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Residual Hazard List & Risk Assessment - Demolition

Project: Tavistock Guildhall

Job and ref No: 1041 / RA 1

Designer (Discipline): Architect

Part of Works: Demolitions

Form completed by: Ian Farnfield

Date: April 2019

Ref No	Activity	Residual Hazard	Information provided for Hazard Control
activity hazards			
A1	Demolition - structure	Risk of overloading existing timber floors from temporary support props, plant or build-up of spoil / stone from demolitions.	Contractor to provide method statements covering means of temporary propping and implement system for regular spoil removal, and refer to Structural Engineers demolition notes and recommendations
		Risk of collapse of structure/floors from overloading with residual debris or Incorrect sequence of work.	This is an unavoidable consequence of the works. Contractor to submit method statements including proposed sequencing of works, and refer to Structural Engineers demolition notes and recommendations
		Risk of falling debris from cut slab becoming loose and wall instability where built-in floor/slab edges are to be removed	This is an unavoidable consequence of the works. Contractor to submit method statements, and refer to Structural Engineers demolition notes and recommendations
		Risk of overloading edges of timber floors / raled courtroom seating	Contractor to provide method statements covering means of temporary propping and implement system for regular spoil removal, and refer to Structural Engineers demolition notes and recommendations
A2	Glazing	Windows to be carefully removed however some glazing may be in poor condition and/or broken, with associated risks of injury.	Appropriate PPE to be used during handling and repair.

A3	Lead paints	Existing components and windows are likely to be finished in paints containing lead, with associated risks to health if ingested.	Contractors to provide method statements indicating means of safe working on lead - based coatings.
A4	Working at Height	Creation of new unprotected openings where removing existing and forming new staircases and risers. Risk of falling when new openings are created in external walls.	Contractor to erect temporary guarding and warning notices, which are to remain in place.
A5	Use of mechanical hammers	Risk to operatives from vibration and noise induced injuries.	Contractor to implement safeguards and time limits on use of equipment. Appropriate safety equipment to be provided
A6	Vehicles and plant	Use of vehicles and/or plant within restricted site with public crossing between site delivery and welfare areas	Contractor to submit proposals for plant and vehicles, and ensure that all equipment is operated by qualified personnel. Contractors to be familiar and comply with site wide traffic safety measures operating within the site as a whole and ensure that safe route for pedestrians and vehicle traffic is maintained at all times.
A7	Fire Hazards	Fire risks associated with combustable materials, and structures	Contractor to implement system of hot works permits. Means of escape strategy, emergency lighting and Fire extinguishers to be in place for the duration of the works
hazardous substances			
H1	Existing Fabric-Asbestos	An Asbestos survey has been undertaken and is available from the client. There is a risk that further asbestos could be encountered, leading to consequent risk to personnel.	This is an unavoidable consequence of the site. The Asbestos report should be made available to all contractors, and areas of remaining asbestos clearly identified. The contractor must be vigilant and if he encounters any suspect material, should immediately advise the Client. Contractor mitigations will be needed.

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Residual Hazard List & Risk Assessment - Roof

Project: Tavistock Guildhall

Job and ref No: 1041 - RA 2

Designer (Discipline): Architect

Part of Works: Roof Works

Form completed by: Ian Farnfield

Date: April 2019

Ref No	Activity	Residual Hazard	Information provided for Hazard Control
activity hazards			
A1	Working at Height	Risk of falling from unprotected roof edges. Risk of dropping objects from perimeters to public street / car park / courtyards	This is an unavoidable consequence of the works. Principal Contractor to provide suitable scaffold, guarding and protection netting to public facades and arrange temporary access onto the working area.
A2	Formation of openings for services installation	Risk of falling or dropping materials through new opening.	Principal Contractor to erect internal crash deck or scaffold below to minimise risk.
A3	Handling and manoeuvring of components to roof level and across roofs	Associated risk of injury due to weight and size, and breakage of rooflight units and steelwork.	Principal Contractor to provide scaffold lift from ground to roof level. Contractor to submit method statements for movement of components, including arrangements to limit working in adverse weather, ie high winds. Both panes of rooflight units are designed to be 'break-safe'; one toughened, the other laminated.
A4	Leadwork - fire risk	Potential fire risk caused by lead welding in proximity to timber roof structures.	Lead welding to be kept to a minimum in accordance with roof details. If lead welding is necessary Contractor to implement system of hot work permits and undertake smoulder surveys in accordance with submitted method statements.
A5	Roof timbers - fire risk	Fire risks associated with combustible materials, and structures (roof trusses and sarking felt)	Contractor to implement system of hot works permits. Means of escape strategy, emergency lighting and Fire extinguishers to be in place for the duration of the works.

