

## Checklist before the start of contract work and/or contractor activity on site– Appendix 1

This checklist should be completed jointly by the UHB Supervising Officer and Contractor. Relevant departments should be informed / involved BEFORE the start of contract work and or contractor activity.

Contractors Information		Detail of Visit	
Company Name:		Ward/Department:	
Address:		Equipment:	
Mobile/Phone No:		Action:	
Date:		UHB Contact:	

Will any work taking place involve the following:

Answer All Questions	Yes	No	
Does the job include work on the building fabric, services, in risers or ceiling voids (in buildings built before 2000) as you may come into contact with asbestos e.g. Installation work, drilling walls / partitions and/or entering areas designated under the Control of Asbestos Regulations 2012 as an Asbestos Area.			If Yes, no work is to start until an Authorisation to Proceed (ATP) Form has been issued by the either the asbestos management team or the health and safety department.  If you answer yes to any of these questions contact the estates department immediately and prior to commencing any work.
Interrupting or disturbing a service e.g. electrical, piped medical gas, steam, air, and/or hydraulics.			
Carrying out hot work e.g. cutting and/or welding operations or activities that involve the use of portable gas, involve soldering, grinding, or other similar activities producing a spark, flame, or heat.			
Working in confined spaces. A confined space is a place which is substantially enclosed (though not always entirely), and where injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).			
Working at Height - work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof).			
Excavations or groundwork.			
Work in other Estates access controlled areas, for example, in plant rooms etc.			
Will the work be taking place in any area where there is radiation, for example, x-ray machinery, MRI scanners etc.			If Yes, contact Radiation Protection Supervisor.

\* Please note that higher risk activities include:

- Confined space work
- Hot work (welding, flame/spark producing tools or activities)
- Work at height (above 2 metres)
- Interrupting or disturbing services (medical gasses, electrical, air, steam, hydraulics)
- Work on the fabric of the building or on services, in risers and ceiling voids
- Excavation work
- Work with ionising radiation