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Design Stage Hazard awareness and risk identification checklist

Hazard Awareness and Risk Identification Checklist (HARI)

Risk	Designers to identify and consider the following significant risk and other factors - SFARP	Comments, Actions, Reference	Site specific notes and actions	RAG Colour
A	**Catastrophic risk - site specific and generic**			
Structural Collapse	• Existing and adjacent buildings, structures, party walls, retaining walls, etc. during construction, and permanent condition.	RR834 - preventing catastrophic risks in construction17.	The Stacey Bushes Meeting Place is detached and more than 1m away from any neighbouring building	
	• Underground voids such as tunnels, vaults, mines, old workings, wells, etc.	CIRIA Publication C699 - Guidance on catastrophic events in construction18.	No underground tunnels or mines have been highlighted	
	• Existing fabric of buildings during refurbishments under temporary loading of scaffold, materials or plant.		Existing structure is bungalow single lift temporary scaffold only required	
	• Construction cranes, scaffolding or trees in poor condition falling in high winds.	BS 5975:2008 - Code of practice for temporary works procedures and the permissible stress design of falsework19.	No large trees are on the site	
	• Temporary works including all types of scaffolding, shoring, propping. Ensure temporary works designer and coordinator appointed.		Some temporary proposing of load bearing walls during construction will be required, see structural engineers drawings for details.	
Fire	• Fire during construction - means of escape for operatives (e.g. stairs, routes) and existing occupants (if in use). Access for fire - fighting appliances and personnel.	HSG 168 - Fire safety in construction20.	Existing structure is single storey, no other occupants apart from contractors to be present during construction.	
	• Temporary fire protection to prevent fire spread to adjacent properties in construction phase, e.g. timber frame protection and unprotected area calculations.	UKTFA (STA) guidance on fire spread21.	Fencing to perimeter is metal no fire spread anticipated	
Water	• Rivers, canals, culverts, storm drains on site or adjacent.	Reference to HSE prosecution of the environment Agency, following a fatal accident on the banks of the River Witham on 12 September 2001 22.	none near site	
	• Temporary /permanent railing as an early activity.		N/A	
	• Contract to issue a safe system of work after seeking further advice, including consideration of lifejackets, throw-lines, torpedo floats and grab rings, floatation devices, rescue and safety harnesses, rescue boats, communications to raise alarm.		N/A	
	• This should ensure that there is an adequate method of preventing falls on to the mud or into the river and for retrieving persons.		N/A	
	• Identify flooding risk - occupier may need to join the environment Agency Flood Warning System and establish an evacuation procedure.		N/A	
	• Stagnant water from rivers, canals, culverts, drains, Risk of contamination to watercourses by spills on site. Infection/wells disease.		N/A	
Wind or extreme weather	• Identify likelihood of extreme weather condition on site in long and short term which may influence the design and construction methodology.		Extreme cold may cause the scaffold and other surfaces to become slippery and unsafe. Main contractor to confirm to the architect and client if conditions existing which would prevent safe working, dates and times to be noted for any possible extension of time.	

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B	Signification risk - site specific			
Noise, vibration and disturbance to neighbours	To occupied building and housing nearby , hospitals, churches, cemeteries, school, care homes, etc.		Occupied housing is located within 100m of this site, contractor to be aware and make all reasonable efforts to minimise noise and always keep working within working hours Monday to Friday 8.30am to 5.30pm.	
	• Piling operations - hammered/driven or augured? Noise disturbance or damage to surrounding buildings.			
	• Risk of disturbing those in vulnerable sectors of the community.			
	• Limits on hours of site work.			
Health and respiratory injuries from materials and dust	To local environment, all neighbours, operatives, and site personnel.	L143 - Managing and working with asbestos 23.	**Contractor to provide traffic management plan as part of the tender.**	
	• Identify asbestos materials and other contaminants in existing buildings, e.g. horsehair plaster.			
	• Ensure adequate surveys and appropriate contractors used to identify dangerous materials on site and/or their removal.	Control of asbestos Regulations 2012 24.	Asbestos has been identified within the building, this will be removed by others and a clean air certificate provided before the start of the main contract.	
	• Avoid or minimise chasing, cutting blocks and masonry etc., unless procedures in place for dust suppression or vacuum extraction , or enclosure and extraction.			