A6	Aluminium Parapet Copings and Flashings	Risk of injury from sharp metal edges	Eye protection should be worn when using hand tools. Gloves should be worn when handling metal sections to avoid risk of lacerations. Sections may have sharp edges exposed, so care should be taken to protect people from accidental contact.
end user hazards			
E1	Balconies and Staircases	Internal balustrades are lower than typically required of a new build property due to heritage constraints of an existing listed building resulting in a slightly higher risk of falling.	This is an accepted compromise in a Listed Building. Client to inform purchasers of risk and to take extra care.

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Residual Hazard List & Risk Assessment - window refurbishment / replacement

Project: Tavistock Guildhall

Job and ref No: 1041 / RA 3

Designer (Discipline): Architect

Part of Works: Window / Door refurb + replace

Form completed by: Ian Farnfield

Date: April 2019

Ref No	Activity	Residual Hazard	Information provided for Hazard Control
activity hazards			
A1	Refurbishment of existing timber windows,	Working at Height, dropping from height	The window contractor is to provide scaffold platform suitable for removal and reinstatement of all units. Contractor to install Heras fencing to cordon off working areas at ground level.
A2	Refurbishment of existing steel windows,	Working at Height, dropping from height	The window contractor is to provide scaffold platform suitable for removal and reinstatement of all units. Contractor to install Heras fencing to cordon off working areas at ground level.
A3	Handling of window units	Risk from glass breakage and associated risk of injury.	Contractor to submit method statement for safe extraction and removal. All operatives to wear protective gloves, any cuts to be logged.
A4	Removal of large scale doors	Some existing doors are large and heavy, with associated lifting and manual handling hazards.	Contractors to submit method statements to indicate how doors are to be moved in order to undertake off-site repairs, including means of movement through the building. It is suggested that doors requiring only minimal repair could be repaired in-situ.
hazardous substances			

H1	Lead paints	Some paint finishes may be lead based. Rubbing down or cleaning of lead paint may release particles or fumes causing a toxic hazard.	This is an unavoidable consequence of the works, Building wide survey and analysis of paints to be undertaken with results available to window contractors prior to commencement of works.
H2	Asbestos	An asbestos report has been undertaken. There is a risk that further asbestos could be encountered, leading to consequent risk to personnel.	This is an unavoidable consequence of the site. The Asbestos report should be made available to all contractors, and areas of remaining asbestos, eg. internal doors, clearly identified. The contractor must be vigilant and if he encounters any suspect material, should immediately advise the Client. Contractor mitigations will be needed.
end user hazards			
E1	External window cleaning	Working at height, and associated risks	Window and rooflight cleaning will be undertaken as part of a planned maintenance schedule by extendable poles where perimeter access allows. Where this is not practical cleaning will be undertaken by 'cherry picker' except at the rear (Rverside) of the Police Station and Trowtes House where ladder securing eyes will be provided at high and low level.

