Weekly site inspection checklist

A general walkaround record for one site, with a findings and close-out sheet.

This free form is from The Site Book. The guide that goes with it is at **thesitebook.co.uk/guides/construction-site-inspection-record**.

Site _____ **Site address** _____

Week beginning _____ **Date and time of the walkaround** _____

Inspected by (name) _____ **Role** _____

A contractor must plan, manage and monitor the work under their control. A regular walkaround is one way to do that. The law does not set one frequency for a general walkaround: weekly is a routine you choose. Walk round again after a change, an incident or near miss, or bad weather.

This is not the scaffold inspection report or the excavation inspection report. A competent person does those inspections and records them in their own register. This checklist only checks that they are in date.

Areas checked

Tick OK, Action needed or N/A for each area. Give each Action needed a finding number and write it on the findings sheet.

Area	OK	Action needed	N/A	Finding no.
Site boundary and public protection: fencing, gates and hoarding secure, and the public kept away from the work.				
Access and walkways: a safe route to every work area, clear of materials and lit where needed.				
Housekeeping: materials stacked safely, waste cleared, no trip hazards, nails and offcuts picked up.				
Work at height: edges, openings and fragile surfaces protected; ladders and towers used as planned; nothing can fall on people below.				
Scaffolds (check the register only): each scaffold in use has an in-date inspection by a competent person, at least every 7 days where someone could fall 2 metres or more, and the tag is up to date. The inspection itself goes in the scaffold register. (WAHR reg 12)				
Excavations (check the register only): each excavation with supports or battering was inspected by a competent person at the start of this shift. The inspection itself goes in the excavation register. (CDM reg 22(4))				
Plant and equipment: pre-use checks done and recorded, guards in place, plant parked safely when not in use.				
Vehicles and deliveries: reversing and unloading controlled, and people kept apart from vehicles and plant.				
Lifting: lifting equipment and accessories have an in-date thorough examination report. (LOLER reg 9)				
Electrics and temporary supply: leads, plugs and boards in good condition, boards closed, cables off walkways or protected.				
Fire and hot work: fire points and extinguishers in place, escape routes clear, hot work under a permit and the area checked afterwards.				
Hazardous substances (COSHH): stored, labelled and used as the COSHH assessment says, with the safety data sheets to hand.				

Area	OK	Action needed	N/A	Finding no.
Dust, noise and vibration: the controls in the RAMS in use, such as water or on-tool extraction, and the right RPE and hearing protection worn.				
Welfare: toilets, washing with hot and cold or warm water, drinking water, and a rest area to eat in, all clean and working. (CDM Sch 2)				
PPE: the PPE the RAMS and site rules require is being worn and is in good condition.				
Signs and site rules: site rules, emergency signs and hazard signs up and readable.				
First aid and emergencies: first-aid kit stocked, the first-aid cover from your needs assessment on site, and emergency contacts and the assembly point on display.				
Work matches the RAMS: each trade is working to its RAMS and permits, and any change is flagged so the RAMS can be reviewed.				
Trades working together: no trade's work creating a risk for another, for example shared access, isolations or temporary protection.				

Anything else seen on the walkaround

Findings

If something is dangerous, stop the work and keep people away first, then write it down.

No.	What was found, and where	Immediate action taken	Action needed to put it right	Owner	Due date

Close-out

Close a finding only when it has been rechecked and the evidence is recorded. If a fix slips, write the reason, the interim control and the new date. Carry open findings to next week's sheet.

No.	Rechecked by (name and date)	Closed by	Date closed	Evidence (photo, record, revised RAMS or note)

Walkaround signed by _____ **Date** _____

Open findings carried to next week (numbers) _____ **Seen by (site manager or principal contractor)** _____

Based on: The Construction (Design and Management) Regulations 2015, regulations 15, 22 and 24 and Schedule 2; The Work at Height Regulations 2005, regulation 12 and Schedule 7; LOLER 1998, regulation 9; HSE, Inspections and reports (CIS47); HSE, Managing health and safety in construction (L153).

- CDM 2015, regulation 15: https://www.legislation.gov.uk/uksi/2015/51/regulation/15
- CDM 2015, regulation 22: https://www.legislation.gov.uk/uksi/2015/51/regulation/22
- CDM 2015, regulation 24: https://www.legislation.gov.uk/uksi/2015/51/regulation/24
- CDM 2015, Schedule 2: https://www.legislation.gov.uk/uksi/2015/51/schedule/2
- Work at Height Regulations 2005, regulation 12: https://www.legislation.gov.uk/uksi/2005/735/regulation/12
- Work at Height Regulations 2005, Schedule 7: https://www.legislation.gov.uk/uksi/2005/735/schedule/7
- Lifting Operations and Lifting Equipment Regulations 1998, regulation 9: https://www.legislation.gov.uk/uksi/1998/2307/regulation/9
- HSE, Inspections and reports (CIS47): https://www.hse.gov.uk/pubns/cis47.pdf
- 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.