

Safety leadership tour

Date		Time		Location	
Tour carried out by					
Description of works					
On site supervisor					
Highways England Project Manager					
Sub-contractor(s)					

Comments	

Action log			
ISSUE	OWNER	DATE	COMMENTS

Please email a copy of this form to NH&ST@highwaysengland.co.uk. All forms must be received by month end to be included in the monthly performance report.

Aide memoire

1. SAFETY LEADERSHIP



Actions closed from previous tour?

Behavioural Safety (Programme in place, engaged leaders, safety award schemes, leadership programmes, safety tours)

Incident Reporting (Access to reporting systems available, investigations completed, 'lessons learned' shared, safety alerts displayed)

Induction / Site Rules (Workforce and visitors inducted, 3rd party control, rules displayed in welfare areas and offices)

Leadership and Supervision (Senior management and SHE safety tours undertaken, regular audits, supervisors on site)

Consultation with Employees (Safety committee meetings, focus groups, feedback on issues raised, toolbox talks)

2. WELFARE FACILITIES, FIRE SAFETY, FIRST AID



Adequate Welfare Facilities (Cleanliness, water available, fridge, kettle, fire extinguishers available and in date)

Emergency Arrangements (Workforce briefed, signage, assembly points, fire drills, nearest hospital identified)

First Aid (First aid box available)

3. FITNESS TO WORK



Drug & Alcohol Testing (what is the company's policy, when last applied on site)

Wellbeing Checks (general health, stress, lifestyle)

Pre-Employment Health Checks (safety critical roles identified, mandatory checks where appropriate by virtue of hazard exposure)

4. MANUAL HANDLING, HAND ARM VIBRATION, RESPIRATORY ISSUES & NOISE



Manual Handling (Pre placement questionnaire / health assessment, risk assessments undertaken, training, lifting aids)

Hand Arm Vibration (HAV) (Assessments undertaken, mitigation applied, periodic on site measurement, exposure within set limits, records kept)

Whole Body Vibration (WBV) (Plant and vehicle drivers – assessments undertaken, fatigue and lower back pain management)

Noise Control (Assessments undertaken, mitigation applied, hearing protection in use, periodic on site measurement, signage displayed, records kept)

Respiratory Health Risks (Hazardous substances identified, assessments undertaken, mitigation applied, correct RPE provided and face fit tested)

Skin (PPE provided and worn is suitable for task, skin awareness training and hand health check in place)

Health Surveillance (Programme in place, OH personnel on site, frequency of checks)

5. TRAFFIC MANAGEMENT, ROUTES & SEGREGATION



Traffic Management (Traffic Safety Control Officer and resident crew on site, inspections taking place)

Signage and Barriers (Clean, visible, secure, at start and end of works, speed restrictions in place)

Access & Egress (Adequately signed, correctly used)

Plant / Vehicle and Pedestrian Segregation (Barriers, crossing points, signage, lighting, controlled)

Overhead Services & Structures (Goal posts and signage erected, height restrictions in place, operatives aware)

6. SITE SECURITY & HOUSEKEEPING



Daily Briefings (Received by operatives, signed for, task and local risks identified, emergency procedures known)

Public Safety / Perimeter Security (In place, secure, warning signs, public footpaths maintained)

Access to Work Areas (Steps up embankments, gates in fences, access routes signed)

Material Storage (Tidy, safe, secure, hazardous materials controlled, linked to COSHH assessments)

Site Lighting (Adequate to identify hazards and work safely)

7. PLANT & LIFTING OPERATIONS



Use of Plant / Machinery (Competence, correct usage, loading of materials, seatbelts, no passengers)

Plant Checks (Weekly / daily plant check)

Safety Zones (Clear zone behind barriers, adequate distance from cones)

Vehicle Movements / Reversing (Speed limits, Banksman, cameras, segregation)

Control of Deliveries / Fitters (Inductions given, access points known, PPE worn)

Lifting Operations (Planned and co-ordinated, competent person and permits in place, lifting equipment certified)

8. WORKING AT HEIGHT



Edge Protection (Adequate, warning signs)

Ladders (Good condition, correctly positioned & secured, tagged)

Scaffolding and Mobile Towers (Erected and inspected by competent person, handrails adequate, toe boards)

Protection against falls (Correct type of harness and lanyard, air bags / netting in place)

Working on Vehicles (Edge protection available and in place, air bags, harnesses)

9. EXCAVATIONS & CONFINED SPACES



Permit to Dig (In place, signed and dated, services identified and marked)

Suitable Access (Steps / ladder suitable and secure, trip hazards)

Statutory Inspections (Completed and recorded weekly)

General Soundness (Trench support, edge protection, vehicle stops)

Confined Space Entry (Is it necessary? Permits in place, gas monitors / breathing apparatus available)

Rescue Procedures (Secondary means of escape / rescue, tripod and harnesses, top man in place)

10. ELECTRICAL SAFETY



Electrical Hand Tools (Tool and leads undamaged, connections, daily inspection by operator)

Overhead Services (Goal posts and signage, consultation with Electricity company, permit to work beneath or near)

Electrical Permit to Work (Permit in place and signed, power supplies locked off)

Office Accommodation (Statutory inspections complete, PAT stickers displayed)