GD11 Excavations checklist

Company name		**Project title**	
Location		**Contract no.**	

Overview

What you need to know

When preparing for an excavation there are many factors to take into consideration. The checklist below will identify the significant hazards and risks to be considered. These will include soil composition, depth, support structures and emergency evacuation.

What you need to do

Refer to information detailed in the construction phase plan, which should identify hazards that may affect your excavation (such as underground services and adjacent buildings). Ensure the design takes account of traffic routes, material storage and lay-down areas, and the proximity of external factors (such as neighbouring businesses, public roads and spaces).

Significant hazards and risks

Safety	**Yes**	**No**	**N/A**
1. Is there a design for the excavation and have identified hazards been taken into account (such as traffic routes and location within the site)?			
2. Is temporary lighting provided for dark or foggy conditions?			
3. Has a risk assessment of the task been prepared, covering risks from hazards identified and showing control measures to be implemented?			
4. Has an emergency plan been provided showing how workers will be removed from the excavation (such as during a medical emergency or accident)?			
Health	**Yes**	**No**	**N/A**
5. Have the workers been issued with appropriate personal protective equipment (PPE) and respiratory protective equipment (RPE)?			
6. Has the excavation been purged of any gases prior to being entered by workers?			
7. Are there any hazardous substances being used – COSHH?			
8. Has soil sampling been carried out to check for contaminants?			
Environment	**Yes**	**No**	**N/A**
9. Has the site been designed so that the excavation is not at risk from vehicle and plant movement around the site (such as surcharging the walls of the trench)?			
10. Have surveys been undertaken to check for underground services that could be affected or damaged by the excavation (such as cable exposed by installation of a trench box)?			
11. Are there neighbouring structures or features that could affect the integrity of the excavation (such as watercourses, roads and railway lines)? Archaeology also needs to be considered.			
Managerial/supervisory tasks (including pre-planning)	**Yes**	**No**	**N/A**
12. Have the risk assessments been prepared and approved for excavation work to commence and do they include emergency rescue information, and safe access and egress?			
13. Has a traffic management plan been prepared showing locations for excavation(s)?			
14. Have welfare facilities been arranged for the site – suitable for tasks, number and gender of workers anticipated (such as showers, drying facilities and lockers for storage of clothing)?			
15. Have workers got adequate PPE and any additional equipment made available (such as overalls, RPE and eye protection)?			
16. Have arrangements been made for inspections of the excavation as required by legislation?			

GD11 Excavations checklist *continued*

Training/competency requirements	Yes	No	N/A
17. Do the workers have the requisite skills for the tasks to be undertaken (are they competent and do they have confined space training)?			
18. Are CPCS/CSCS and/or alternative qualification cards required for the project?			
19. Have the operatives been trained in the use of RPE that may be required (such as face fitting of the mask)?			
Safe systems of work and basic control measures	**Yes**	**No**	**N/A**
20. Have method statements and risk assessments been approved prior to contractors commencing on site?			
21. Have workers been briefed on the methodology, hazards and risks and do they understand the control measures required?			
22. Have checks been carried out to prove any unsupported ground is safe?			
23. Do excavations have adequate support and shoring or are they benched or battered to prevent possible collapse?			
24. Where risk of flooding exists, have cofferdams or caissons been installed with pumps?			
25. Have suitable barriers been erected around excavations to prevent materials, plant, people or excavation operatives falling in (such as fencing, guard-rails and toe-boards)?			
26. Are poorly ventilated areas continually monitored for the presence of gas?			
27. Have stop barriers been used to prevent vehicle entry?			
28. Are spoil heaps and materials stacked at least 1.5 m from the edge of the excavation?			
29. Are ladders provided for safe access and egress?			
30. Have cable location devices (CAT and Genny) and utility drawings been used to trace underground services prior to commencement of work?			
31. Have suitable signs and barriers been provided to warn of the work?			
32. Have water discharges off site been approved by the Environment Agency or Local Authority?			
33. Where required and appropriate, has permission and discharge to the foul sewer been gained?			
34. If discharging into watercourses or soakaways, an advanced discharge licence and suitable treatment might be required, which could involve the use of a settlement lagoon, tank or grassed area. Has this been gained?			
35. Has site run-off been prevented from entering watercourses or surface water drainage and, where possible, water prevented from entering excavations?			
Specific regulatory or special requirements	**Yes**	**No**	**N/A**
36. Are registers on site for statutory excavation inspection?			
37. Has an emergency plan for evacuation from the excavation been prepared and communicated to the workers on site and in the excavation?			
38. Does the excavation need a permit to work (such as confined space or underground services)?			

Further information

- The Construction (Design and Management) Regulations (CDM).
- HSE publication *Avoiding danger from underground services* (HSG47).
- HSE publication *The safe use of vehicles on construction sites* (HSG144).
- HSE publication *The Confined Spaces Regulations, Approved Code of Practice, regulations and guidance* (L101).

Comments

Name		Position		Signature		Date	