

Confirmation of Site Induction



Company name		Signature
1st Contractor name Phone number		
2nd Contractor name Phone number		
Natural England project lead name and number		
Arrival and departure notification - Create a WhatsApp group with NE		YES
Do you have a copy of the site plan? And the site-specific risks (UXO; tide timetable; buried utilities; public and dogs; any grazing Y/N)		YES
In the event of finding a buried metal container (poss.UXO); stop work, call the emergency services		YES
Are you aware of the Asbestos Management awareness EHF only?		YES
Have you read the site rules? (copy attached)		YES
Are you a first aider and have access to a first aid kit relevant to the activity? Ex: chainsaw bleed kit; fire burn kit		YES
In the event of an incident please notify us on WhatsApp or contact your project lead		YES
Do you have suitable welfare facilities? (see site rules)		YES
Have you been made aware of any other sitework in operation? Any access concerns; multiple contractors;		YES
Do you have a signed copy of your Method Statement and RAM?		YES
Are your risk assessments covering all the work involved?		YES
Have they been reviewed in the last 12 months?		YES
Have they been approved by NE?		YES
Do you have the required PPE as per your RAMS and are you trained in its use?		YES
Are you working at height? Has it been signed off by NE? work at height must be signed off by area manager		

IF THERE IS ANYTHING YOU ARE UNSURE ABOUT, PLEASE ASK NOW!!! Only sign this document if you are sure that you agree and understand what has been explained to you.

Not Compulsory: If you wish to state any medical condition/drug requirements that may need to be taken into consideration in case of injury or unconsciousness.

E.g. Diabetes, Asthma, Dermatitis, severe allergenic reaction to any drug or chemicals, Bee/wasp sting/ nut allergy etc.

This is in case Natural England calls for an ambulance on your behalf. Please detail below:

Site Rules - Saltfleetby-Theddlethorpe Dunes and Elm House Farm



As a commissioned contractor you are representing Natural England (NE), and you are expected to follow your risk assessment, working with care towards the environment that you are working in.

All contracted staff involved with the work must receive an induction and read the site rules; and their training records must be provided in advance.

No Vehicular access unless previously agreed with the NE project lead, and you are provided a mapped access route.

Personal litter and waste are to be removed from site at the end of day.

Welfare van parked at the nearest car park or where previously agreed with NE project lead; when the works are located too far from a car park a privacy alternative is to be provided by the contractor. Like a pop-up tent. All human wastes must to be removed from site. Relieving yourself behind bushes is not permitted!

Keys and padlock; if issued please return at the end of contract to NE; do not leave any gates or created gaps open, do not leave padlock unlocked (stop the theft of padlocks)

This site is Open Access which means that you will see members of the public and their dogs. If you were not required to have a bankman, please ensure that all activities are undertaken with the safety of our visitors in mind. Public Right of Way must not be obstructed, and the contractor is to provide suitable signs for the works. Appropriate Works signs must be displayed at each of the major access point.

Be aware that individuals may want to ask you questions.

Report any incidents to NE project lead – via the WhatsApp group. This may include negative interaction with members of the public.

Fire – Fire brigade must be notified of Fire on Site by calling 01522 555 777. Fires must be monitored and extinguished prior to departure by the end of the day.

You may require more permit if you are: Working at Height; HOT permit (metal grinding, welding, heat guns etc, close to gas cylinders, fuel tanks, combustible materials etc.)

You must notify the WhatsApp working group of your arrival and departure of site.

POST WORK CHECKS – SIGN OFF

This document is to be stored in the folder with the contractor's job specification (SharePoint)

This check list must be undertaken by the end of the contract, or when Natural England's project lead is next in the office. Use the RfQ package to inform your checks.

Contractor Name:	Contractor present/absent
What was the task?	Were the criteria met? Y/N explain
Refer to British Standard specification if required. BS:	
Was old material contracted to be removed by contractor? Has it been done? If to be done by NE, when and by whom?	Y/N explain
Any site damages? Ruts, damaged posts etc Take photographic evidence	Y/N explain and number photos
Keys and padlocks returned	Y/N
Equipment signs; remove signs, posters, and any blockages etc... Who is to do what?	Y/N
Take photographic evidence of completed work. Number, date and label photos and store on SharePoint in the contractor's project specs.	
Take photographic evidence of unsatisfactory /unfinished works. What are you going to do about it? Contact contractor/contact H&S team/contact SRM	
Sign off by Natural England Name: Date:	