

WEEKLY SITE INSPECTION

24 checks in plain English, each with the regulation behind it or the good practice it rests on. The weekly pass, where the paperwork gets looked at as well as the site.

unibuild.co.uk/checklists/weekly-site-inspection/ · 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

The site

8 of 24

Boundary, welfare, fire and housekeeping

- | | | | |
|---|--------------------------|--|---------------------|
| 01 | ☐ | Boundary, hoarding and signage | Reg 13(4)(b) |
| <div>Perimeter sound along its whole length, not just at the gate. Signage legible, lighting working, neighbouring property protected.</div> <div>Evidence, owner, date</div> | | | |
| 02 | ☐ | Traffic management still fits the job | Reg 27 |
| <div>Routes, one-way systems and crossing points still match how the site is actually being used, not how it was laid out at week one.</div> <div>Evidence, owner, date</div> | | | |
| 03 | ☐ | Welfare facilities and consumables | Reg 13(4)(c) |
| <div>Numbers on site against provision, cleaning frequency, hot water, drinking water, consumables stocked, rest area actually usable.</div> <div>Evidence, owner, date</div> | | | |
| 04 | ☐ | Fire points, alarm and drill record | Reg 30 |
| <div>Extinguisher servicing in date, alarm tested and logged, escape routes walked end to end, drill held within the interval you set.</div> <div>Evidence, owner, date</div> | | | |
| 05 | ☐ | First aid provision against headcount | SI 1981/917 |
| <div>Kit contents and dates, eye wash, and enough trained first aiders for the numbers and the risk, including for overtime and weekend working.</div> <div>Evidence, owner, date</div> | | | |
| 06 | ☐ | Housekeeping and waste segregation | Reg 28 |
| <div>Walkways, stair cores and escape routes clear, skips segregated and not overfilled, combustibles away from hot works.</div> <div>Evidence, owner, date</div> | | | |

- 07

☐

Temporary works still as designed

Reg 19

Propping, needling, façade retention and edge protection still match the temporary works design, and any change has been through the temporary works coordinator.

Evidence, owner, date
- 08

☐

Environmental controls

EPA 1990 s.34

Wheel wash and road sweeping, silt and fuel containment, dust and noise complaints logged and answered, spill kits stocked.

Evidence, owner, date

SECTION 2 OF 3

Equipment and high-risk work

9 of 24

What needs a competent person to look at it

- 09

☐

Scaffold inspected within 7 days

WAHR Reg 12

Handover certificate on file, current inspection tag, no missing boards, ties or bracing, no unauthorised alteration. Recorded by a competent person.

Evidence, owner, date
- 10

☐

Ladders, towers and podiums

WAHR Sch 6

In the register, undamaged, correct class for the work, tower erected by a trained person and tagged, ladders secured and at the right angle.

Evidence, owner, date
- 11

☐

MEWPs and access equipment

LOLER Reg 9

Thorough examination in date, pre-use checks recorded, harness and lanyard inspected, rescue plan actually workable for the machine in use.

Evidence, owner, date
- 12

☐

Plant thorough examinations in date

LOLER Reg 9

Every item of lifting equipment with a current report: 6 months for equipment lifting people, 12 months otherwise, or per an examination scheme.

Evidence, owner, date
- 13

☐

Lifting operations planned

LOLER Reg 8

Lift plans for the week's lifts, appointed person named, exclusion zones, and a check that the crane or excavator is being used within its duty chart.

Evidence, owner, date
- 14

☐

Excavations, shoring and services

Reg 22

Support and battering against the design, services scanned and marked, permits to dig issued, daily inspection records actually completed each shift.

Evidence, owner, date
- 15

☐

Electrical installation and PAT

EAWR Reg 4

Temporary supply inspected, RCDs tested, portable appliances in date and labelled, no defeated interlocks or damaged leads in circulation.

Evidence, owner, date

- | | | | |
|----|--------------------------|--|---------------|
| 16 | ☐ | Confined spaces and permits
Any confined space identified, entry permits issued and closed, atmosphere testing and rescue arrangements proportionate to the risk.

Evidence, owner, date | SI 1997/1713 |
| 17 | ☐ | Hot works permits closed properly
Permits issued for the week, fire watch periods completed and signed, post-work inspection recorded rather than assumed.

Evidence, owner, date | Good practice |

SECTION 3 OF 3

The records

7 of 24

Where drift shows up before it shows up on site

- | | | | |
|----|--------------------------|--|---------------|
| 18 | ☐ | RAMS current for what is happening
A risk assessment and method statement for every activity running this week, at the right revision, briefed and signed by the people doing it.

Evidence, owner, date | MHSWR Reg 3 |
| 19 | ☐ | Training and card expiry
CSCS, plant tickets, first aid, fire marshal and trade cards checked for anything expiring in the next month, not the next week.

Evidence, owner, date | Reg 8 |
| 20 | ☐ | Inductions complete for everyone on site
Every person on the register inducted, including visitors, delivery drivers and anyone who started mid-week.

Evidence, owner, date | Reg 13(4)(a) |
| 21 | ☐ | Toolbox talks delivered and recorded
Talks given this period, attendance signed, and topics chosen from what the site is actually doing rather than a rota.

Evidence, owner, date | Good practice |
| 22 | ☐ | Accident, incident and near-miss log
Reviewed for the week, RIDDOR reportable events identified and reported within the time limits, trends looked at rather than filed.

Evidence, owner, date | RIDDOR 2013 |
| 23 | ☐ | Actions from last week closed
Every action from the previous inspection either closed with evidence or carried with a reason. Three carries in a row is the finding.

Evidence, owner, date | Good practice |
| 24 | ☐ | COSHH assessments match what is on site
Substances actually present against assessments held, safety data sheets current, and anyone using them briefed on the controls.

Evidence, owner, date | COSHH Reg 6 |

CHECKED BY	SIGNATURE	DATE