

General Note:

During the design stages of a project, designers are required to maintain a **"Hazard Elimination Checklist"** (part B of this document). The 'checklist' records the various significant (high risk) hazards identified by the designer(s) and, where they have been able, details of how they have been eliminated.

It is recognised that not every hazard can be 'designed out' and therefore the checklist will also be used to record the residual risks of which the designer(s) are aware.

The checklist provides an audit trail of the design process and may also be used as evidence in the event that a designer is required to defend his or her actions in any HSE investigation.

Copies of parts A and B should be passed to all members of the project team, especially the Principal Designer. Reference must also be made to GG104 Requirements for safety risk assessment.

Part A: Designer's Hazard Checklist

Project Title:	M5 J31 Lighting	Kier Highways Job No.:	HE570129B
Project Description:	150mm Diameter cores, trial pits and DCP testing within carriageway and verge		
Design Discipline:	Street Lighting		
Project Type as determined by GG104 (if applicable)	A	Prepared By:	[REDACTED]

Notes:

1. This section of the document includes a list of potential hazards pertaining to a wide range of situations which may occur across Kier Highways' activities. *Where particular categories do not ordinarily affect the scheme, **Part A should be edited/sections deleted to more accurately reflect the work carried out.***
2. An individual item or a whole section (by ticking the heading) can be noted as not applicable showing you have considered the hazard area and judged it to be not applicable.
3. The list of potential hazards is not exhaustive, and all sections can be added to, or additional sections added, as required. Reference to the Approved Code of Practice may be helpful.
4. All items considered by the designer as having a potential high risk must be addressed on the 'Hazard Elimination Management Schedule'. Low risk activities can also be included if considered appropriate.
5. Consideration must be given to all populations that may be affected as follows -

Population 1 – People directly employed by the Client and who work on the site e.g. Traffic Officers.	'Workers'
Population 2 – People in a contractual relationship with the client.	
Population 3 – Other parties, including road users, the police and emergency services and non-motorised 'Users' such as equestrians, cyclists and pedestrians, as well as those others not in a contractual relationship with the client, such as privately contracted vehicle recovery and vehicle repair providers.	'Users'
Population 4 – Third parties includes any person or persons who could be affected by the works, but who are neither using it, nor working on it, i.e. living or working adjacent to the site.	'Other Parties'

Potential Hazards Arising From:		Risk (without designer's elimination / management measures)			Comments
Ref:		Not Applicable	Low- NO Action Required	High – Action NEEDED	
1.	Existing Environment				
1.1	Existing buildings	X			
1.2	Previous/existing land/ structures		X		Adjacent over / under bridges & retaining wall
1.3	Roadways			X	Working adjacent to carriageway – TM required
1.4	Railways	X			
1.5	Water course	X			
1.6	Ground conditions:	X			
	• Contamination				
	• Ground water				
	• Instability				
	• Mineral / mine workings				
1.7	Access restrictions	X			
1.8	Adjacent properties	X			
1.9	Concurrent site activities	X			
1.10	Interface with the public			X	Working adjacent to carriageway – TM required
1.11	Occupied premises	X			
1.12	Structural instability	X			
1.13	Fragile materials	X			
1.14	Hazardous materials	X			
1.15	Land use	X			
1.16	Traffic			X	Working adjacent to carriageway – TM required
1.17	Others (insert as necessary)				
2.	Existing Services				
2.1	Underground				
	• Electrical		X		Locate prior to coring
	• Gas		X		Locate prior to coring
	• Water (Asbestos pipes?)		X		Locate prior to coring
	• Telecommunications		X		Locate prior to coring
	• Others (Motorway comms)		X		Locate prior to coring
2.2	Overhead Services				

Potential Hazards Arising From:		Risk (without designer's elimination / management measures)			Comments
Ref:		Not Applicable	Low- NO Action Required	High – Action NEEDED	
	<ul style="list-style-type: none"> Electrical Telecommunications Others (insert as necessary) 		X		Shown on drawings Unaffected by works
			X		Shown on drawings Unaffected by works
3.	Earthworks	X			
4.	Foundations	X			
5.	Services Installation	X			
6.	Drainage Works	X			
7.	Highways				
7.1	Traffic management			X	TM to Chapter 8
7.2	Adjacent traffic			X	Adjacent to live carriageway
7.3	Construction materials		X		Backfill
7.4	Structural works	X			
7.5	Adjacent structures		X		Adjacent overbridges and underbridges
7.6	Noise		X		On Site Testing
7.7	Vibration	X			
7.8	Coal TAR in pavement	X			
7.9	Others (insert as necessary)				
8.	Steelwork Construction	X			
9.	Concrete Construction	X			
10.	Masonry Construction	X			
11.	Timber Construction	X			
12.	Cladding	X			
13.	Glazing	X			
14.	Mechanical/Electrical Systems	X			

Potential Hazards Arising From:		Risk (without designer's elimination / management measures)			Comments
Ref:		Not Applicable	Low- NO Action Required	High – Action NEEDED	
15.	Railway Activities	X			
16.	Demolition of Existing Structures	X			
17.	Future Demolition / decommissioning of new structure/installation	X			
18.	Maintenance and Operation of Facility / Structure etc.	X			
19.	Use of the structure as a workplace	X			

Part B: Hazard Elimination Checklist

Project Title:	M5 J31 Lighting	Kier Highways Job No.:	HE570129B
Project Description:	150mm Diameter cores, trial pits and DCP testing within carriageway and verge		
Design Discipline:	Street Lighting	Prepared By:	Morgan Trimnell
		Checked By:	David Stone

Note: If GG104 applies to your contract, the checklist must be approved by an appropriate person: For a Type A project the Scheme PD must approve, for a Type B projects the Senior Manager must approve and for a Type C project the Kier Highways Service Director must approve.

Reviewed and approved by:

Name

Signature

Position

* Persons at Risk: (1) Worker

** Action by:

Principal Designer
Designer
Principal Contractor
Other designer
Client

- Include within the H&S file
- include in the pre-construction information
- manage risk during the construction phase
- take into consideration when preparing their designs
- pass information to designers / Principal designer

Ref.	Activity	Hazard	Persons at Risk *	Design Measures taken, or being taken to eliminate or reduce the hazard	Information on the Residual Risk	Principal Designer Review	Action Req'd by: **
1	Working adjacent to live traffic	Workforce struck by vehicle	All	Appropriate traffic management to chapter 8 be used	Severity remains the same however likelihood reduced	No further comment.	PC
PC	Noise from works	Danger of exceeding acceptable noise levels, damage to hearing, inability to hear warnings	(1)	Hazard cannot be designed out, due to type of works but noise limits and actions required included in Specification. CWF Contractor to ensure proper monitoring of noise levels throughout the works.	CWF Contractor to ensure that operatives are informed and trained. Monitoring of noise levels on site. PPE is the last resort.	No further comment.	PC

Ref.	Activity	Hazard	Persons at Risk *	Design Measures taken, or being taken to eliminate or reduce the hazard	Information on the Residual Risk	Principal Designer Review	Action Req'd by: **
3	Concurrent surveys taking place on site	Injury workforce by working in close proximity to other activities	1	Principal contractor and contractors to review and coordinate programmes, tool box talks to inform workers of measures required	Risk reduced	No further comment.	PC
4	Excavation trial pits	Collapse	1	Excavation to be assessed by competent person and supports to be used as required	Risk reduced	No further comment.	PC
5	Drilling / Excavating trial pits	Service Strike	1, 2, 3	Locate services prior to drilling	Risk reduced	No further comment.	PC