Designers Risk Assessment

Project No. & Title:	**NTBS4286 – College of Policing – Norwich Lounge Refresh**	Sheet: **Page 1 of 4**	Issue: **01**
Prepared by: D. Roberts		Date: May 2025	

gleeds

TASK	Design & Installation	A **HAZARD** is the potential to cause harm
DESIGN ELEMENT	**Electrical Services**	A **RISK** is the likelihood x severity of a particular event happening

HAZARD/RISK Identify hazard, persons at risk, task involved	**MITIGATION/ACTION** By Designer	**REMAINING RISK AND PROPOSED ACTION TO CONTROL RISK** Identify any method statements required	**FURTHER ACTION (✓)**	
			Health and Safety Plan	**Health and Safety File**
Access to site/Deliveries Persons at risk - all building users	1. Contractor only to utilise double access doors to the east elevation of the building and not the main reception. 2. Contractor's compound to be located within carpark to the east of the building adjacent to access doors into outdoor pool changing area.	**Main Contractor** – Provide traffic management plan for the works and deliveries. All deliveries to be supervised by a competent banksman.	✓	✓
Fire Persons at risk - all building users	1. Building Fire evacuation procedure and plans provided to the contractor.	**Main Contractor/Subcontractors –** Provide fire strategy plan and method statements for how works will be managed whilst the fire panel and detection devices are disconnected. **NB the fire panel within the works area is the main panel for the site.**	✓	✓
Working at height including falls from vehicles. Persons at risk - all in vicinity	1. Minimise the amount of equipment installed at height to that necessary. 2. Consider access method in relation to location of equipment - ensure flat clear areas available for appropriate access equipment. 3. Consider how equipment & materials may be delivered to site.	**Client** (maintenance)-– Procure or secure access to appropriate access equipment.	✓	✓

Designers Risk Assessment

Project No. & Title:	**NTBS4286 – College of Policing – Norwich Lounge Refresh**	Sheet: **Page 2 of 4**	Issue: **01**
Prepared by: D. Roberts		Date: May 2025	

HAZARD/RISK Identify hazard, persons at risk, task involved	**MITIGATION/ACTION** By Designer	**REMAINING RISK AND PROPOSED ACTION TO CONTROL RISK** Identify any method statements required	**FURTHER ACTION (✓)**	
			Health and Safety Plan	**Health and Safety File**
Working in confined spaces e.g. roof voids, service voids, pits and risers generally. Person at Risk - site operatives	1. Provide temporary lighting. 2. Operatives to wear adequate protection & use vent/breathing apparatus where necessary.	**Client -** Fire extinguishers to be provided and present during works and in particular local to any hot works activities.	✓	✓
Noise, dust & vibration. Persons at risk - all in vicinity	1. Minimise amount of cutting, chasing and drilling by indicating proposed and permitted service routes on working drawings. 2. Discuss with design team whether conduits etc. can be routed within internal cavities.	**Main Contractor** (installation) - Form holes and containment within fabric and pre-cast panels during construction where possible and where holes are of a considerable size.	✓	✓
Asbestos – Asbestosis Persons at risk - all in vicinity	1. Asbestos reports provided for information. Contractor is to read, understand and fully familiarise themselves with areas containing asbestos.	Remain vigilant and stop work if ACM's are suspected	✓	✓
Working on ladders and access platforms. Person at Risk - site operatives	1. Ensure all access equipment has been inspected and verified as suitable for use.	**Main Contractor/Subcontractors -** Tie back ladders ensuring ground is firm at ladder base. Provide warning tape at ladder base to warn other men working above. Wear suitable safety clothing.	✓	✓
Cuts, scrapes and injuries resulting from sharp edges/tools Persons at risk – site operatives	1. Wear suitable site/protective clothing.	**Main Contractor/Subcontractors –** Install grommet strips and protective edging to any cut/sharp edges of ductwork, pipework, trunking, conduit etc during handling, preparation & installation. Any sharp edges of plant/equipment require protection during storage.	✓	✓