	• Demolitions and concrete breaking - minimise works and damping - down processes.			
	• Avoidance of screed removals where possible.			
	• Lead paint in existing buildings - avoidance of dry sanding, drilling or cutting. Surveys may be necessary.		No lead paint will be used in the refurbishment of this building.	
Site access and construction facilities	• Surrounding roads and access roads to be considered for safe access and egress of staff, material and waste. Low or weak bridges, narrow roads, overhanging trees or cables, etc.	HSG 150 - Health and safety construction 25.	Contractor to complete a traffic plan and submit this to WGLTC prior to commencement of works	
	• Welfare facilities to be considered in terms of location, services, and convenience of contractors and existing users. Phasing of facilities as project progresses to be considered.		Contractor to make provision for their own welfare facilities' during the contract.	
	• Materials unloading and waste storage areas to be considered.		Contractors vehicular movement and parking plan to be provided to LA prior to commencement of works	
	• Static and mobile crane sizes, locations, weights ad access to be considered in principle , away from possible vehicle impacts, and collapse on occupied premises where possible.		Contractor to provide a waste and materials plan, showing the safe storage of delivered materials and the disposal of waste from site.	
	• Consider location, convenience and security of construction team vehicular parking, materials and toilets storage facilities.			
Project Phasing	• Location of existing buildings, car parks and roads to be considered in relation to temporary and future site arrangements in terms of cost, convenience and safety.		as above	
	• Transient delivery or collection locations and times, such as school runs or food deliveries during construction period.		As above	

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C	**Significant risks - site generic**			
Electrical interference to radio equipment	• interference with neighbouring hospitals, ambulance stations, airport. • Specify no site radios where safety is critical.	This is subject to site - specific risk assessment by pc	Not relevant to this project	
Injury to trespassers	• Hoarding to/ fencing - off of site and deep excavations. • Security measures to scaffolding , detectors, CCTV		No deep excavations for this project, only drain runs to existing MH. Site fenced off from public.	
Animals, vegetation, poisonous bites	• Consider risk of adders, hornets and wasps; nests from adjacent sites. • Aggressive seagulls or other birds, particularly during nesting season. • Consider bats, birds, newts and other fauna with regard to their breeding seasons and relocations. • Consider poisonous or aggressive vegetation such as Japanese knotweed that can take considerable time to eradicate, or cause significant damage if ignored. • Consider tree roots and avoidance of killing trees during construction and causing structural damage to permanent structures	These environmental safety issues are included in BREEAM requirements 26 but are part of an ethical and criminal requirement to protect endangered and other species from harm. Some can also harm operatives and users. Identification is the key.	Consideration has been given to Bats and other wildlife. This has been addressed within the report by Wildfire. No seagulls are near the site and no aggressive vegetation has been found.	
Injury to pedestrians	• Rights of way adjacent to or across site. Temporary closures • Adjacent railways. • Pavements - protecting the public and materials.		No rights of way exist	
Electric Shock	• Cables, street lighting, even if assumed disused	BSI PAS 128 Specification for underground utility detection, verification and location 27.	Electrical cables which were located at high level have been	
Falls on slopes	• Identify steep falls, slopes and embankments which can increase site access costs and difficulties during construction and maintenance.		no steep slopes or embankments exist on the site.	
