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| **(A) Project Details** | | | | | | | | | | | |
| Description of Works |  | | | | | | | | | | |
| Location |  | | | | | | | | | | |
| Person in Charge |  | Contact No. |  | | | | | | | | |
| Start Date dd/mm/yyyy |  | Duration |  | | | Notifiable? | Yes |  | No |  | |
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| **(B) Appointments** – If there is more than one contractor involved then a Principal Designer and Principal Contractor **MUST** be appointed as Dutyholders | | | | | | | | | | | |
| Principal Designer (PD) |  | | | | | | | | | | |
| PD Contact Name |  | | | Contact No. | |  | | | | | |
| Principal Contractor (PC) |  | | | | | | | | | | |
| PC Contact Name |  | | | Contact No. | |  | | | | | |
| Contractor  When only one contractor involved |  | | | Contact No. | |  | | | | | |
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| **(C) Pre-Construction Information** | | | | | | | | | | | |
| **Health Hazards** | | | | Yes | No | Control Measures – Amend as required | | | | | |
| Is there a potential for disturbance of Asbestos-Containing Materials? If yes, then an asbestos survey **MUST** be undertaken | | | |  |  | Asbestos awareness trained operatives, asbestos register obtained, checked and copy provided to contractor. Work planned to avoid any contact with/disturbance of asbestos. | | | | |  |
| Are the project/works within a vacated laboratory/workshop? | | | |  |  | Decontamination Certificate will be required | | | | |  |
| Are the project/works within a laboratory/workshop still in use? | | | |  |  | Access Request will be required | | | | |  |
| Is there any potential of encountering biological hazards? (sewage, untreated water, animal waste, etc.) | | | |  |  | Consider welfare facilities, need for vaccinations, symptom cards, good personal hygiene, and PPE etc. Decontamination Certificate may be required to be completed | | | | |  |
| Are the project/works in vicinity of a radiation source? (ionising/non-ionising) | | | |  |  | Access Request will be required | | | | |  |
| Are the works within a Nuclear Magnetic Resonance (NMR) Room? | | | |  |  | Access Request will be required | | | | |  |
| Does the location involve exposure to high levels of vibration/noise? | | | |  |  | Consider reducing exposure, isolate from source, training, PPE etc. | | | | |  |
| Is the workplace temperature likely to cause discomfort or health risks? (hot or cold) | | | |  |  | Consider reducing / Isolating heat source, regular breaks, provide fluids, forced ventilation, appropriate clothing etc. | | | | |  |
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| **Workplace Hazards** | | | | | | | | | | | |
| Is there a risk from falling from height? | | | |  |  | Consider fixed edge protection, safety netting, man-safe systems, appropriate access equipment etc. | | | | |  |
| Are there overhead obstructions that could cause injuries? (low cable trays, pipe-work etc) | | | |  |  | Consider increasing lighting levels and providing head protection etc. | | | | |  |
| Are there electrical hazards within immediate vicinity? | | | |  |  | Refer to relevant Estates Officer for specialist advice, review drawings and consider isolations. | | | | |  |
| Are there other live services anticipated? (gas, steam, data, redundant services) | | | |  |  | Refer to relevant Estates Officer for specialist advice, review drawings and consider isolations. | | | | |  |
| Does the project/works include the need to enter a confined space? | | | |  |  | Confined Space trained operatives required / Permit required. | | | | |  |
| Does equipment in the vicinity present a risk of injury from hot/cold surfaces? | | | |  |  | Consider isolations, providing physical protection, provision of information, PPE etc. | | | | |  |
| Should poor lighting levels be anticipated within planned work area? | | | |  |  | Consider provision of task lighting etc. | | | | |  |
| Does the project/works require specialist access equipment? | | | |  |  | Evidence of Operator Competence will be required. E.g. PASMA, IPAF, etc. | | | | |  |
| Is there a significant manual handling risk present? (in terms of building e.g. lift unavailable, etc.) | | | |  |  | Consider mechanical aids, split loads, tasks lifting etc. | | | | |  |
| Are fragile materials/surfaces within vicinity of works? (fragile roof material, roof lights) | | | |  |  | Physical barriers required and supervision. | | | | |  |

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| **Third Party Hazards** | Yes | No | Control Measures | | |  |
| Is the area liable to be occupied by students/staff/members of the Public? (Please state) |  |  | Consider physical segregation, out of hours work, point of contact information etc. | | |  |
| Are other contractors known to be working in immediate vicinity? |  |  | Consider liaison meetings and potential impact resulting from each other’s work etc. | | |  |
| Do vehicles operate within the vicinity? |  |  | Physical segregation, traffic management plan, provision of information, Hi-visibility clothing, etc. | | |  |
| Does machinery operate within the vicinity? |  |  | Access Request, safe isolations, physical separation, provision of information etc. | | |  |
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| **Fire and Emergency Hazards** | | | | | | |
| Will the project/works impede on fire escape routes (liaise with Estates Fire Office/University Fire Advisor) |  |  |  | | |  |
| Does the project/works involve hot works? (state who is to issue Hot Works Permit) |  |  | Trained Operatives, Hot Work Permit to be issued by University. | | |  |
| Are there fire detection devices located within the specified site? (smoke alarms/fire alarms/heat detectors/sprinkler heads) |  |  | Consider the need for temporary isolations. Liaise with University Fire Advisor. | | |  |
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| **Additional Hazards** | | | | | | |
| Will lone working be permitted? |  |  | Low Risk Activities only in Low-Risk Areas, consider man-down radios, routine phoning in etc. | | |  |
| Will subcontracting be permitted? |  |  | Contractor is responsible for his sub-contractors and should be able to evidence competence. They must ensure subcontractors are inducted and their activities monitored. | | |  |
| Does the project/works require a university issued permit? |  |  | To be issued by <INSERT NAME> | | |  |
| Does the project/works require a university Access Request? |  |  | To be Issued by <INSERT NAME> | | |  |
| Parking provision required? (please state) |  |  |  | | |  |
| Material storage provision? (please state) |  |  |  | | |  |
| Others hazards not covered? |  |  |  | | |  |
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| **Other Hazards** (not covered above) | **Control Measures** | | | | | |
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| **(D) Issuing Information** | | | | | | |
| This summary should be provided to the Principal Designer, Principal Contractor/Estates Maintenance Service (EMS) at the earliest stage or tender stage for contractors where feasible it aims to highlight *significant* risks originating from university premises or processes that the EMS or contractor may encounter during the project/works. It provides outline controls to mitigate these risks and directs them to more specific guidance covered in the Contractors Site Rules where applicable. If there is a risk present, then the relevant control measures **MUST** be implemented and followed. | | | | | | |
| **Issued to** | Contact Name | | | Date | Signature |  |
| Person in charge of project/works |  | | |  |  |  |