

ROADS AND HOUSING CAPITAL DIRECTORATE

DESIGNER'S RISK ASSESSMENT (DRA) RECORD

Project Name: _____

Client: _____

PSCS: _____

Design Team: _____

Project Type: _____

Project Description: _____

Date of Review: _____

Reviewed by: _____

Outline any Risks identified during the Design Process which have been mitigated in the design:

Outline any Risks identified during the Design Process which should be communicated to the PSDP/
PSCS for consideration during Construction:

Outline any Risks identified during the Design Process which should be communicated to the PSDP
for inclusion in the Safety File and for consideration during future maintenance:

In preparing this DRA the Design Team have assumed that the project will be constructed and maintained by personnel for whom work of this type is not unusual. It is expected that they will be familiar with normal risks associated with this work and will have established appropriate Safe Systems of Work Plans, Risk Assessments and Method Statements to adequately manage these risks. This DRA Report has been prepared for the purpose of documenting significant and unusual risks associated with the project which were identified by the Designers during the design process. Where it has not been possible to fully eliminate identified risks, details have been provided to allow the PSDP and construction/ maintenance personnel to develop appropriate control measures for use during construction/ maintenance.

Signed Print Grade Date

Approved Print Grade Date

DESIGNERS RISK ASSESSMENT RECORD FORM

GUIDANCE NOTES

BACKGROUND

The Designer's Risk Assessment is designed to be completed by designers at key stages of the design process to document any unusual and significant risks encountered which may be mitigated in the design process by following the General Principles of Prevention. The sheet can also be used to record any other unusual risk encountered which cannot be mitigated or eliminated in the design process, to ensure these risks are forwarded to the Preliminary Safety & Health Plan and communicated to the PSDP / PSCS for consideration at construction stage and/or for inclusion on the Safety File.

For major projects requiring a formal Designers Risk Assessment Report in accordance with the NRA Project Management Guidelines these DRA's will inform this report.

DRA's should be completed at key stages such as initial assessment, preliminary design and design approval milestones. They should be retained in the design file or in a specific Design Stage Safety & Health File if one is maintained.

NOTES ON COMPLETING THE FORM

Project Name, Client, PSCS

Self explanatory. Record team members involved in the design. For small projects this may be one person only.

The review may be carried out by design team members, or by design team members in conjunction with the design team manager at an informal meeting. The persons involved in each review should be noted on the form.

Project Description

This should be a brief description, e.g.

- Installation of New Road Sign(s) involving Traffic Management, Minor Excavation, Sign Erection
- Construction of Traffic Calming scheme involving Traffic Management, Minor Excavation, Sign erection, road markings, public lighting and

Risks Identified and Mitigated during Design

This should list any unusual risks that have been identified during the design process which have been mitigated in the final design. Where no unusual risks have been identified state '*No unusual risks noted during the design stage*'.

Examples of issues which may be considered by a designer may include:

1) Designing a pavement overlay on a narrow road. The construction risks can be mitigated by ensuring at design stage that a suitable diversion route will be available in order to implement a road

closure. If a suitable diversion is not available the designer may need to consider an alternative in design which can be constructed without a road closure.

2) If maintenance operations will need to be carried out on a very high roof this risk may be mitigated by designing in a rail to attach a harness.

Risks identified that need to be communicated to the PSDP & PSCS for consideration during construction

This should list any unusual risks that have been identified during the design process which have been unable to be fully mitigated in the final design and which are considered important for the PSCS to be aware of. Where no unusual risks have been identified state '*No unusual risks noted during the design stage*'.

Examples may include:

- 1) Construction of a post and rail fence presents normal risk which an experience contractor is expected to be able to foresee, however construction of a post an rail fence in close proximity to a body of water may need to be highlighted for both maintenance and construction phases.
- 2) Demolition of a building may present 'normal' risks. Demolition of a building where asbestos is present may be considered an unusual risk.

Risks identified that need to be communicated to the PSDP for inclusion in the safety file

This should list any unusual risks that have been identified during the design process which have been unable to be fully mitigated in the final design and which are considered important to be included in the Safety File to inform future maintenance operations. Where no unusual risks have been identified state '*No unusual risks noted during the design stage*'.

General Principles of Prevention – Should be considered in assessing risk elimination at design stage.

1. Avoid risks.
2. Evaluate unavoidable risks.
3. Combat risks at source.
4. Adapt work to the individual, especially the design of places of work
5. Adapt the place of work to technical progress.
6. Replace dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems
7. Use collective protective measures over individual measures
8. Develop an adequate prevention policy
9. Give appropriate training and instruction to employees.