

## Annex G Appendix 6

### Hazard Identification, and Risk Assessment

#### 1. Explanatory Notes for Clients and Designers

**The roles of client and designer are often undertaken by one person in Facilities Management on behalf of the University.**

This form should be used by competent client's agents, designers/planners in conjunction with advice given elsewhere within [Annex G](#) for proposed construction work. It is intended as an aide memoir to assist clients and designers in considering their duties with regard to the following:

- Legislative compliance, particularly the *Construction (Design and Management) Regulations 2007* – Regulation 9 and 10 Client's duties and Regulation 11, Duties of Designers.
- Loughborough University Facilities Management Health and Safety Policies / Procedures.

**A Client is an organisation or individual for whom a construction project is carried out. In most cases, Estates staff discharge the client's duties on behalf of the University.**

**Designers are those who have a trade or business which involves them in:**

**Preparing designs for construction work, including variations, including drawings, design detail, specifications, bills of quantity, the specification of articles and substances, as well as the related analysis, calculations and preparatory work.**

**Arranging for their employees or other people under their control to prepare designs relating to a structure or part of a structure.**

**NB. For statutory purposes, it does not matter whether the design is recorded (for example on paper or a computer) or not (for example it may be communicated orally)**

2. **Project Name**Loughborough University: -

**Project Reference:** -

### 3. Client

**Have you : -**

**For all construction work:**

Checked the competence and resources of all appointees

Ensured suitable management arrangements for the project, including welfare arrangements

Allowed sufficient time and resources for all stages

Provided pre-construction information to designers and contractors

**For notifiable projects**

Appointed a CDM Co-ordinator

Appointed a principal contractor

Made sure that there are suitable welfare facilities before the project starts

Ensured that the construction plan is in place before the project starts

Provided information relating to the health and safety file to the CDM Co-ordinator

**NB: You must retain and provide access to the health and safety file.**

### 4. Designer

**For all projects**

Are you competent in all the individual design features involved in the project?

Have you eliminated hazards and reduced risks during the design?

Have you provided information about remaining risks

**For notifiable projects**

Check that the client is aware of duties and that a CDM Co-ordinator has been appointed

Provided any information needed for the health and safety file

For additional guidance as to required areas of competence, see Significant Hazards table below

General Health and Safety Aspects  
 Control of Substances Hazardous to Health management  
 Material Specifications  
 Services Installation -Gas, Water, Electrical, Pressure systems etc  
 Building - Fire, construction, drainage, surfaces treatment etc.  
 Construction Methods, access/egress to site, transportation etc  
 Subsequent maintenance and repair methods  
 Environmental Impact Assessment

YES	NO

In areas where you do not consider yourself competent – obtain input from specialist designers and detail in your Risk Assessment.  
 See also [netregs](#) construction for specific guidance.

**5. Work Activity**

Insert a brief description of the work to be undertaken.

**6. People Affected**

Main contractors, Sub contractors, clerk of the works, clients, site employees, visitors, members of the public, disabled people, children, others.\*

**7. Comments**

(Insert any job specific requirements).

*Protect drainage gulleys from ingress and other wastes, store and replace any disturbed plants, see Grounds/gardens section regarding reinstatement of grassed areas etc., the work may take place adjacent to residential areas where students are revising for examinations, consider emission /noise/ siting of plant and timing of isolation of services.*

**8. Hazards Identification**

Note that the list of Hazard Control Measures may be cross-referenced to the written Risk Assessment and any Method Statement produced. Significant hazards should be recorded on the following record sheet.