Designers Risk Assessment

Project No. & Title:	**NTBS4286 – College of Policing – Norwich Lounge Refresh**	Sheet: **Page 3 of 4**	Issue: **01**
Prepared by: D. Roberts		Date: May 2025	

HAZARD/RISK Identify hazard, persons at risk, task involved	**MITIGATION/ACTION** By Designer	**REMAINING RISK AND PROPOSED ACTION TO CONTROL RISK** Identify any method statements required	**FURTHER ACTION (✓)**	
			Health and Safety Plan	**Health and Safety File**
Access requirements, deferment of possession or restricted access.	1. Contractor to be provided with enough access passes. 2. Project start and other key programme dates to be confirmed at the pre-start meeting or before.	Client to confirm prior to works starting.	✓	✓
Working hours may need to vary e.g. ensure noisy works to be conducted out of hours to minimise disruption to staff and building occupants.	1. Working hours to be agreed at pre-start meeting. 2. Contractor to highlight on programme where works are to be conducted out of hours for maximum transparency with client.	Client to confirm viability of out of hours works.	✓	✓
Electricity Persons at risk - all building users	1. RCD's provided on all power socket/lighting circuits.	**Client** (maintenance) - RCD/RCBO test buttons to be operated at least every three months to prevent them "seizing up".		✓
Installation of heavy electrical and mechanical plant and equipment, involving manoeuvring of plant and equipment. Person at Risk - site operatives	1. Consider access method in relation to location of equipment - ensure flat clear areas available for appropriate access equipment. 2. Consider how equipment & materials may be delivered to site. 3. Minimise manual manoeuvring.	**Main Contractor/Subcontractors** - Prepare detailed method statement for the delivery and off-loading of large plant and equipment, including method of positioning plant into/onto bases/within plant rooms. Ensure plant is securely fastened to all lifting equipment, provide clear working area below.	✓	✓
Removal of existing electrical services local and within the site boundary generally (where applicable). Person at Risk - site operatives	1. Use NICEIC/ECA approved contractors 2. Correct isolation of electrical services. 3. Test and confirm electrical supplies are isolated prior to any works.	**Electrical Contractor -** Prepare detailed method statements for the isolating, disconnection, removal and disposal of existing electrical services from the site.	✓	✓

Designers Risk Assessment

Project No. & Title:	**NTBS4286 – College of Policing – Norwich Lounge Refresh**	Sheet: **Page 4 of 4**	Issue: **01**
Prepared by: D. Roberts		Date: May 2025	

HAZARD/RISK Identify hazard, persons at risk, task involved	**MITIGATION/ACTION** By Designer	**REMAINING RISK AND PROPOSED ACTION TO CONTROL RISK** Identify any method statements required	**FURTHER ACTION (✓)**	
			Health and Safety Plan	**Health and Safety File**
Working on new electrical systems and equipment. Person at Risk - site operatives	1. Use NICEIC/ECA approved contractors. 2. Correct isolation of electrical services.	**Electrical Contractor -** Carry out site testing to ensure supplies are adequately isolated prior to being opened up. Install, maintain and test electric installation in accordance with BS 7671 2008 using qualified electricians. Check and repair faulty equipment. Comply with the manufacturers recommendations. Adopt safe working procedures in accordance with the Electricity at Work Regulations current edition. No live working permitted. Works carried out in conjunction with local supply authority.	✓	✓
Existing batteries in emergency lighting, risk of harmful substances and safe disposal – site operatives	1. Safely remove existing/redundant batteries wearing protective clothing 2. Safe disposal	**Electrical Contractor -** Dispose of in accordance with the waste batteries regulations/main contractors health and safety requirements	✓	✓
Removal of redundant luminaires housing fluorescent type lamps, risk of breaking tubes – site operatives	1. Safely remove existing luminaires wearing protective clothing 2. Safe disposal	**Electrical Contractor** - Dispose of lamps in an environmentally friendly manner and to the main contractor's health and safety requirements	✓	✓