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Residual Hazard List & Risk Assessment - Forming masonry openings in existing walls / repairs

Project: Tavistock Guildhall	Job and ref No: 1041 - RA 4
Designer (Discipline): Architect	Part of Works: Masonry
Form completed by: Ian Farnfield	Date: April 2019

Ref No	Activity	Residual Hazard	Information provided for Hazard Control
activity hazards			
A1	Demolitions. Formation of new openings - structure.	Heavy work to existing masonry walls. Risk of structural collapse, and manual handling injuries due to weight and size of material and stones being moved.	Formation of these openings has been kept reasonable in the design but remains an unavoidable consequence of the works. Contractor to provide method statements covering all aspects of the operation including sequencing and handling/moving of heavy elements. Temporary support and propping to be provided in accordance with Structural Engineers and Temporary Works Engineers
A2	Demolitions. Formation of new openings - structure.	Risk of overloading existing floors from temporary support props, plant or build-up of spoil/ stone from demolitions.	Contractor to provide method statements covering means of temporary propping and implement system for regular spoil removal.
A3	Use of mechanical hammers Kangos etc.	Risk to operatives from vibration and noise induced injuries.	Contractor to implement safeguards and time limits on use of equipment. Appropriate safety equipment to be provided
A4	Formation of new openings - fire risk	Creation of new openings creates new possibilities for the spread of fire and smoke through the building.	Mitigations against loss of compartmentisation and compromise of circulation routes to be implemented.
A5	Formation of new openings - Movement of materials	Movement of heavy materials and debris to and from the work area, with associated manual handling risks	Contractor to provide suitable hoist for vertical movement of materials, and method statements covering horizontal movement of materials to work areas.
A6	Formation of new openings - new steels	Large steels with associated manual handling issues.	Contractor to provide method statement for handling and safe installation.

A7	Cleaning of existing masonary	External Masonary proposed to be cleaned.	Steam Clean method proposed to clean facades without abrasives and risk to operator and public health.
hazardous substances			
H1	New blockwork / Brickwork repairs	Use of lime and cement based mortars, plasters and renders	This is an unavoidable consequence of the building works. Considered low risk. Contractor to work in accordance with manufacturers data sheets.

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Residual Hazard List & Risk Assessment - Dry Lining

Project: Tavistock Guildhall

Job and ref No: 1041 / RA5

Designer (Discipline): Architect

Part of Works: Dry Lining

Form completed by: Ian Farnfield

Date: April 19

Ref No	Activity	Residual Hazard	Information provided for Hazard Control
activity hazard			
A1	construction of non-loadbearing internal partitions	Mild steel sections if not Timber Stud - risk of cuts and abrasions from sharp edges or protrusions when handling metal sections.	Eye protection should be worn when using hand tools. Gloves should be worn when handling metal sections to avoid risk of lacerations. Sections fixed to the floor/ wall may have sharp edges exposed, so care should be taken to protect people from accidental contact. Refer to British Gypsum Health and Safety Data Sheets for: plasterboard, metal sections, paper tapes, resilient tape, patching tape, acoustic sealant & jointing materials & adhesives, joint cement, drywall adhesive & wall board sealer along with any other relevant product data sheet. Alternative to use Timber Stud Partitions.
A2	construction of dropped ceiling	Handling plasterboard and fixing to soffit/ MF systems	This is an unavoidable consequence of the works. Contractor to mitigate accordingly, including provision of appropriate protective equipment to personnel, observing correct manual handling regulations and minimising dust when sawing in confined spaces.
A3	walling to risers	Danger from falling down exposed riser shafts	Attention to be drawn to the potential hazard. Contractor to produce method statement and Hazard data sheet for these issues.
A4	Fixing through lime lathe and plaster ceilings	Risk of ceiling collapse due to instability of existing ceiling	Attention to be drawn to the potential hazard. Contractor to produce method statement and Hazard data sheet for these issues. Areas of unstable lathe and plaster ceilings to be removed or whole ceiling battened with chicken wire / plasterboard lining to prevent plaster dropping on suspended ceiling in future.
hazardous substances			

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Residual Hazard List & Risk Assessment - Asbestos Removal

Project: Tavistock Guildhall

Job and ref No: 1041 - RA 6

Designer (Discipline): Architect

Part of Works: Early Works - asbestos removal

Form completed by: Ian Farnfield

Date: April 19

Ref No	Activity	Residual Hazard	Information provided for Hazard Control
activity hazards			
A1	Asbestos Removal	There is known to be asbestos as noted in the Asbestos Report but checks in other areas should be made and care taken.	Removal of asbestos is required as part of the conversion works. Main Contractor to appoint suitable and licensed specialist to undertake the removal of hazardous materials. Specialist Contractor to submit method statement prior to commencement proposing safe work method and means of disposal of contaminated/hazardous material. All works involving asbestos to follow current HSE guidance and in accordance with Control of Asbestos Regulations 2002 CAW. Existing doors may be removed intact if needed to allow asbestos removal to take place off site under controlled conditions.