<b>SIGNIFICANT HAZARDS</b> <i>Hazards during construction, maintenance and repair</i>	<i>CONTROL MEASURES</i> <b>Add any further site-specific control measures or delete as appropriate.</b>
<b>1) General Safety</b>	<b>a.</b> Work to be carried out in accordance with statutory requirements, <b>b.</b> Loughborough University and Loughborough University Facilities Management Health and Safety Policy, <b>c.</b> Appropriate BSI, EN and acceptable trades standards
<b>2) Harmful Substances</b>	<b>a.</b> Compliance with Control of Substances Hazardous to Health Regulations. <b>b.</b> Staff trained in Control of Substances Hazardous to Health procedures and aware of specific hazards on this job. <b>c.</b> Other appropriate regulations and codes complied with (e.g. Asbestos Regulations). <b>d.</b> Provide suitable personal protection equipment.
<b>3) Electricity</b>	<b>a.</b> Compliance with Electricity at Work Regulations and Health and Safety Executive guidance notes. <b>b.</b> Planned inspection and maintenance of electrical tools and equipment. <b>c.</b> Use of electrical safety devices (e.g. 110 Volt, Residual Circuit Device). <b>d.</b> Supply High Voltage and Low Voltage cable plans. <b>e.</b> Cable locations and permits.
<b>4) Manual Handling</b>	<b>a.</b> Provision of appropriate lifting equipment. <b>b.</b> Specific training provided for those employees regularly required to lift. <b>c.</b> Reduce handled loads too less than 20kg.
<b>5) Noise and Vibration</b>	<b>a.</b> Compliance with Noise at Work Regulations 2005 <b>b.</b> Compliance with Vibration Control of Vibration at Work Regulations 2005 <b>c.</b> Equipment to be used by competent operatives <b>d.</b> Provision of equipment with low noise outputs where possible. <b>e.</b> Personal protective equipment provided and used where necessary. <b>f.</b> Timing of the work to reduce disturbance. <b>g.</b> Appropriate choice of equipment to reduce noise.
<b>6) Fire and Explosion</b>	<b>a.</b> Procedures established to minimise risk of gas ignition if relevant. <b>b.</b> Fire fighting equipment provided. <b>c.</b> Staff trained in emergency procedures. <b>d.</b> Control hot work via Permit to Work. Remove combustibles.
<b>7) Use of Machinery</b>	<b>a.</b> Machinery operated in compliance with Work Equipment Regulations. <b>b.</b> Machinery used by competent operators. <b>c.</b> Planned maintenance of machinery. <b>d.</b> Compliance with legislation under the Management of Health and Safety at Work Regulations.1999
<b>8) Trips and falls</b>	<b>a.</b> Compliance with Workplace Regulations. <b>b.</b> Suitable access equipment provided, inspected and

