

Senior Manager/Director Site Visit Report SHE 7			
Location:			Date:
Name of Senior Manager/Director:		Name of Site Manager:	
Questions listed below are intended to prompt discussion of the relevant topic and generate responses on how well each aspect of health and safety is managed (refer to the guidance notes on the back of this form for further information).			
1. Planning and Implementation: Evidence that the management of health and safety on site meets the requirements of the health and safety management system. See guidance note.			
Comments / action / name / timescale:			
2. Staff engagement and training: Staff on site demonstrates an awareness of their health and safety responsibilities and are receiving the appropriate briefings and training. See guidance note.			
Comments / action / name / timescale:			
3. Monitoring: SHE6 monitoring forms are in use and properly completed with both positive observation and also actions required. See guidance Note.			
Comments / action / name / timescale:			

4. General site condition: Physical aspects of health and safety being well maintained and managed. See guidance note.	
Comments / action / name / timescale:	
5. Management of Other Contractors: Other contractors on site are being managed safely. See guidance note.	
Comments / action / name / timescale:	
6. Summary: Include any continuous improvement opportunities.	
Comments / action / name / timescale:	
Signature or Senior Manager/Director:	

Senior manager's/executive site visit report SHE 7 "Guidance Notes"

The guidance notes below are intended to assist you in highlighting and recording evidence that the key activities falling out of the question sets demonstrate the requirements of the Health and Safety Management System are effective.

- 1. Planning and Implementation:** What evidence have you seen that demonstrates that the management of health and safety on site meet the requirements of the health and safety management system? More specifically, what hazards have been identified? What corresponding risk assessments have been prepared? What safe systems of work (SHE4) have been prepared? Are these in place and up to date? Have these been investigated and if so what lessons have been implemented? Is health and safety including in management meetings?
- 2. Staff engagement and training:** In your discussions with staff on site do they demonstrate an awareness of their health and safety responsibilities and are they receiving the appropriate briefings and training? What inductions have been carried out and are they suitable and sufficient? What risks assessment briefings have been given and are these appropriate? What daily safety briefings are being carried out and are they suitable and sufficient? What plant and equipment training has been provided and is this relevant to the risks? What toolbox talks have been delivered?
- 3. Monitoring:** What evidence have you seen (including discussions with site management and records) to indicate monitoring activities are being carried out in line with the health and safety management system? Which of the SHE 6 series of documents are being used and are actions recorded and tracked to conclusion? Is health and safety included in management meetings? Are actions recorded and tracked to conclusion?
- 4. General site condition:** Regarding your observations around the site, are the physical aspects of health and safety being well maintained and managed? Consider access, egress and walkways. Consider lighting and whether this is adequate? What traffic management arrangements are in place and are these adequate? Are working platforms properly protected? What are the house keeping arrangements and is the site generally tidy? What security arrangements are in place and are hoardings and gates secure? Are Exclusion Zones in the correct places? What warning signs are posted on hoardings and gates and are these correct? Is work at height undertaken safely (consider the type of work and the equipment being used)? What confined spaces are present and are arrangements suitable for dealing with them? What welfare facilities and first aid facilities have been provided and are these adequate? What are the arrangements for maintaining electrical safety and are these adequate? Is plant and equipment being inspected and maintained; what records are available? Is moving machinery effectively guarded?
- 5. Management of Other Contractors:** Where there are other contractors on site who are not part of the JRL Group, are they being managed safely? Where necessary have permits to work been issued? What evidence is there to show that local management are conducting monitoring activities and are actions recorded and tracked to conclusion? Are the contractors working safely?
- 6. Summary:** Overall how effective is the management of health and safety? Are there any opportunities for improvement? Equally are there opportunities to share best practice across other sites?

Form
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