

				Designers' hazard elimination and management record				
Project Title				Project Number		Project Manager		
Ceaser Court				397256 - Ceaser Court - Phase 2		Jitka Roychowdhury		
				Division or Sub-Division		Project Safety Advisor		
				WTD		James Richards		
Scope of Design				Specification for Strip out of existng system and Performance Design of the Mechanical, Electrical and Public Health System for a 5 Floor Residential flat redevelopment in Sunbury-Upon-Thames		Form No/ Revision		
						P01		
Haz Ref	(1)	(2) Activity/Process/ Material/Element - what is being undertaken?	(3) Hazard <sup>1</sup>	(4) Stage of Work	(5) Designer Risk Control Measures <sup>2</sup> : Design action taken, record of decision process including option considered, design constraints and justification for options/actions not having been taken	(6) Is there a 'significant' residual risk to be passed on? <sup>3</sup> (Y/N)	(7) If answer to (6) is Yes, information flow: D/P/F <sup>4</sup>	(8) Status Within MM (Active / Closed)
	1	Site compound access	Lock-in risks for construction activities.	Construction	Design team to consider constructability access in space planning of site. Ways to mitigate risk of conflicts on existing access road.  As alternative access route cannot be arranged, consideration is to be given to restricting times for construction deliveries to not conflict with surrounding residential traffic. Additional temporary route for pedestrians to be considered around main Ceaser Court entrance.	Yes	P/F	Active
	2	Proximity of residential buildings	Construction noise disturbing residents	Construction	Measures to be considered for reducing noise and vibration. Client to manage with Contractor.	Yes	P	Active
	3	Compound area	Location of compound area and material store during Works. Extent of site area for contractor working. Risk of vehicular and pedestrian conflict. Working area to be sufficient for ease of construction.	Construction	Refer to hazard 1.	Yes	P	Active
	4	Delivery of materials	Hazards presented by lifting large plant, materials etc.	Construction	Site working area to allow for construction activities. Sufficient space provided.	Yes	P	Active
	5	Construction site access	Congestion on site, construction traffic interaction with college traffic	Construction	Design team to consider site access as part of site planning exercise.	Yes	P	Active
	6	Public access footpaths	Potential of public coming into contact with construction operations	Construction	To be investigated further at planning stage and diversion routes to be designed in.	Yes	P	Active

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7	Stored material, hazardous substances, stored equipment	Access to Stored material and equipment by unauthorised personnel. Arson  Cuts / abrasions, muscular skeletal and other physical injuries  Slips, trips and falls	Construction	<ul style="list-style-type: none"> <li>Materials and equipment stored on site to be kept to a minimum.</li> <li>Storage only in agreed designated secure compound.</li> <li>Access restricted to authorised persons.</li> <li>Appropriate fire fighting equipment is available and maintained for use</li> <li>So far as is reasonably practicable, waste to be removed from the site daily or in secure skips / compound.</li> <li>Waste stored on site to be in a suitable container according to type of waste and in a secure area</li> <li>Hazardous substances not left unattended. Clearly labelled and securely stored.</li> <li>Contractor to ensure dust/fume production is minimised.</li> <li>Appropriate PPE provided and worn by contractors</li> <li>Visitors to site made aware of hazards and not allowed on</li> </ul>	Yes	all	Active
8	Maintenance of MVHR unit	Heavy unit - exceeds max weight limit for lifting away from body	Maintenance	<p>Located at high level in cupboard rather than in the ceiling.</p> <p>The 24kg unit is located above the water heater in the cupboard. End user should not remove the unit, maintenance should be performed by approved maintenance contractor. Include advice in flat occupiers home user guide.</p>	Yes	P/F	Active

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Checked and approved by (see notes 5 & 6):

Name:	Signature:	Date:
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#### Notes

- 1 A hazard is something with the potential to cause harm, such as: working near live traffic, working at height, falling object etc.
- 2 Designer Risk Control Measures are to be based upon the Principles of Prevention - 'Eliminate, Reduce, Inform & Control'.
- 3 Significant risks are not necessarily those that involve the greatest risks, but those, including health risks that are: (a) not likely to be obvious to a competent contractor or other designers; (b) unusual; or (c) likely to be difficult to manage effectively.'
- 4 Information codes: D = Information detailed on drawings (add drawing nos); P = to be communicated via Pre-Construction Information; F = information for the Health and Safety File. Please note that this information may also be relevant to specifications and/or reports.
- 5 Project Manager (or Design Team Leader, as appropriate) to check and approve Record unless the design work has been carried out directly by the Project Manager (or Design Team Leader) in which case the Record is to be checked and approved by the Project Director (or Sub-Project Director, as appropriate).
- 6 This Form should be reviewed and revised as design changes are made and as the stages of design progress.