H1	gypsum board products	Some gypsum products contain additives in the form of fibreglass. Mineral wool type insulation. May cause hazards, including inhalation, skin and eye irritation	The wearing of safety gear when cutting/handling some of these products is recommended by the board manufacture. The use of these products is unavoidable.
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Residual Hazard List & Risk Assessment - Finishes

Project: Tavistock Guildhall

Job and ref No: 1041 - RA 7

Designer (Discipline): Architect

Part of Works: Finishes

Form completed by: Ian Farnfield

Date: April 2019

Ref No	Activity	Residual Hazard	Information provided for Hazard Control
activity hazards			
A1	Tiling to walls and floors - working with adhesives and grouts	Specified adhesives and grouts contain substances which may cause irritant alkaline reaction when in contact with sweat, skin and other bodily fluids.	Wear correct PPE, and consult manufacturer's Safety Data Sheet for further information
A2	Tiling - Repetitive lifting and manual working with heavy materials	The risk of injury as a consequence of working with heavy materials	This is an unavoidable consequence of the works. Contractor to mitigate accordingly, including provision of appropriate protective equipment to personnel, observing correct manual handling regulations and method statements for the manual handling hazards.
hazardous substances			
H1	Paints and wood stains	Paints and wood stains may cause hazards, including inhalation, skin and eye irritation.	Contractor to ensure areas are adequately ventilated, and protective clothing supplied. Use water based products to be used where possible.

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Residual Hazard List & Risk Assessment - 2nd Fix Carpentry

Project: Tavistock Guildhall

Job and ref No: 1041 / RA 8

Designer (Discipline): Architect

Part of Works: Handling/Treatment of timber.

Form completed by: Ian Farnfield

Date: April 19

Ref No	Activity	Residual Hazard	Information provided for Hazard Control
activity hazard			
A1	Mechanical sanding	Fine dust particles from sanding may aggravate lungs.	This is an unavoidable consequence of the works. Contractor to mitigate accordingly, including provision of appropriate protective equipment to personnel.
A2	Moving and transport	Some new doors are large and heavy, in particular framless glass doors with associated lifting and manual handling hazards.	Contractors to submit method statements to indicate how doors are to be moved and fitted, including means of vertical/horizontal movement through the building.

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Residual Hazard List & Risk Assessment - Internal fixed glass screens

Project: Tavistock Guildhall

Job and ref No: 1041 / RA 9

Designer (Discipline): Architect

Part of Works: Internal Fixed Glass Screens

Form completed by: Ian Farnfield

Date: April 2019

Ref No	Activity	Residual Hazard	Information provided for Hazard Control
activity hazard			
1	working with glass	Handling glass & installation, risk of falling	Manipulation of heavy sheets of glass poses a lifting hazard, and also risk of cuts from sharp edges. Sizes of individual panes has been limited to reduce weights. Installation of glazing next to openings poses a falling risk. Appropriate harnessing / barriers / scaffolding and lifting gear to be used. Also potential sharp edges to glass requires use of PPE. Use of bonding and sealing products may also pose a risk.
2	general site activities	Collisions with glass components	Risk of operatives colliding with / walking into glazed doors & screens. Newly installed glazing should be adorned with temporary manifestation. All glass has been specified as toughened glass to reduce risk of cuts in case of breakages.
3	existing glass retained	Where existing glazed screens are to be retained, glazing specifications may not conform to current standards.	This is an unavoidable risk of the building works. Special care to be taken when handling these units/working around them. Contractor to ensure correct PPE to be worn at all times.

