**Site Survey**

This document is to be completed by anyone who quotes and plans for a contract or individual piece of work prior to work starting. It should be filled in with sufficient detail so that those carrying out the works are made fully aware of any site-specific risks. This document should be used to identify any control measures, equipment or plant needed to ensure that the task can be completed safely.

**Location ...........................................................................................................................................**

**Name of assessor .............................................................................................................................**

**Names of those present ...................................................................................................................**

**Date ............................................................................................... Time ........................................**

**Brief description of works to be completed**

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(Note. This should be a simple description and should not replace a method statement)

**Proposed start date ..........................................................................................................................**

**Site manager for the works ..............................................................................................................**

**Client contact name ........................................ Email address ..........................................................**

**Contact number ...............................................................................................................................**

**Site-specific information ..................................................................................................................**

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| **Points to be addressed** |
| 1. Are there any significant specific hazards? |
| 1. Are there any special pieces of equipment required? |
| 1. Will any working at height be necessary? |
| 1. Are any specific emergency arrangements necessary? |
| 1. Are welfare facilities available? |
| 1. Does the client have any specific requirements? |
| 1. Will other contractors be working on site, if so, will this be an issue? |
| 1. Will the site provide any assistance? |
| 1. Will all vehicles be able to gain access to the site? |
| 1. Will HGVs have suitable access, egress and headroom? |
| 1. Have all doorways, stairs and gates been measured for dimensions? |
| 1. Is the equipment that is to be moved, isolated and unbolted? |
| 1. Is dismantling required prior to removal? |
| 1. Will the area in which work will be completed be clear? |
| 1. Will staff need to have a site induction? |
| 1. Are there any additional security issues? |
| 1. Can tools and equipment be left on site overnight? |
| 1. Has manpower and accommodation been considered? |
| 1. Are structural alterations permitted? Are post-extraction remedial works required? |
| 1. Are the timescales realistic, both pre-works and the duration on site? |
| 1. Has the cost of extraction been compared to the value of the assets? |
| 1. Is any additional declared equipment likely and will other matters be affected? |