D	**Existing services and utilities**			
Stomach infection	• Water supplies potable? Water quality tested?		Existing commercial property water assumed to be potable	
Fire	• Water supply/hydrants available for constructing fire use		Contractor to identify location of nearest fire hydrant	
Electric Shock	• Overhead cables - barriers specified • Underground cables - investigation to conform position as survey drawing and utility company information. Identify possibility of unknown live services. Further surveys and hand digging likely to be required • Cables assumed disused, to be identification and checked	BSI PAS 128 Specification for underground utility detection, verification and location.	No overhead cables are present on site	
Explosion	• Gas pipes - investigation to conform position as survey drawing and utility company information. Identify possibility of unknown live services. Further surveys and hand digging. • Propane cylinders	BSI PAS 128 Specification for underground utility detection, verification and location.	Existing gas main and boiler to remain, alterations to heating system radiators and controls only. No Propane cylinders on site	
Uncertainty	• Surveys of utilities are not totally reliable. On- site checks to be made.	BSI PAS 128 Specification for underground utility detection, verification and location.	N/A	
Excavation	• Encourage use of vacuum excavation equipment in proximity of dangerous or multiple utilities locations.		N/A	

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E	**Contamination and buried objects**			
Contamination	• Buried tanks/petrol interceptors • Purging or chemical cleaning of existing services.		N/A	
Explosion	• Buried ordnance - check local authority records and bomb maps, or obtain a survey. Site detection/ probing methods may be necessary prior to excavations • Methane and other ground gases risk.		N/A	
Muscular-skeletal injuries	• Identify particular heavy objects or ones that are difficult to handle, remove or break up.		Contractor to assess on site and take appropriate action	
F	**working space/ working platforms**			
Falls from height	• Design to allow early installation of permanent floors, edge protection and guarding to holes and penetrations. Fixing holes for edge protection. • Allow for work to be carried out at ground level or from permanent floor levels where possible.		single storey, most work completed from ground level or with small tower, contractor to inform architect if any unforeseen risks are encountered	
Manual handling/muscular-skeletal injuries	• Avoid site layouts or dictating construction methods that limit space for access where reasonably practicable. • Consider type of access platforms, scaffolds and mechanical lifting aids that are appropriate for the design to be constructed and maintained.		It is not thought that there are any space limiting areas or areas where access would be restricted. Contractor to assess and make architect aware if anything unforeseen occurs	
Fire/emergency evacuation	• Design for early installation of stairs and fire compartments where possible, prefabrication can assist this process.		All access ladders to be tightly secured to prevent movement of access ladders when in use.	
G	**Confined spaces**			
Entry into confined spaces	• Silos, sewers, ductwork, unventilated rooms, storage tanks, basements, etc. • Avoid creating confined spaces where possible. • Minimise operations involving hazards in confined spaces, e.g. welding, cutting, etc. • Minimise work in basements and the need for deep trenches.	If confined spaces are essential avoid the need for access or consider safe methods of use	N/A	
Lack of oxygen/poisonous gases(including from residues left)	• Avoid creating, and minimise operations involving, hazards in confined spaces where possible. • Avoid entry to confined spaces where possible. If entry is unavoidable, follow a safe system of work and put in place adequate emergency arrangement before work starts. • Provision of ventilation and testing the air • Provision of breathing apparatus. • permit to work scheme.	L101 Safe work in confined spaces 28 confined spaces Regulation 2007 29.	N/A	
Drowning	Due to liquids and solids that can suddenly fill the space • Rescue harness and lifelines • Communications to raise alarm		Contractor to put in place system to ensure nobody works on site alone and all personnel are aware of site specific emergency procedures.	
Fire and explosion	• Check size of emergency exits • Non- sparking tools and 25v max. equipment.		N/A Noted	
Noxious fumes	• Avoid specifying applied finishes in confines spaces where possible. • Avoid specifying hazardous materials/substances for application in confined spaces.		Finishes to be applied are paint only	

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H	**Erecting Structures**			
	Steelwork, in-situ reinforced concrete, pre- cast reinforced concrete, pre-stressed concrete, timber, masonry, brickwork, blockwork, roof structures, stairs.			
