

SITE START-UP CHECKLIST

21 checks in plain English, each with the regulation behind it or the good practice it rests on. What must exist before the first boot hits the ground.

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

PROJECT / SITE _____	PREPARED BY _____	DATE _____
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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
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SECTION 1 OF 3

Before mobilisation

7 of 21

Appointments, notification and the plan

01	☐	Duty holders appointed in writing	Reg 5
Client has appointed the principal designer and principal contractor in writing where more than one contractor is involved, with time and resources behind the appointment.			
Evidence, owner, date _____			
02	☐	Pre-construction information issued	Reg 4(4)
Client has provided what is known about the site, existing structures, ground conditions, asbestos and services, to everyone who needs it to plan their work.			
Evidence, owner, date _____			
03	☐	F10 notified where required	Reg 6
Notice given to HSE where the job exceeds 30 working days with 20+ workers at once, or 500 person days. Copy available to display on site.			
Evidence, owner, date _____			
04	☐	Construction phase plan written	Reg 12(1)
Plan exists before the construction phase begins, proportionate to the job, covering arrangements, site rules and significant risks.			
Evidence, owner, date _____			
05	☐	Asbestos survey obtained	CAR 2012 Reg 5
Refurbishment and demolition survey for any pre-2000 building being worked on, and the register read by whoever is planning intrusive work.			
Evidence, owner, date _____			
06	☐	Services located and recorded	HSG47
Utility drawings obtained, site scanned, live services marked up and permits to dig arranged. Drawings alone are not location.			
Evidence, owner, date _____			

- | | | | |
|--|--------------------------|---|--------------|
| 07 | ☐ | Insurance and competence checked | Reg 8 |
| <p>Employers' liability and public liability in date for every contractor engaged, and organisational capability assessed rather than assumed.</p> | | | |
| <p>Evidence, owner, date</p> | | | |

SECTION 2 OF 3

Setting up

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The physical setup you live with all job

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|---|--------------------------|--|----------------------|
| 08 | ☐ | Welfare in place before work starts | Reg 13(4)(c) |
| <p>Toilets, washing with hot water, drinking water, rest and changing facilities available from the first day anybody works, not from first delivery.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 09 | ☐ | Boundary, hoarding and signage | Reg 13(4)(b) |
| <p>Perimeter secure against unauthorised access including children, signage at the entrance, emergency contact displayed.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 10 | ☐ | Site access and traffic plan | Reg 27 |
| <p>Entrance sightlines, delivery routes, turning and unloading areas, pedestrian segregation and wheel wash agreed before the first artic arrives.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 11 | ☐ | Temporary electrics and lighting | EAWR Reg 4 |
| <p>Supply installed and certified, 110V distribution, RCD protection, task and emergency lighting adequate for the season.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 12 | ☐ | Fire plan and equipment | Reg 30 |
| <p>Extinguishers sited, alarm means agreed and audible across the site, escape routes and muster point established and signed.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 13 | ☐ | First aid provision | SI 1981/917 |
| <p>Assessment done against numbers and risk, kit on site, trained first aider or appointed person named for every shift pattern.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 14 | ☐ | Waste and environmental controls | EPA 1990 s.34 |
| <p>Skips and segregation arranged, duty of care transfer notes set up, silt, fuel and dust controls in place before groundworks start.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 15 | ☐ | Neighbours and the public | Reg 13(4)(b) |
| <p>Adjoining owners notified, party wall matters resolved, public footpath and highway licences obtained, protection to third parties in place.</p> | | | |
| <p>Evidence, owner, date</p> | | | |

SECTION 3 OF 3

The first week

6 of 21

What turns a set-up site into a managed one

- 16

☐

Induction delivered to everyone

Reg 13(4)(a)

Site-specific induction for every worker and visitor before they go past the gate, recorded with name and date.

Evidence, owner, date
- 17

☐

RAMS in for the first activities

MHSWR Reg 3

Risk assessments and method statements received, reviewed against the plan and briefed to the operatives doing the work.

Evidence, owner, date
- 18

☐

Emergency procedures tested

Reg 30

Alarm sounded and muster tested with the people actually on site, not talked through in the office.

Evidence, owner, date
- 19

☐

Temporary works design signed off

Reg 19

Any propping, façade retention, excavation support or crane base checked and signed by the temporary works coordinator before loading.

Evidence, owner, date
- 20

☐

Inspection regime started

Reg 13(1)

Daily walk and weekly inspection scheduled with named owners from week one, not started once something goes wrong.

Evidence, owner, date
- 21

☐

H&S file started

Reg 12(8)

Principal designer has opened the health and safety file and knows what is going into it, rather than assembling it at handover.

Evidence, owner, date

SIGN-OFF

CHECKED BY	SIGNATURE	DATE

NOTES AND ACTIONS
