

ESTATES & FACILITIES

Briefing Document:
Designer Risk Assessment

Document Number:

ES/ 014-A
13th April 2015

Revision Index

Revision	Date of Revision	Revised by	Revision Made
A	28/10/2015	MCT	Updated to comply with H&S Policy

Policy

Title: Policy for managing residual or remaining hazards on construction projects

Sponsor: Ian Carroll, Health and Safety Manager

Date: 26/8/14

1. Definition

For the purpose of this policy a residual or a remaining hazard is to be considered as: “Something which has the potential to cause harm that the design team has not been able to design out or avoid through the design process and which is beyond a routine construction hazard that a competent contractor can be reasonably expected to recognise and manage through its normal course of business”.

2. Policy statement

It is the responsibility of the Estates & Facilities project manager, through their design team (where appropriate) to:

- a. Seek to identify and mitigate risks or eliminate hazards throughout the design process.
- b. Draw to the attention of contractors any residual or remaining hazards that could not be reasonably foreseen by a competent contractor or which the project manager considers are at risk of being overlooked or misunderstood by even a competent contractor.
- c. Appoint sufficiently competent contractors with sufficient time and resources to appropriately manage the hazards associated with the job.

3. Sources of residual or remaining hazards on projects

The following sources of residual or remaining hazards are likely to exist on projects:

- Existing fabric or services in the location of the works
- Elements of the new works to be carried out
- Activities of others adjacent to the works

Under most circumstances it should be possible to design-out or avoid residual or remaining hazards by either adjusting the design or by isolating or removing hazards in anticipation of the work. Avoidance or removal of hazards is always the preferred solution. This is not however always possible so the process below should be used when hazards are identified.

4. Process

Project managers are expected to manage residual or remaining hazards by:

- a. Seeking early identification of potential hazards through survey work and discussion with operational staff during the briefing, feasibility and initial design stages.
- b. Seeking to eliminate hazards or mitigate risks throughout the design and procurement process.
- c. Recording and including suitable details of any residual or remaining hazards on the contract drawings and/or contract specification.

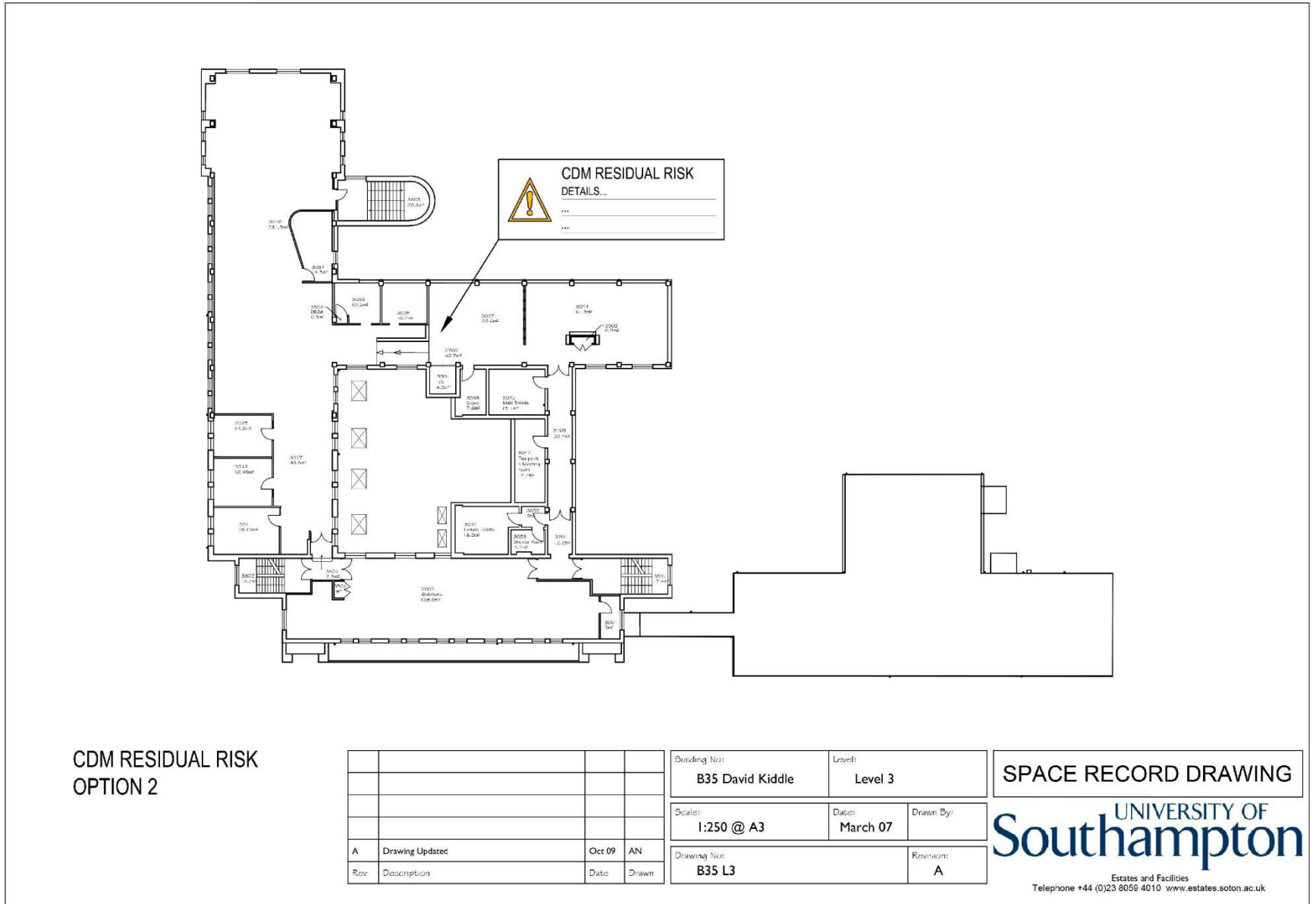
- d. Ensuring only suitably competent contractors are appointed to do work who understand the risks associated with that work, the environment in which it is being completed and are capable of responding to any residual or remaining hazards that need to be addressed.
- e. Ensuring contractor's risk assessments and method statements are reviewed by appropriate members of the project team in advance of the work and that they specifically address any residual or remaining hazards previously identified.
- f. Using the contractor site induction process to again reinforce those residual or remaining hazards that the contractor is expected to manage.

Significant residual or remaining hazards are to be specifically highlighted on the contract drawings to ensure the widest possible circulation of this knowledge to the construction team.

Where consultant designers have their own established method of showing residual or remaining hazards on drawings, they will be permitted to use their own standard established method to do this. Where they do not, they are to use the hazard warning triangle symbol developed by Estates & Facilities (Appendix A)

In very high risk or sensitive locations (such as laboratory spaces) where even the most competent contractor could struggle to understand the hazards present, the works will be controlled by a permit to work regime where all work activities planned will be reviewed and authorised by the University in advance of the work taking place. The contractor will be advised at tender stage of those spaces that will be subject to this regime

Appendix A



CDM RESIDUAL RISK
OPTION 2

Rev	Description	Date	Drawn
A	Drawing Updated	Oct 09	AN

Building No:	B35 David Kiddle		Level:	Level 3	
Scale:	1:250 @ A3		Date:	March 07	
Drawn By:			Revision:	A	
Drawing No:	B35 L3				

SPACE RECORD DRAWING

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