Collapse/temporary instability	• Avoid designs which involve temporary instability during construction or specify erection sequence including details of temporary support measures required. • Temporary props and bracing - high winds.		Care to be taken with the positioning of the new steelwork during construction - refer to structural engineers designers risk assessment Use props and bracing as required and directed by structural engineers details	
Falls from height	• Maximise pre- fabrication, pre-casting, use of simple intrinsically safe connection details, and allow for early installation of floors, roof decks, stairs, edge protection, etc. to minimise risk from high- level working.	BS 8560 code of practice for the design of buildings incorporating safe work at height 30.	Main contractor to assess risks, put in place safe working practice and brief sub contractors on site	
Collapse- construction loadings	• Identify construction loadings on drawings together with any temporary support requirements, e.g. high walls, unbraced structures, • Provide adequate tender information.		refer to structural engineers information	
Manual Handling/ muscular-skeletal injuries	• Heavy blocks/stone sections/windows components/lintels and window cills - lifting hooks/component size - • under 20 kg.		Main contractor to assess risks, put in place safe working practice and brief sub contractors on site	
Handling major components	• Consider access storage, erection procedures and lifting details for large or awkwardly shaped components. • Consider composite roof panels for easier handling in high winds.		Main contractor to assess risks, put in place safe working practice and brief sub contractors on site	
Falling materials	• Design temporary works to avoid falling materials. • Tethering of tools to be recommended.		Main contractor to assess risks, put in place safe working practice and brief sub contractors on site	
J	**Materials/ substances/components generally**			
Manual handling/muscular skeletal injuries	• Design to allow mechanical handling where possible (avoid blocks weighing over 20kg,e.g. 190 mm blocks) • Ensure unit weights and sizes of materials are reduced to acceptable level where manual handling is unavoidable. • Specify easily achievable tolerances where possible. • Specify lifting hooks(e.g. coping stones, large masonry items)		Main contractor to assess risks, put in place safe working practice and brief sub contractors on site	
Cuts and abrasions	• Avoid specifying materials and components with sharp edges, corners, etc. where reasonably practicable.		All material specified is standard building construction contractor to ensure workers have adequate training	
Carcinogenic diseases	• Avoid specification of known carcinogenic materials and substances. • Where no alternative, ensure that adequate information is available at tender stage.		N/A	
Injury to eye	• Operations involving splashing		N/A	
Respiratory injuries	• Avoid specifying materials and substances which are likely to cause respiratory problems where possible, e.g. epoxies • Design to avoid cutting, chasing, etc		Some cutting of blockwork is anticipated, contractor to ensure workers on site wear appropriate PPE	
Deleterious materials	• Check if allowed in your appointment terms. • Check if acceptable to client's building insurers.		protective masks and ear defenders	
Skin diseases	• Avoid specifying materials and substances which are likely to cause skin diseases (e.g. dermatitis) where possible, protective clothing necessary for cement and lime mortars.	Protection against exposure to wet cement and mortar is a trade issue	Contractor to ensure all personnel wear correct PPE	

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Risk	**Designers to identify and consider the following significant risk and other factors - SFARP**	**Comments, Actions, Reference**		**RAG Colour**
K	**Cladding/glazing** Flat roof work, pitched roof work, masonry, brickwork, stonework, panels, windows, patent glazing, sheeting, tiling, slating.			
Temporary instability	• Avoid designs which involve temporary instability during construction, or specify an erection sequence that avoids it. If unavoidable, detail temporary support measures required. • Temporary fixing of windows/curtain walling balustrades and guard rails.	This may be a specialist subcontractor designer issue.	All structural work specified by structural engineer, no fixing of windows or balustrades. All work is ground level	
Falls from height	• Maximise prefabrication, adopt simple details and allow for early installation of floors, roof decks, stairs, parapets, permanent edge protection etc. to minimise risk from high-level working. • Specially easily achievable tolerances where possible. • Detail to allow easy connecting of safety lines, harness etc. where necessary. • Use large decking, cladding panels, domed roof lights. • Consider future maintenance and cleaning, especially balconies. • Consider window cleaning from inside where possible. • Consider permanent access or fastenings. • Consider appropriate type of temporary and permanent edge protection to roofs. •Windows , handle accessibility, cill heights and guarding.	BS 8560:2012 Code of practice for the design of buildings incorporating safe work at height 30.	single storey building	
	• Consider heights of balustrading where publicly accessible, or where seating is provided adjacent (e.g. food courts)		N/A	
Construction loadings	• Identify construction loadings on drawings for mechanical installation plant and temporary works allowances and stacking of materials.		N/A	
Falls through fragile materials	• Avoid specifying fragile materials (e.g. roof-light panels) • Consider installation, fragility and glazing of roof lights. • Provide guard rails around roof lights or raise up.		No rooflights specified	
Falling objects	• Ensure adequate lifting provisions on components. • Maximise prefabrication. • Safe access for future maintenance and cleaning of facades. • Review specification for temporary fixing of windows/curtain wall to avoid being blown out by gusts of wind before being permanently fixed (cause of two pl notifications). • Design out complex fixing details of large elements at high level with small components. • Ensure no gaps in balustrading where objects can pass through above public areas, e.g. atria, transport hubs, etc. • Advise contractor of need to tether tools, elements and materials, where working above others.	BS 8560	All personnel on or visiting site must wear hard hats and have correct footwear with steel toecaps.	
