

SAMPLE PACK / 01

Construction site safety folder sample

See how an indexed folder connects project plans, site records and follow-up actions. This preview contains a sample index, one fictional worked example and three blank records to print and adapt.

Sample index

Section	Typical contents	Sample page
01 Project control	Index, document revisions, contacts and unresolved information	1
02 Plans and work methods	Project CPP, site rules, task RAMS and referenced surveys	2 example only
03 People and briefings	Site-specific induction and briefing records	3 blank record
04 Welfare and emergencies	Agreed welfare, first aid, fire and emergency arrangements	Not included
05 Site checks	General site review and findings	4 blank record
06 Actions and changes	Owners, deadlines, affected work and verified closeout	5 blank register
07 Specialist records and handover	Relevant reports, specialist inspections and handover references	Not included

Using this preview: select records appropriate to the job and review them before use. The sample is not a complete construction phase plan, statutory inspection report, permit system or CDM health and safety file. The contractor must implement suitable arrangements and act on findings. Great Britain guidance; Northern Ireland requirements need separate consideration.

Get a quote for a folder tailored to your job

Printed folder delivered to site and editable digital documents available. Contents, format, preparation, lead time and delivery costs are agreed in the quote.

WORKED EXAMPLE / 02

An occupied council refurbishment

Fictional example only. A principal contractor is arranging a small refurbishment while the rest of the building remains occupied. An altered service route now enters a ceiling void that the supplied survey does not cover.

Connect the index to the work

Reference	Entry in the example folder	Status
DOC-01	CPP revision B: responsibilities, occupied areas and work interfaces	Review with site team
DOC-02	Marked-up route drawing revision C and survey limitation	Information gap
BR-01	Briefing on the revised route and affected-work hold point	Record when delivered
ACT-01	Resolve the void survey coverage before the affected intrusive work	Open

Example action entry

Finding: the revised ceiling route falls outside the available survey coverage. **Affected work:** no intrusive work into that void while the information gap remains unresolved.

Owner: the appointed project manager coordinates with the client information contact and competent surveyor. **Due:** before the affected work is released; agree a calendar deadline in the live register.

Evidence needed: information from the competent specialist covering the actual work area, review of limitations and revised work arrangements. Record report and drawing references, revision, reviewer and date.

Closeout: the responsible person verifies that the information and arrangements are suitable, records the decision and briefs the affected team. An entry marked closed or a signed briefing sheet does not itself authorise unsafe work.

No completed signatures, survey conclusions or approval are supplied in this example. Do not open suspect materials to complete a record.

Further guidance

HSE site rules and induction
HSE construction administration

BLANK RECORD / 03

Site induction or briefing record

Record the briefing actually delivered. Use a suitable site-specific induction for each person; this sheet records the event and does not replace its content. Add language, accessibility and supervision arrangements where needed.

Project and work area

Record reference / Date and time / Person delivering

Briefing type and document references with revisions

Topics covered and site arrangements explained

Consider relevant work boundaries, site rules, emergency and first-aid arrangements, welfare, reporting, significant risks and changes. Check understanding and resolve questions.

Attendee and employer	Questions or understanding checked	Acknowledgement and date

Outstanding questions or actions and register references

Record acknowledgement only after the briefing. A signature is not proof of competence. Store completed records with access limited to those who need them.

BLANK RECORD / 04

General site check record

Set check frequency and scope around the work and risks. This general review does not replace scaffold, excavation, lifting equipment or other specialist or statutory inspections and reports.

Project and area / Date and time

Checker name and role / Work stage and changes

Review area	Finding and evidence	Action reference
Work information and controls		
People, supervision and briefings		
Access, deliveries and public interfaces		
Equipment and work areas		
Welfare and emergency arrangements		

Immediate protection or affected work held and person informed

Follow-up check or escalation needed

Enter actual findings, including satisfactory observations or items outside the check scope. Assign issues to the action register; report urgent concerns immediately and prevent exposure.

BLANK REGISTER / 05

Site action and closeout register

Use one entry per issue. Duplicate this page as needed. Record immediate measures, named ownership and a specific deadline. Close only after suitable evidence has been checked.

Project / Action reference / Date raised

Raised by / Source record reference

Finding and affected location or work

Immediate protective action or work held / Person informed

Action required and named owner

Deadline / Open or escalated status / Escalation contact

Evidence and document revisions checked for closeout

Verifier and role / Verification date / Decision and remaining restrictions

Authorisation of any restart follows the project arrangements and competent review. Keep the original issue and follow-up history. Do not close an action just because its deadline has passed.

Ask Lloyd for a project-specific site-folder quote