



Construction Design and Management Regulations M&E Designers Risk Assessment			 Building Services Design Ltd		
Project:	Hellesdon Community Centre Refurbishment	Designer:	ALH	Date Completed:	August 2021
Client:	Hellesdon Parish Council				


NOTE: Action Codes **A** – Method Statement Required, **B** – Action by Principal Designer, **C** – Action by Client

Ref	Subject/Element	Yes, No N/A	Identified Hazard	Action Code	Additional action or precautions or comments
1.0	ADEQUACY OF BREIFING INFO M&E				
1.1	Is there a safety file for the premises?	No		C	Client to confirm
1.2	Is there a written client brief?	No			M&E proposals reviewed by design team and client and approved.
1.3	Has the designer visited site?	Yes			
1.4	Is there site survey information?	Yes			Limited survey notes and photos.
1.5	Is there any info relating to site services?	Yes			Limited survey notes and photos. No details of external or underground services.
1.6	Are there any existing drawings?	Yes			Layout only from architect.

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ELECTRICAL SECTION					
2.0	SITE IMPLICATIONS				
2.1	Any hazards from previous use?	No	Asbestos survey to be provided to contractors and appropriate measures taken.	C / A	
2.2	Any restrictions on development re:			-	
	- Location of sub-stations?	N/A		-	
	- Location of switch room?	No		-	
	- Position of external cable routes?	N/A	No alterations to external services proposed.	-	
	- Location of standby generator?	N/A		-	
	- Others?	No		-	

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3.0	ACCESS AND EGRESS				
3.1	Is access to site restricted?	No		C	Client to confirm.
3.2	Any restriction on delivery times?	No		C	Client to confirm.
3.3	Is road access adjacent to switch rooms?	No		-	
3.4	Are there steps up/down to switch room?	No		-	
3.5	Is the height/width of switch room door adequate?	Yes		-	
3.6	Is area of switch room adequate?	Yes		-	

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4	EXISTING SERVICES				
4.1	Have all services been located and identified? - above ground - below ground	No	Possibility of unknown live services on the site.	C	
4.2	Can services be isolated if necessary?	Yes		-	
5	DEMOLITION/STRIPPING OUT				
5.1	Are there record drawings of existing installations?	No		-	
5.2	Have any tests for asbestos been carried out? Have materials containing asbestos been identified?	Unknown		C	Client to provide available information.

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5.3	Is a test for gases required?	N/A		-	
5.4	Is the conduit/trunking/equipment to be removed: - - Painted - Galvanised - Other?	Yes		A	
5.5	Can plant and equipment be handled manually?	Yes		-	
5.6	Are existing light fittings to be removed and disposed of?	Yes		A	
5.7	Have existing above ground services been located and identified?	No		A	

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5.8	Is there a hazard to health from: - - dust - dirt Is this hazard in service ducts, floor ducts, ceilings, roof voids or any other areas?	Yes	Dust and debris from removal of existing installations.	A	
6.0	HAZARDOUS MATERIAL				
6.1	Are there any hazardous materials in the stripping out work?	Yes	Contractor to review items on removal for special consideration.	A	
6.2	Any radio-active materials? I.e. old smoke detectors.	Yes		A	

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7.0	FIRE PRECAUTIONS				
7.1	Any permanent system available for use?	No	System will be replaced as part of the works an unavailable.	C	Main contractor to provide suitable arrangements.
7.2	Any protection required to heat/smoke detector heads?	N/A			
7.3	Can system-initiating zones be isolated if necessary?	N/A			
8	SITE INSTALLATION				
8.1	Has a storage area for materials been identified?	No	Contractor to agree with all parties on site and provide as required.	-	
8.2	Any means of escape routes to be maintained?	Yes		C	Main contractor to advise.

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8.3	Any working heights of 2M?	Yes		A	Installing contractor to provide RAMS.
8.4	Any heavy lifting involved?	Yes		A	Installing contractor to provide RAMS.
8.5	Any use of solvent based products?	Yes	Contractors to confirm	A	
8.6	Fire protection measures?	Yes		C	Main contractor to advise
9.0	FUTURE ACCESS REQUIREMENTS				
9.1	Is adequate space provided for maintenance of the equipment?	Yes		A	
10	ISOLATION REQUIREMENTS				

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10.1	Has provision been made for isolation of services for maintenance, repair or replacement of: - - Plant? - Equipment? - Service runs? - Fittings?	Yes			

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MECHANICAL SECTION					
11	SITE IMPLICATIONS				
11.1	Any hazards from previous use?	No	Asbestos survey to be provided to contractors and appropriate measures taken.	C / A	
11.2	Any restrictions on development re:			-	
	- Location of Gas Supply?	Yes	No alterations to external services proposed.	-	
	- Position of external services routes?	N/A	No alterations to external services proposed.	-	
	- Others?	No		-	

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12	ACCESS AND EGRESS				
12.1	Is access to site restricted?	No		C	Client to confirm.
12.2	Any restriction on delivery times?	No		C	Client to confirm.
12.3	- Others?	No		-	
13	EXISTING SERVICES				
13.1	Have all services been located and identified? - above ground - below ground	No	External Gas & MCWS route not identified	C	Gas ECV hasn't been tested

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13.2	Can services be isolated if necessary?	Yes		-	

14	DEMOLITION/STRIPPING OUT				
14.1	Are there record drawings of existing installations?	No		-	
14.2	Have any tests for asbestos been carried out? Have materials containing asbestos been identified?	Unknown		C	Client to provide available information.

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14.3	Is the duct equipment to be removed: - - Painted - Galvanised - Other?	Yes		A	
14.4	Can plant and equipment be handled manually?	No		A	Large ducting, Fans, Boiler, Cylinder will need lifting equipment
14.5	Is there any Refrigeration equipment to be removed	Yes		A	
14.6	Have existing above ground services been located and identified?	No		A	
14.7	Is there a hazard to health from: - - dust - dirt Is this hazard in service ducts, floor ducts, ceilings, roof voids or any other areas?	Yes	Dust and debris from removal of existing installations.	A	

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15	HAZARDOUS MATERIAL				
15.1	Are there any hazardous materials in the stripping out work?	Yes	Contractor to review items on removal for special consideration.	A	
15.2	Any Refrigerant Gasses	Yes		A	
17	SITE INSTALLATION				
17.1	Has a storage area for materials been identified?	No	Contractor to agree with all parties on site and provide as required.	-	
17.2	Any means of escape routes to be maintained?	Yes		C	Main contractor to advise.
17.3	Any working heights of 2M?	Yes		A	Installing contractor to provide RAMS.

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17.4	Any heavy lifting involved?	Yes		A	Installing contractor to provide RAMS.
17.5	Have items that involve heavy lifting been identified?	Yes.	MVHR Units & AC External Condenser units.	A	Contractors to provide RAMS for items requiring specialist equipment/action.
17.6	Any use of solvent based products?	Yes	Contractors to confirm	A	
17.7	Is there safe access to ducts and ceilings?	Yes		-	
17.8	Fire protection measures?	Yes		C	Main contractor to advise
17.8	Hot Works	Yes		A	Installing contractor to provide RAMS.