Fire	• Specify non- or low-flammable and non-combustible materials and products where possible. • Consider the end use of the building, e.g. kitchen, and check with the client's building insurers for extra requirements. • Consider escape from roofs in a fire.		Single storey community centre - low risk from combustible construction materials all steel supports are to have 1/2 hour fire protection	

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Risk	Designers to identify and consider the following significant risk and other factors - SFARP	Comments, Actions, Reference		RAG Colour
L	**Furniture, finishes and equipment** Stone, ceramics, coating, paints, sealants, adhesives, wood, wood-based materials, synthetic materials.			
Hazardous materials/ substances	• Avoid specifying finishes involving hazardous materials/ substances where reasonably practicable. • Substitute safer alternatives. • Specify pre-finished components where reasonably practicable.		Safe and environmentally friendly materials have been specified throughout	
Dust/fumes	• Avoid specifying surface preparation, application methods and processes likely to release hazardous dust or fumes where reasonably practicable. i.e. cutting, drilling, abrading, polishing, etc.(e.g. with solvent paints, adhesives and spray paints) • Avoid dust from creating site- mixed powder materials.		Care should be taken by contractor to minimise any hazardous dust and protective clothing should be warn at all times	
Noise/vibration	• Avoid specifying finishes requiring use of vibrator tools or noisy equipment for surface preparation or application methods where reasonably practicable.		N/A	
Fire	• Avoid specifying materials using inflammable solvents.		No inflammable solvents to be used	
Muscular-skeletal injuries	• Size of furniture and components such as glass screens, reception desks, sliding folding partitions to be considered in terms of vertical access via goods lifts, hoists or at least resort stairs if of man- handleable size. Horizontal access also to be considered e.g. trolleys, skates, etc.		Contractor to assess risk and make provision for safe handling and installation.	
M	**Risks to building users and visitors**			
Crushing	• Escape routes from loading bays. • Protection of pedestrians from vehicular routes. • Boundary walls designed to fall away from railway tracks, roads, playgrounds and pedestrian areas. • Vehicle barriers to prevent runaway cars falling from height in icy conditions or where driver loses control.		N/A	
Drowning	• Hazard warning signs to be provided, e.g. 'Danger Sudden Drop'. Life buoys? • Railings to be 1.1m high and difficult to climb. Designed to resist impact by vehicles. • Whoever takes responsibility for the maintenance of river walks is to take the decision as to the appropriate level of protection to meet the duty of care requirement of health and safety legislation. They must also put into place a management plan for the maintenance of such protection.		N/A No river walks within the site	
Fire	• Escape for deaf or hearing-impaired people, particularly in public buildings - consider vibrating alerts or visual alarms. • Consider evacuation as well as access and advise employers/tenants of their duty to provide a suitable evacuation strategy for a wide range of users and to carry out fire risk assessments.	These should be included in the fire and Inclusive Design Strategies under parts B & M of the Building Regulations.	The relevant signage has been specified and will be installed during the contract by ACE fire detection systems.	
Collision/trapping	• Automatic doors - risk assessment to BS 7036 • Automatic gates - Gate safe to be referenced.	BS 7036 Code of practice for safety at powered doors for pedestrian use 31 Gate Safe 32.	N/A	
Falls from height	• Operation of high-level blinds. • Window controls as Part N, less than 1700/1900mm above floor level. • Fixing to be provided for ladders more than 6m long. • Horizontal force on balustrades specified as appropriate for use, e.g. public use - refer to AD k • 100mm gaps between balustrades if children under 5 are likely to be present. • Glass balustrades and full-height glazing at height- consider risk if toughened glass shatters. Safety glazing to part N and BS 6262 . • Restrictors and stays to opening windows to prevent accidental falls and children climbing out. • Ability to attach safety harnesses to gantries and walkways, and anchor lines. • Guarding to level changes, riverbanks, ditches, stairs, under-stair soffits, ramps.	BS 8560 Code of practice for the design of buildings incorporating safe work at height 30. Building Regulations, Approved Document N & AIF Information Building Regulations, Approved Document K 33.	No rooflights	
Muscular-skeletal injuries	• Outward-opening doors and windows- walking into leading edges, especially at head height.		the risk is not thought to be any greater than would be encountered within a domestic dwelling, no further mitigation can be carried out.	
