Site induction checklist

Blank form for one site, with an induction record sheet.

This free form is from The Site Book. The page it comes from, with notes on using it, is at **thesitebook.co.uk/free/site-induction-template**.

Project and site address _____ **Principal contractor (or contractor)** _____

Site manager or supervisor _____ **Phone** _____

Induction given by _____ **Date** _____

Make the induction specific to this site. Cover the particular risks on site and the control measures people need to know about.

Give it to every worker before they start work. Visitors should get one too, in proportion to their visit.

Topics covered

Topic	Covered	Notes for this site
Senior management commitment to health and safety		
Outline of the project		
Management of the project: who is in charge and who to report to		
Risks on this site and the control measures in place		
Site rules		
First-aid arrangements		
Accident and incident reporting arrangements		
Emergency procedures, including how to evacuate the site		
What to do if there is serious and imminent danger		
Welfare facilities: where the toilets, washing facilities, drinking water and rest area are		
How workers will be briefed during the job, for example toolbox talks		
How workers will be consulted on health and safety		
Each worker's own responsibility for health and safety		
Other:		
Other:		

Induction record sheet

Each person signs to confirm they have received this site induction.

Project and site address _____

No.	Name (print)	Company or trade	Date	Inducted by	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Based on: CDM 2015, regulations 13(4), 15(9) and 30, and Schedule 2; HSE guidance L153, paragraphs 71, 133 and 134.

- CDM 2015, regulation 13: https://www.legislation.gov.uk/uksi/2015/51/regulation/13
- CDM 2015, regulation 15: https://www.legislation.gov.uk/uksi/2015/51/regulation/15
- CDM 2015, regulation 30: https://www.legislation.gov.uk/uksi/2015/51/regulation/30
- CDM 2015, Schedule 2: https://www.legislation.gov.uk/uksi/2015/51/schedule/2
- HSE, Managing health and safety in construction (L153): https://www.hse.gov.uk/pubns/books/l153.htm

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.