	<p>maintained.</p> <p><b>c.</b> Signs and barriers correctly located.</p>
<b>9) Working at Height</b>	<p><b>a.</b> Compliance with Construction (Working Places) Regulations.</p> <p><b>b.</b> Compliance with the Work at Height Regulations 2005.</p> <p><b>c.</b> Provide handrails at parapet of flat roofs, scaffolding, safety harness etc.</p> <p><b>d.</b> Accordance with Loughborough University Facilities Management policy.</p>
<b>10) Asphyxiation</b>	<p><b>a.</b> Procedures established to minimise working in confined spaces or gas-laden atmospheres (e.g. Permit to work).</p> <p><b>b.</b> Approved breathing apparatus provided, maintained and utilised.</p> <p><b>c.</b> Record of B/A inspections maintained.</p>
<b>11) Buried Services</b>	<p><b>a.</b> Obtain and provide record information and Permit to dig.</p> <p><b>b.</b> Compliance with Health and Safety Executive and company guidance.</p> <p><b>c.</b> Co-ordination with other utilities if appropriate.</p> <p><b>d.</b> Hand excavates to locate.</p> <p><b>e.</b> Record position of found and new for future.</p>
<b>12) Traffic Hazards</b>	<p><b>a.</b> Compliance with Highway Code Chapter 8, <b>NRSWA</b> and Loughborough University Code of Practice for Heavy Vehicle movement on Campus.</p> <p><b>b.</b> Provision and use of traffic signs.</p> <p><b>c.</b> Provision and use of high visibility clothing.</p> <p><b>d.</b> Segregate pedestrians from transport.</p>
<b>13) Confined Spaces</b>	<p><b>a.</b> Working methods, evacuation routes and emergency procedures to be established before entry.</p> <p><b>b.</b> Compliance with Facilities Management procedures</p> <p><b>c.</b> Compliance with Health and Safety Executive guidance notes and Loughborough University Facilities Management policy.</p>
<b>14) Contaminated Soil / Waste</b>	<p><b>a.</b> Compliance with Control of Substances Hazardous to Health Regulations with specific attention to biological problems.</p> <p><b>b.</b> Compliance with Environmental Protection Act 1991 and Duty of Care etc Regulations 1991 (Control of Waste).</p> <p><b>c.</b> Separation of public from waste storage areas.</p> <p><b>d.</b> Compliance with Control of Asbestos at Work Regulations 2002.</p> <p><b>e.</b> Compliance with WEEE Regulations</p>
<b>15) Dust and Dirt</b>	<p><b>a.</b> Personal protection equipment including respiratory protection provided and used.</p> <p><b>b.</b> Washing facilities available.</p> <p><b>c.</b> Damp down, regular sprays etc as applicable.</p>
<b>16) Work in Trenches</b>	<p><b>a.</b> Compliance with Health and Safety Executive and Loughborough University Facilities Management codes.</p> <p><b>b.</b> Limit on depth of unsupported trench.</p> <p><b>c.</b> Trenches inspected prior to entry and inspections recorded.</p> <p><b>d.</b> Compliance with Construction Regulations.</p> <p><b>e.</b> Limit size and length of excavation where necessary.</p>
<b>17) Vibration Exposure</b>	<p><b>a.</b> Provision of equipment with low vibration output where possible.</p>

	<ul style="list-style-type: none"> <li><b>b.</b> Provision of gloves for use with hand tools.</li> </ul>
18) Pressure Hazards	<ul style="list-style-type: none"> <li><b>a.</b> Compliance with Pressure Systems Regulations.</li> <li><b>b.</b> Compliance with Health and Safety Executive and Loughborough University Facilities Management guidance and policy.</li> <li><b>c.</b> Work controlled via permit to work.</li> </ul>
19) Access working on Construction Sites and Work at Height	<ul style="list-style-type: none"> <li><b>a.</b> Compliance with Health and Safety Executive guidance, with particular regard to scaffolding and Loughborough University Facilities Management policy.</li> </ul>
20) Ionising Radiation / X Rays	<ul style="list-style-type: none"> <li><b>a.</b> Compliance with the Ionising Radiation Regulations 1985.</li> <li><b>b.</b> Ensure properly qualified persons control work.</li> <li><b>c.</b> Refer to University Radiation Officer.</li> </ul>
21) Ground water / Sewage	<ul style="list-style-type: none"> <li><b>a.</b> Compliance with Control of Substances Hazardous to Health Regulations.</li> <li><b>b.</b> Control of Substances Hazardous to Health assessments.</li> <li><b>c.</b> Ensure provision of personal protection equipment.</li> <li><b>d.</b> Obtain drainage plans.</li> <li><b>e.</b> Comply with Loughborough University Facilities Management policy.</li> </ul>
22) Welding Fumes and UV / Arc	<ul style="list-style-type: none"> <li><b>a.</b> Provision of screens and personal protection equipment.</li> <li><b>b.</b> Ventilate area well.</li> <li><b>c.</b> Control of Substances Hazardous to Health assessments.</li> </ul>
23) Lifting Operations	<ul style="list-style-type: none"> <li><b>a.</b> Compliance with Construction (lifting operations) Regulations.</li> <li><b>b.</b> Keep distance from overhead hazards.</li> <li><b>c.</b> Ensure no lifting over live plant.</li> <li><b>d.</b> Ensure operatives are competent.</li> </ul>
24) Head Injuries	<ul style="list-style-type: none"> <li><b>a.</b> Compliance with Construction (Head Protection) Regulations.</li> <li><b>b.</b> Observe site rules.</li> </ul>
25) Site Emergencies / Restricted Access / Egress	<ul style="list-style-type: none"> <li><b>a.</b> Compliance with Loughborough University policy and notification of authorities as applicable.</li> <li><b>b.</b> Identification of reporting procedures.</li> <li><b>c.</b> Identification of site responsibilities.</li> <li><b>d.</b> Loughborough University Facilities Management Health and Safety Induction.</li> </ul>
26) Outside Working	<ul style="list-style-type: none"> <li><b>a.</b> Compliance with Construction (Health and Welfare) Regulations.</li> <li><b>b.</b> Ensure appropriate personal protective equipment available.</li> <li><b>c.</b> Ensure adequate shelter available.</li> <li><b>d.</b> Ensure adequate lighting available.</li> </ul>
27) Tipping of Waste	<ul style="list-style-type: none"> <li><b>a.</b> Compliance with <b>E.P.A</b> 1990.(See <a href="#">netregs</a> for applicable guidance)</li> <li><b>b.</b> Edge protection for reversing vehicles.</li> <li><b>c.</b> Protection for Intruders etc.</li> <li><b>d.</b> Use registered waste carriers.</li> </ul>
28) Falling Objects	<ul style="list-style-type: none"> <li><b>a.</b> Restrict access to areas below overhead operations.</li> <li><b>b.</b> Use warning advance signs of work overhead.</li> <li><b>c.</b> Prevention of falling debris.</li> </ul>
29) Asbestos	<ul style="list-style-type: none"> <li><b>a.</b> Comply with Asbestos Regulations.</li> <li><b>b.</b> Survey and analyse suspicious materials prior to handling</li> </ul>