Burns/scalding	• low surface temperature radiators where toddlers or elderly may be present. Also avoid unprotected pipework. • Flue outlets located away from public areas or protected.		Domestic level heating system with radiators	
Drowning	• Full risk assessment, particularly for unsupervised pools • River walkways etc.		N/A	
Safe by Design/rape/attack	• Consider personal safety and sense of safety • Advice of crime presentation officer or guidance to be sought • Good surveillance. Lighting, minimisation of recesses	Safe by Design, Local crime Presentation officers, BREEAM 26 advantages.	No advice has been sought from the crime prevention officer Architect to liaise with him/her Burglar alarms are installed and will be reinstated by ACE fire and security. Contractor to allow for liaison with sub contractor as required.	
Slips/falls/breaks and bruising	• slip resistance of floors specified to entrance, corridors, swimming pools and sanitary accommodation, especially in wet conditions. Entrance matwells and slip resistance research related to cleaning materials used. • Good extraction ventilation to kitchens, bathrooms and swimming pools. • Undulations and paving trip hazards. • Guarding against falls in level, steep slopes. • Stair and step noising's in contrasting colour with good lighting, including to external stairs and fire escapes. • Protection to features that may attract children, e.g. skateboard ramps, features to climb.	HSE slips assessment tool www.hse.gov.uk/SLIPS/sat/index.htm	All new surfaces specified are non slip and appropriate for the proposed activities. There are no steps within the building Contracting colours are to be used for doors and walls, to help older or partially sighted people or those with dementia.	

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N	**Maintenance/repairs**			
Falls from height	• Consider ease of replacement of light bulbs, especially above stairs or in high spaces , atria, etc. • Design in adequate safe system of access, edge protection, provision for the attachment of safety equipment, eyebolts, rails, etc. where necessary. • Base for ladders provided as in Approved Document N. Position controls, valves and equipment requiring regular maintenance at low level(or Lowerable) • Low maintenance equipment/ fittings where practicable. • Design process followed to select suitable man safe/Latchways system if no alternative. Harnesses and training for use included in specification. • Cat ladders and walkways designed to building Regulations and relevant BS • Handrails t be specified near lift-up access hatches.	Provide information regarding built-in safety facilities, etc. in H & S file/maintenance manual.	Small foot stool of chair only will be required to relamp There will not be lighting in excess of 2m within this as a single storey building.	
Falls	• Steep slopes, including landscape maintenance.		all slopes confirm to part M	
Falls through fragile materials	• Avoid specifying fragile materials where possible, but may exist • Design in adequate safe system of access, edge protection, provisions for the attachment of safety equipment, etc. where necessary.	Provide information regarding fragile materials and inbuilt facilities in H & S file/maintenance manual.	No flat roofs within the design	
Electrocution/scalds	• Provide adequate isolation facilities for all paint and equipment.		Contractor to ensure all paint is stored in accordance with best practice, most paint is water based.	
Manual handling/muscular-skeletal injuries	• Design components for ease of handling and replacement. • Provide adequate access facilities, working space and lifting facilities around all plant and equipment where necessary. • Large roof hatches with hydraulic or mechanical assistance to open and close.	Provide information regarding access and lifting facilities in H&S file/maintenance manual.	N/A	
Hazardous materials/ substances	• Avoid hazardous materials and substances. • Provide information on existing or unavoidable hazardous materials or substances, e.g. asbestos, lead paint.		No lead paint or hazardous materials have been specified	
P	**Dismantling/demolition/future alternation/refurbishment**			
Uncontrolled collapse	• Provide information regarding design parameters, design loadings, means of ensuring structural stability, construction details, specific alteration/demolition hazards (i.e. pre-stressing, suspension, cantilevers etc.)	Designers do not need to tell demolition professionals how to demolish all buildings, only identify significant risks.	Appropriate clothing, hard hats, ear defenders (during noisy works) and footwear to be worn at all times /	