



Health and Safety Management Systems

Designer Risk Information / Assessment Form

Project Ref No:	4296	Project Title:	Stowmarket Community Centre – Alterations to frontage		Page 1 of 4
Completed By:	Ian Booth	Checked By:	Alan Wilkinson / Steve Manning	Date Completed:	8 th October 2019
Please note that this list only contains the hazards/risks that are considered to be exceptional in this project. Any normal construction hazards/risks expected on construction sites are not included. It is understood and expected that the appointed competent contractor would be aware of the risks/hazards associated with normal construction activities.					
Identified Risk		Suggested Risk Reduction Actions		Suggested Actions To Be Completed By Who?	Residual Risk for Inclusion in H&S File Yes/No
EXISTING HEALTH AND SAFETY RISKS					
Possible presence of Asbestos Containing Materials		If asbestos containing materials are found within the work areas, the Principal Contractor is to inform the Client and Principal Designer. Any removal of any ACM's is to be carried out by a licensed contractor in accordance with the Asbestos Licencing Regulations 1983, as amended 1998 and the Control of Asbestos at Work Regulations 2006. The Principal Contractor is to ensure all site operatives receive briefings on the presence of ACM's and risks associated at induction.		Principal Contractor	Yes
Working in a highly sensitive area within Community Centre		The Community Centre will be fully operational during the works and the Principal Contractor is to provide a detailed method statement outlining the way the works will impact on the existing facility and how this will be managed. This needs to be agreed with the Client and Principal Designer.		Principal Contractor	Yes
Collision with existing services in the site during construction activities		The Principal Contractor is to review the position of existing services and prior to any excavation, isolation or disconnection of services a Catscan and survey of the area is required where possible, followed by trial holes to locate any services. Records of any services found hidden or buried are to be retained for inclusion in the Health and Safety file upon completion of the works.		Principal Contractor / Contractors	Yes



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Structural stability of building	Any works required to form openings or close existing openings in the existing building fabric are to have the temporary works designed by a competent person and regular checks of these works are to be carried out. Details are to be provided to the Principal Designer prior to commencement of works.	Principal Contractor / Contractors	Yes
Pedestrian access to the Community Centre	The pedestrian access to the Community Centre is to be maintained for as long as possible during the works to the building entrance. When the access has to be closed off the Principal Contractor is to produce a method statement outlining how access will be maintained and the route for pedestrian traffic. This is to be agreed with the Principal Designer and Client prior to implementing any measures.	Principal Contractor	Yes
DESIGN HEALTH AND SAFETY RISKS			
Material types and unit sizes for construction causing manual handling issues	The Designer has reviewed the types of materials to be used in the construction process to minimise manual handling risks wherever possible. If any material elements are too heavy to be handled by hand, mechanical aids are to be utilised to assist placing materials in position.	Principal Contractor / Contractors	No
CONSTRUCTION HEALTH AND SAFETY RISKS			
Fire Safety and Fire Risk Assessment	The Principal Contractor is to produce a Fire Safety Plan and risk assessment which is to consider the location of works and the proximity of other buildings. If hot works are required, the procedure needs to be included. This procedure is to be agreed with the Principal Designer.	Principal Contractor	Yes
Emergency evacuation procedures at the Community Centre	The Principal Contractor is to liaise with the staff at the Community Centre regarding existing emergency evacuation procedures that are currently in place. The Principal Contractor is to ensure the works to the front of the Community Centre do not adversely impact on the existing procedures and that alternative measures are put in place. These details are to be provided to the Principal Designer once agreed with the staff at the Community Centre.	Principal Contractor / Contractors	Yes



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Falls from height during construction process, including both internal and external works	The Principal Contractor is to ensure suitable and sufficient temporary scaffold and access arrangements are to be utilised on site when working at height and are to be installed by a competent person with regular checks which are recorded. Any temporary works are to be designed by a competent person and are to be installed in accordance with their requirements and details forwarded to the Principal Designer.	Principal Contractor / Contractors	No
Muscular skeletal injuries due to lifting heavy or oversized objects	The Principal Contractor is to minimise the risks associated with manual handling by utilising the use of mechanical lifting aids wherever possible. If this is not possible relevant training in manual handling needs to be provided for operatives undertaking the task alongside a suitable and sufficient risk assessment. It is suggested that the issue of manual handling and its risks are covered in the Site Induction.	Principal Contractor / Contractors	No
Unauthorised access to works area, site compound and storage area	The Principal Contractor's compound and store is to be set up as shown on KLH drawing number 4296-0107 PO1 and must be kept secure always and lockable gate provided. The works are to be kept secure from unauthorised access.	Principal Contractor / Contractors	No
Electrocution from live electrical supply	The electrical installations and connections for the works are to be carried out by an approved and competent electrical contractor under the NICEIC Scheme and in accordance with BS 7671, Requirements for Electrical Installations. When connecting to existing supplies for the new works the Principal Contractor is to ensure the existing supply is turned off at all times.	Principal Contractor / Contractors	Yes
Isolation of existing services in the area	Prior to the isolation of any existing services in the site to facilitate the works the Principal Contractor is to liaise with the Client and Principal Designer on the practicality of the activity and produce a method statement outlining how this can be achieved. It is imperative that the continued safe operation of the Community Centre is not compromised by any works to existing services.	Principal Contractor	Yes



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Access for construction traffic and parking arrangements	The Principal Contractor is to produce a traffic management plan and it is to include a methodology for unloading delivery vehicles safely within the site. This plan is to include parking arrangements for site staff and is to be agreed with the Client and Principal Designer.	Principal Contractor / Contractors	No
Unacceptable noise, vibration and dust levels during the works	The timing of any construction activities that generate noise, vibration and dust needs to be co-ordinated and planned to ensure minimum disruption to the surrounding area and buildings. Suitable screening to minimise dust and noise levels is to be provided by the Principal Contractor. The correct level of PPE is to be provided during these activities and the use of quieter hand tools with dust suppression facilities are to be considered. The time an operative spends on these activities needs to be closely monitored and kept to a minimum. If works are carried out in a confined area there must be adequate natural ventilation and light at all times.	Principal Contractor / Contractors	No
POST COMPLETION HEALTH AND SAFETY RISKS			
Inspecting and cleaning new lettering installed on front elevation of Community Centre	Hard surfaces have been provided around the building to assist with cleaning and inspecting at high levels.	Occupier	Yes