

Construction site notice board

Checklist and action sheet | Great Britain

Use this to check how information is displayed or provided. It is not an official notice, safety sign or certificate, and does not establish that a site is compliant. Confirm the requirements for the project.

Project / site reference	Location of board / information point
Checked by / role	Date checked

Mark OK, Action or N/A. Explain alternatives and N/A decisions on page 2. A tick means the actual arrangement has been checked.

Check	OK	Action	N/A
Notification assessed Has the F10 notification decision been assessed and recorded? Recheck when scope or workforce changes.			
F10 displayed, if required For a notifiable project, is the current notice clearly displayed in the construction site office, readable and understandable?			
Law information route Has the employer arranged an accessible official poster or provided each worker with the equivalent leaflet?			
Employers' liability Where required, is the current certificate displayed? For electronic access, do employees know where and how to find it?			
First-aid information Are current cover, contacts and equipment locations communicated, consistent with the assessed needs?			
Emergency information Are site address, emergency access, alarm and assembly arrangements clear and current?			
Site rules and welfare Does the displayed summary match current site rules, welfare arrangements, CPP and inductions?			
Signs in the right places Have separate safety signs been considered at hazards, restricted areas and escape routes, not only on the board?			
Current documents accessible Can the intended people obtain the current project documents? Have superseded display copies been removed?			
Readable and usable Can people read and understand the information at the point of use, including relevant language or access needs?			
Proportionate personal data Have unnecessary worker, client and sensitive details been kept off the general display?			
Owner and review agreed Is someone responsible for updates and cover, including when contacts, access or arrangements change?			

Alternatives, decisions and actions

Keep this page with the completed checklist. Do not leave an unresolved display or communication issue hidden behind a tick.

Project / site reference	Checklist date / reference

Alternative methods and N/A decisions

Identify the item, why the route is appropriate, where the information is kept and how the intended people access it.

Action log

Item / action needed	Owner	Due	Closed / evidence

Next review date or trigger	Responsible person / absence cover

Official guidance to check

[HSE L153: CDM notification and display](#) | [Law poster or leaflet](#) | [Insurance certificates](#)
[First-aid arrangements](#) | [Site rules and induction](#) | [Safety signs](#)

Companion guide: thesitebook.co.uk/blog/construction-site-notice-board-requirements
Prepared October 2026. Use current guidance. Northern Ireland has separate arrangements.