

Name

Our Job No:

Requesting information from clients

It is important that as much information as possible is obtained from our customers so that we can ensure that suitable plans are made to assist in the management of health and safety for our employees in their work.

This is especially important where contractors are sent to sites where there has not already been a pre-inspection undertaken to determine requirements. This may occur for a number of reasons including both cost and timescales.

The following list is not exhaustive and specific queries may or may not be required of clients relating to specific jobs of work:

Examples of information required:

- Contact details (names, numbers).
- Access arrangements
- Emergency arrangements
- Site/Premises risk assessment (including specific hazards relating to the proposed area of work)
- Plan of site
- Traffic plan and access, parking and security arrangements
- Requirements for site induction
- Asbestos survey location
- Site rules (including requirements for Personal Protective Equipment (PPE))
- Access to welfare facilities
- Requirements for site meetings (as part of CDM Regulations, for example)
- Requirements specific to the job (for example permit systems related to work at height, hot work, etc.)

Can you please compile the above information and return to us at the earliest opportunity so that we are able to include any relevant information to our engineers prior to their initial visit to your premises or site.