	and disposal.
30) Adjacent Watercourses	<ul style="list-style-type: none"> <li>a. Spill control procedures.</li> <li>b. Spill control equipment.</li> <li>c. Obtain drainage plan.</li> <li>d. Prepare plan for material / waste storage and disposal.</li> </ul>
31) Work Adjacent to Trees and affecting Flora and Fauna	<ul style="list-style-type: none"> <li>a. Seek advice from Grounds and Gardens section.</li> </ul>
32) Environmental Emergencies (e.g., Flood / Fire)	<ul style="list-style-type: none"> <li>a. Store materials in a safe location.</li> <li>b. Limit the quantity of materials stored on site.</li> </ul>
33) Emissions from street works plant	<ul style="list-style-type: none"> <li>a. Location of plant and equipment.</li> <li>b. Duration of use of plant and equipment.</li> <li>c. Maintenance of plant and equipment.</li> </ul>
34) Community Issues	<ul style="list-style-type: none"> <li>a. Provision of information on work to be carried out.</li> <li>b. Sensitivity towards local environment and residents.</li> <li>c. Be aware of possible noise nuisance.</li> <li>d. Restoration of site on completion.</li> </ul>
35) Other Hazards – State	









**6 a. Project type - IMPORTANT: Please select ONE checkbox only from this page**

For mixed projects please tick the box that reflects the primary element of the work. Additional information may be provided on the following page in section 6 b.

<input type="checkbox"/> Not Required	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Building Services	<input type="checkbox"/> Utilities Work
<input type="checkbox"/> Painting&Decorating	<input type="checkbox"/> Road & Path	<input type="checkbox"/> Site Investigation	<input type="checkbox"/> Telecomm. Towers
<input type="checkbox"/> Tunnel	<input type="checkbox"/> Water Project	<input type="checkbox"/> Other	

**Demolition/Dismantling**

<input type="checkbox"/> House	<input type="checkbox"/> Factory	<input type="checkbox"/> Chimney	<input type="checkbox"/> Railways
<input type="checkbox"/> Other			

**Mechanical & Engineering (M & E)**

<input type="checkbox"/> Installation	<input type="checkbox"/> Repair
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**Roofwork Repair**

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other
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**Groundworks**

