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Free sample
Construction & Site Vault

One complete playbook from the Vault, free, plus the full list of what's inside. Written for builders and contractors. Doable yourself, no coding, no setup from us.

5 pages

1 full playbook

13 in the full Vault

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What's inside the full Vault

13 step-by-step playbooks and 17 copy-paste templates in a members web app. Tick steps off as you go; it remembers your progress on phone or computer.

Section	Playbook	Time
Site safety records	**Weekly toolbox talks with a signed record**	15 minutes a week
Site safety records	**Near-miss and hazard reporting from a phone** (this sample)	45 minutes
Site safety records	**Accident book and RIDDOR basics**	1 hour
Site safety records	**Site induction, sign-in and CDM basics**	1–2 hours
Site safety records	**Wellbeing: make it normal to speak up**	1 hour
Run the job	**A daily site diary with photos**	5 minutes a day
Run the job	**Variations agreed in writing before the work**	30 minutes to set up
Run the job	**Snagging and handover the client remembers**	Half a day per job
Run the job	**A simple programme and a weekly client update**	1 hour, then 15 minutes a week
Win work and get paid	**Quotes with clear inclusions, exclusions and stages**	1 hour to build the template
Win work and get paid	**Get paid on time: stage payments and polite chasing**	1 hour
Win work and get paid	**Photos, reviews and case studies that win the next job**	30 minutes per job
Win work and get paid	**Get on approved-contractor lists**	A few hours, spread over weeks

Sample playbook: Near-miss and hazard reporting from a phone

Anyone on site can report a near miss or hazard in under a minute with a photo, and every report gets an action.

Time	Cost	Level
45 minutes	Free	Beginner

Why it matters

Near misses are free warnings. If reporting takes a form in the cabin, most never get written down.

Tools

- Google Forms and Sheets (or WhatsApp group)
- QR code generator

Steps

1. **Build the form**: Google Forms: Site, Date and time, What happened or what's the hazard?, Location on site, Photo (file upload needs a Google sign-in; otherwise ask people to WhatsApp the photo), Name (optional), Immediate action taken.
2. **Make it one scan away**: Create a QR code for the form link and put it in the welfare cabin, on the gate and on the induction sheet.
3. **Respond fast**: Responses land in a Sheet. Add columns: Action, Owner, Due, Closed. Check it daily. Fix immediate dangers straight away.

Steps (continued)

4. **Thank and feed back**: Thank people who report, never blame them, and mention real examples (anonymously) in the next toolbox talk.
5. **Look for patterns monthly**: Sort by location and type. Repeated reports in the same place mean the risk assessment needs updating.

Copy-paste templates

> **Sign by the QR code:** SEEN SOMETHING? REPORT IT. Near miss, hazard or unsafe condition: scan, add a photo, done. You don't have to give your name. Every report gets looked at.

Done when

- [ ] Form and Sheet set up
- [ ] QR codes on site
- [ ] Daily check of new reports
- [ ] Actions with owners and dates
- [ ] Monthly pattern review

Avoid these

- If people get blamed for reporting, reporting stops.
- A near miss involving a dangerous occurrence may be reportable under RIDDOR; see the next playbook.

The 90-day quick start in the full Vault

1. Week 1: Site induction and sign-in, then this week's toolbox talk.
2. Week 2: Near-miss reporting by QR code and the accident book basics.
3. Week 3: Daily site diary and the variation log on every live job.
4. Week 4: Quote template with exclusions and payment stages.
5. Month 2: Stage invoicing with automatic reminders, programme and Friday updates.
6. Month 3: Snagging and handover pack, case studies, wellbeing and accreditation paperwork.

Get the full Construction & Site Vault

All 13 playbooks and 17 templates, £47 one-off, lifetime access, instant access after payment.
See inside: **lumin42.com/construction-vault**

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