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Residual Hazard List & Designers Risk Assessment

Project Description: Tavistock Guildhall

Ref : 1041 - RA 10

Designer (Discipline): Architects

General Site Hazards

Form completed by: Ian Farnfield

Date: April 2019

Ref No	Activity	Residual Hazard	Information provided for Hazard Control
physical layout /building hazards			
C1	Existing services	Risks and dangers associated with providing utility services, underground mains and electrical supplies	Establish status and positions of all affected existing services. Liase with Client to obtain information on all existing service positions. If in doubt obtain below ground scan.
C2	Storage of site spoil / materials	Due to the sites topography the storage of spoil and materials could present a risk of falling.	Contractor to ensure that the storage of materials/ spoil have adequate support/ hoarding to prevent collapse.
C3	Hazardous substances/ materials	Hazards to health from substances or materials discovered during the excavation works.	Any hazardous materials discovered during excavation are to be reported to the Contract Administrator in fist instance for instruction the Principal Contractor is to prepare a method statements for safe removal of hazardous material once instructed.
C4	Site Weather conditions	Due to the buildings Edge of Moorland location the site may be subject to abverse weather conditions.	Ensure that the building is sufficiently weather tight and that all materials are fixed or stored correctly. When lifting/ craning materials please ensure that weather is suitable and that the materials being lifted are adequately secured. Consider use of temporary scaffold roof to enable construction work to continue safely.
C5	Neighbouring Properties and Trees	The site boundary has one large tree in close proximity that could obstruct the maneuverability of plant and access to the site via large vehicles/ plant. Guildhall Sqaure Public car park will also remain in operation during the works	Ensure that vehicle operators are aware of the risks, especially when lifting the elements such as window units. Towb centre sie requires particular care and regard for public safety and security.
Site and construction hazards			

S1	Site security	Unauthorised access and danger onto site/working area by the general public.	Contractor to erect suitable perimeter fencing and hoardings to restrict access by unauthorised persons. Notices identifying dangers to be posted to deter entry. Site to be properly secured at all times and site access properly managed.
S2	Site access and limited parking.	Vehicular movements into and out of the site, and consequent risks to public and other site users. vehicular parking is limited and will need to be managed to prevent obstructing the public car park and one way street on Market Road.	Contractor to provide method statements covering vehicle movements and agree arrangements with the Client and neighboring properties. Deliveries to be suitably timed to avoid peak traffic times.
S3	Services/ Utility	Risk associated with excavation of disturbing unknown existing or redundant services.	Locations of incoming electrical, gas and telecom lines are attached to adjacent existing buildings to be confirmed. Status of services to be determined prior to commencement of works. Contractor to liaise with statutory undertakers and obtain below ground services scan.
S4	Groundworks	Presence of existing manholes and drain runs near and below new building footprints	Contractor to be made fully aware of drainage positions and depths accordingly during excavations.
S5	Building structures	Risk of collapse. Historic Grade 2* Listed Building completed and altered in phases including Medieval Fabric.	Refer to Structural Engineers Intrusive Investigation and take all precautions in the design of temporary propping and support when making new openings in existing fabric.
S6	Fire Hazards	The insulants and timber roof structures are potentially combustible.	Suggest implementation of hot works permits, particularly in respect of sheet metal trades, which may involve site welding etc.
end user hazards , or hazards for following trades			
E1	High voltage mains supply	Incoming service trench to building.	Please ensure that all services are signed off with the relevant utility providers.
E2	Fire safety	Hazardous activities within combustible buildings.	End users to note that procedures carrying a high fire risk should be controlled. Ie Cellulose paint spraying. Application of torch applied tanking membranes (Refer to manufacturers guidance).
E3	Cleaning of Rooflights and Gutters	Risk of falling	To reduce the risk of falling the building design permits the inclusion of a fall arrest system through safety bolts to be installed on Riverside Elevations of 'Trowtes House' and Police Station to allow for the secure fastening of temporary access ladders where cherry picker access is not possible and extendable pole cleaning not practical.