<input type="checkbox"/> Piling	<input type="checkbox"/> Tunnelling	<input type="checkbox"/> Underpinning	<input type="checkbox"/> Other
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**New Build - Civil Engineering**

<input type="checkbox"/> Bridge	<input type="checkbox"/> Road	<input type="checkbox"/> Waterway	<input type="checkbox"/> Docks
<input type="checkbox"/> New Build - Railways	<input type="checkbox"/> New Build - Other		

**New Build - Commercial Premises**

<input type="checkbox"/> Shop	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Factory	<input type="checkbox"/> Other
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**New Build - Residential Premises**

<input type="checkbox"/> Houses 0 - 5	<input type="checkbox"/> Houses 5 - 10	<input type="checkbox"/> Houses 10 - 20	<input type="checkbox"/> Houses > 20
<input type="checkbox"/> Flats 0 - 5 storey	<input type="checkbox"/> Flats 5 - 10 storey	<input type="checkbox"/> Flats 10 - 20 storey	<input type="checkbox"/> Flats > 20 storey
<input type="checkbox"/> Other			

**Refurbishment (including Repair & Redecoration)**

<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Railway	<input type="checkbox"/> Other
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**Refurbishment (including Repair & Redecoration) - Civil Engineering**

<input type="checkbox"/> Bridge	<input type="checkbox"/> Road	<input type="checkbox"/> Waterway	<input type="checkbox"/> Docks
<input type="checkbox"/> Other			





**9. Client contact details**

Name*	
Address	
Name	
Street*	
District	
Town*	
County	
Country*	<input type="checkbox"/> England <input type="checkbox"/> Wales <input type="checkbox"/> Scotland
Postcode*	
Telephone	
Email	
Address	

**10. Name and address of any designers already engaged**

Name*	
Address	
Name	
Street*	
District	
Town*	
County	
Country*	<input type="checkbox"/> England <input type="checkbox"/> Wales <input type="checkbox"/> Scotland
Postcode*	
Telephone	
Email	
Address	

**11. Name and address of any contractors already appointed**

Name*	
Address	
Name	
Street*	
District	
Town*	
County	
Country*	<input type="checkbox"/> England <input type="checkbox"/> Wales <input type="checkbox"/> Scotland
Postcode*	
Telephone	
Email	
Address	



**12. Time allowed**

Time allowed by the client to the principal contractor (contractor referred to in regulation 15(b)) for the planning and preparation for construction work:     weeks

**13. Please give your estimates of the following:**

Planned date for the start of the construction phase\*   /   /

Planned duration of the construction phase\*   weeks

Maximum number of people at work on site at any one time

Planned number of contractors on the site

**14. Please fill in the following sections if you have additional addresses that you need to let us know about**

Specify the type of contact\*:  Client  Designer  Contractor

Name\*

Address

Name

Street\*

District

Town\*

County

Country\*  England  Wales  Scotland Postcode\*

Telephone

Email

Address

Specify the type of contact\*:  Client  Designer  Contractor

Name\*

Address

Name

Street\*

District

Town\*

County

Country\*  England  Wales  Scotland Postcode\*

Telephone

Email

Address



Specify the type of contact\*:  Client  Designer  Contractor

Name\*

Address Name

Street\*

District

Town\*

County

Country\*  England  Wales  Scotland Postcode\*

Telephone

Email Address

Specify the type of contact\*:  Client  Designer  Contractor

Name\*

Address Name

Street\*

District

Town\*

County

Country\*  England  Wales  Scotland Postcode\*

Telephone

Email Address

**15. Declaration (\*delete as appropriate)**

- \* As client for this project, I hereby declare that I am aware of my duties under the Construction (Design and Management) Regulations 2007 (S.I. 2007/320).
- \* On behalf of the client, I hereby declare that the client is aware of/ I have made the client aware of their duties under the Construction (Design and Management) Regulations 2007 (S.I. 2007/320).

Signed by /on behalf of the Client  Role

Date  /  /

Name

