|  |
| --- |
| 1. Existing site hazard information (HSI-14) |

**Guidance**

This template is to be used to identify the existing hazards on site and shall be prepared by the Principal Designer/Designer in conjunction with the Controller of Premises at the very early stages of design. This will assist in the development of a risk register relevant to the Works, which shall be reviewed pre-construction with all parties concerned to ask the questions “Can this be done more safely?” and “Can we reduce harm to health?”.

This is a LIVE document and must be subject to regular review throughout the lifecycle of the project, records of which should be retained and readily retrievable.

Note: the information provided will be relevant to the scale and complexity of the project:

|  |  |
| --- | --- |
| Site Name: |  |
| Site Address: |  |
| what3words Address |  |
| Functional Location Code: |  |
| Controller of Premises: |  |
| Project Reference: |  |
| APS Need or Risk number: |  |
| Prepared by Principal Designer/Designer: |  |

1. **Please indicate, which of the following known safety hazards exist on site and provide the relevant information on these hazards:**

* Boundaries and access, including temporary access *(e.g. narrow streets, lack of parking, turning or storage space, weight restrictions),*
* Any restrictions on deliveries or waste collection or storage, *(e.g. timing, location)*
* Adjacent land uses (*e.g. schools, railway lines or busy roads*),
* Other works being undertaken on site *(that will be ongoing at the time of this project include TW contact names to enable liaison where possible. List any plant/equipment/isolation valves/penstocks that have been taken out of commission but are still on site)*
* Existing storage of hazardous materials, (e.g. a*re you COMAH site, where are the hazardous materials on site, are there special requirements during delivery?)*
* Location of existing services particularly those that are concealed*, (e.g. any service plans you have or refer to where to get them, specific isolation procedures required for services affected by the project, any critical/strategic services in the vicinity of the project that the contractor should be aware of?)*
* Ground Conditions, underground structures or water courses (*where this may affect the safe use of plant, for example cranes or the safety of groundworks* – weak bridges, critical mains that you don’t want heavy plant to drive over),
* Existing structures (*e.g.* *stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems, corroded metal work platforms or handrailing)- only for those structures relevant to the project*)
* Previous structural modifications *(including weakening or strengthening of the structure –If there have been previous projects that you think may have an effect on this one, please indicate where to find further information on that project),*
* Fire damage, ground shrinkage, movement or poor maintenance (which may have adversely affected the structure),
* Difficulties relating to plant and equipment in the premises (*e.g. overhead gantries whose height restricts access, stored energy (capacitors, pressurised pipework, surge vessels, radiation, steam, springs), noise etc)*
* Any relevant information from existing health and safety files/as built drawings *(please refer to where these may be found if they exist).*

**2. Please indicate, which of the following known health hazards exist on site and provide the relevant information on these hazards:**

* Asbestos *(include results of surveys)*
* Existing storage of hazardous materials, (*This may have been included above, but please ensure chemical names, MSDS’s, COSHH assessments, Risk Assessments and Safe systems of work are included*)
* Contaminated ground (include results of surveys)
* Existing structures containing hazardous materials *(Are there any zones that require special protection/ PPE due to materials being stored there? Are there any confined spaces the contractor should be made aware of? Do you know of any unusual build up of gases or inundations that would affect the project?)*
* Health risks arising from clients activities *(Anything else you think is relevant to the project)*

**Document Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Distribution: hard/soft copy** | | | |
| Distributed to | Name | Position | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| * + - 1. **Version control: hard/soft copy** | | | |
| * + - 1. Version | * + - 1. Date Issued | * + - 1. Summary of change | * + - 1. Produced /Revised by |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**The latest version of this document can be located at** *<insert location here>*