONS