



H&S Conception, Design & Planning Checklist

This checklist is for use at the outset of a project and should be regularly reviewed as the concept and design phases progress.

The early stages of a project have the greatest potential to avoid or introduce health and safety related risks. Choice of project partners, good planning and materials selection can do much to reduce those risks.

Key to use of scoring system – circle a number in the score column							
RATINGS		YES / NO		% OF WORKFORCE	PHASE OF PROJECT		
5	Excellent	5	Yes	5	91-100%	5	Concept/feasibility
4	Good	4		4	81-90%	4	Initial design
3	Satisfactory	3		3	71-80%	3	Detailed design
2	Poor	2		2	61-70%	2	Construction phase
1	Unacceptable	1		1	51-60%	1	Commissioning
0	Nothing in place	0	No	0	0-50%	0	Handover

A Conception & procurement	Circle your score	Comments
<p><i>Success in achieving high health and safety standards depends on the client seeking excellence in management throughout the project. This creates a culture that promotes health and safety – especially when setting up strategies, policies, systems risks and rewards. Health and safety performance needs to be a high priority when selecting project team members. Their commitment should be demonstrated by measured improvement over time.</i></p> <p><i>Once assembled the team needs mechanisms for health and safety information to flow between them and to engage the client throughout the project.</i></p> <p><i>Many accidents and incidents of ill health occur because the client and designers do not give the principal contractor enough time to set up the site and plan for health and safety.</i></p>		
<p>A1 Consultants and contractors are selected for their competence and commitment by using appropriately directed enquiries, interview assessments and practical examples of them in action.</p> <p>Consider demonstrable improvement over time against:</p> <ul style="list-style-type: none"> ● Use of the Respect for People KPIs and these toolkits ● Investors in People accreditation ● Considerate Constructors Scheme, etc. 	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>A2 At what stage of the project is the planning supervisor appointed?</p>	<p><i>Phase</i></p> <p>5 4 3 2 1 0</p>	
<p>A3 How early in the design process are the principal contractor and specialist contractors involved?</p>	<p><i>Phase</i></p> <p>5 4 3 2 1 0</p>	
<p>A4 Does the client ensure that all health and safety information it possesses is provided to designers and constructors in good time?</p>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>A5 Are risks identified and allocated to those best able to deal with them?</p>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>A6 Does the risk register identify health and safety issues in adequate detail?</p>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	

A Conception & procurement (cont.)	Circle your score	Comments
A7 Is the client involved in the design review process?	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
A8 Does the client allow the principal contractor sufficient time to set up the site and plan for health and safety?	<p style="text-align: center;">Yes 5 4 3 2 1 0 No</p>	
A9 Does the contract specify occupational health standards (yes/no) and are these best practice standards (rating)?	<p style="text-align: center;">Yes 5 4 3 2 1 0 No</p>	
	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
A10 It can be difficult at tender stage to see whether appropriate health and safety measures are proposed. Is work priced so that the resources allocated to health and safety are easily identifiable?	<p style="text-align: center;">Yes 5 4 3 2 1 0 No</p>	
<p>A11 Are health-related items specifically addressed in tender documentation?</p> <p>Consider:</p> <ul style="list-style-type: none"> ● Health screening ● Induction training and toolbox talks ● Good welfare facilities ● Appropriate medical surveillance. 	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
A12 Are there incentives for the project team to solve health issues that may arise over the whole life of the project - during construction, operation and demolition?	<p style="text-align: center;">Yes 5 4 3 2 1 0 No</p>	
A13 Is there a mechanism for the client to consider health and safety issues with the design team?	<p style="text-align: center;">Yes 5 4 3 2 1 0 No</p>	
<i>Total score</i>		
<i>Average score (divide total score by 14)</i>		

B Design	Circle your score	Comments
<p><i>Not all health and safety risks can be avoided through design so it is important that designers highlight the significant risks that remain to the constructors. There needs to be dialogue between designers and constructors about health and safety risks that will arise.</i></p> <p><i>Design changes during the construction phase pose a further threat because the pressure to avoid delay can lead to health and safety risks being overlooked. Failure to address health risks in particular during the design adds considerable risk and exposure and is often forgotten.</i></p>		
B1 Do all members of the design team have policies, strategies and procedures for avoiding and reducing health and safety risk through the design process?	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
B2 Has the design team demonstrated that it has the knowledge and competence to avoid and reduce health and safety risks through the design process?	<p style="text-align: center;">Yes 5 4 3 2 1 0 No</p>	
B3 How effectively is the knowledge and competence of the design team exploited through the design process to avoid and reduce health and safety risk?	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	

B Design (cont.)	Circle your score	Comments
<p>B4 Is the team sufficiently integrated so that it identifies risks and allocates them to those best able to deal with them?</p> <p>Consider the following:</p> <ul style="list-style-type: none"> ● Collective resolution of design issues ● Do design team members inform each other, the planning supervisor, contractors and the client of significant health and safety risks that exist over the whole life of the project – during construction, operation and demolition? ● Clarity of drawings in indicating the key risks to be managed during the construction phase. 	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>B5 Are project risk and consequence reviews undertaken regularly?</p>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>B6 How early in the project is the format of the health and safety file agreed with the client?</p>	<p><i>Phase</i></p> <p>5 4 3 2 1 0</p>	
<p>B7 Are buildability reviews effectively carried out with contractors for high-risk activities and the results passed to the relevant people?</p>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>B8 At what stage of the project are 'buildability' reviews carried out?</p>	<p><i>Phase</i></p> <p>5 4 3 2 1 0</p>	
<p>B9 Are there special in-depth reviews of innovative designs to identify and avoid major hazard risks?</p>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>B10 Are there special in-depth reviews to avoid major hazards to the public?</p>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>B11 Are steps taken to eliminate or reduce all significant risks to <i>health</i> at the design stage? Consider:</p> <ul style="list-style-type: none"> ● Designers change the design to eliminate or reduce the risk ● Work is planned, and process, tools, materials, etc. are chosen to reduce risk. 	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p>B12 Do health audits of the design take place to see how the design team identified, avoided and reduced significant occupational <i>health</i> risks that exist over the whole life of the project – during construction, operation and demolition?</p>	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	
<p><i>Total score</i></p>		
<p><i>Average score (divide total score by 12)</i></p>		

C Planning & site start-up	Circle your score	Comments
<p><i>Planning, like design, is an essential element of good health and safety management. Planning for the health and safety needs of the workforce sets the right tone for site start-up. Planning means specifying processes, materials and work practices that pose minimal health and safety risks.</i></p> <p><i>Planning also means adopting a 'lean' construction approach that improves efficiency by reducing waste. This eliminates unnecessary handling of materials and associated health and safety hazards.</i></p>		
<p>C1 When planning the site layout have necessary measures been taken to protect the health and safety of the public?</p> <p>Good practice examples include:</p> <ul style="list-style-type: none"> ● Risk register addresses major hazards to the public ● Fully established and maintained site boundaries ● Pedestrian walkways maintained ● Protection from falling material, e.g. netting and protected walkways ● Measures in place to control site noise, dust and fumes, etc. ● Complaints procedure in place ● Considerate Constructors Scheme ● Multi-lingual signs that warn the public about construction site dangers. 	<p><i>Rating</i></p> <p>5 4 3 2 1 0</p>	

C Planning & site start-up (cont.)	Circle your score	Comments
<p>C2 Do you have a policy on equipping the workforce with personal protective equipment and provide training where relevant? Examples:</p> <ul style="list-style-type: none"> Someone is responsible for maintaining personal protective equipment Hard hat policy is posted and enforced Protective footwear policy posted and enforced High visibility vests worn by those at risk Eye / Hearing protectors used where there is risk. 	<p><i>Rating</i> 5 4 3 2 1 0</p>	
<p>C3 How clear and understandable are your health and safety signs? Consider:</p> <ul style="list-style-type: none"> Workforce training in sign deployment The briefing and explanation of signs to the occupants. 	<p><i>Rating</i> 5 4 3 2 1 0</p>	
<p>C4 Are all workers assessed as fit for work, able to undertake the tasks required of them and are appropriate stress factors considered? Rate your standard and % of the workforce covered. Consider the following:</p> <ul style="list-style-type: none"> Policy on worker stress prepared and implemented Management/supervision trained in factors causing stress, symptoms of stress and stress management Medical assessment for those conducting hazardous duties Alcohol/drugs at work policies prepared and implemented Management awareness of how these factors can affect performance, the symptoms and how stress should be managed, e.g. health training courses. 	<p><i>Rating</i> 5 4 3 2 1 0</p>	
	<p><i>% of workforce</i> 5 4 3 2 1 0</p>	
<p>C5 Is there an appropriate 'gateway' review by the construction team and the client to ensure an appropriate health strategy has been set up for the project?</p>	<p><i>Rating</i> 5 4 3 2 1 0</p>	
<p>C6 Do you have procedures for assessing potential risks to health? Do you regularly review their effectiveness?</p>	<p><i>Rating</i> 5 4 3 2 1 0</p>	
<p>C7 Do you assess sources of noise that is likely to cause harm to workers health? Consider:</p> <ul style="list-style-type: none"> Noise > 85 decibels (1st action level) Hand-arm vibration (HAV) > action level identified Problems remedied. 	<p><i>Rating</i> 5 4 3 2 1 0</p>	
<p>C8 How effective is your policy on rehabilitation of those affected by occupational ill health? Assess by % successfully rehabilitated.</p>	<p><i>% of workforce</i> 5 4 3 2 1 0</p>	
<p>C9 Do your design and management actions minimise the exposure of employees and the public to high levels of noise, dust or other substances and vibration produced by construction? Consider the following:</p> <ul style="list-style-type: none"> Site induction training Training for Health and safety and specific equipment used as part of their job. 	<p><i>Rating</i> 5 4 3 2 1 0</p>	
<p>C10 Do you plan site logistics to minimise manual handling hazards? Consider the following:</p> <ul style="list-style-type: none"> Are deliveries manoeuvred to the desired storage place and 'just in time' to reduce double handling? Are they stored in a safe accessible place? Is mechanical handling used wherever possible, especially on loads of 25kg or more? Do you keep access routes and places of work clear of rubbish and obstructions to minimise risks while handling materials? 	<p><i>Rating</i> 5 4 3 2 1 0</p>	

C Planning & site start-up (cont.)	Circle your score	Comments
<p>C11 Do you minimise exposure of the workforce to hazardous substances such as welding fume, or dusts from cutting or machining construction materials? Consider:</p> <ul style="list-style-type: none"> Processes that use lowest risk substances in every case Provision of a high standard of washing facilities including showers where skin contamination can occur including hot and cold, or warm running water, soap and means of drying hands Suitable personal protective equipment provided, maintained and worn where exposure cannot be prevented or controlled at source. 	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
<p>C12 Do you plan measures to reduce falls? Examples of good practice:</p> <ul style="list-style-type: none"> Signs to raise employee awareness of site hazards Preventing falls from edges of floors, roofs and stairs, and down holes and shafts. Providing protective equipment and training, e.g. fall arresting devices such as harnesses, safety nets, air bags, etc. 	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
Total score		
Average score (divide total score by 13)		

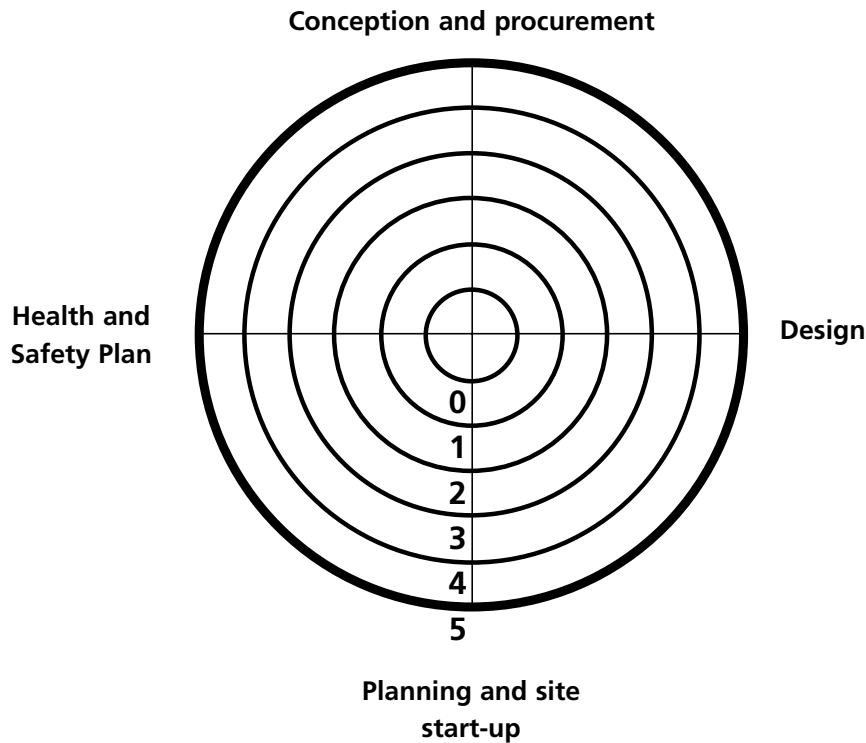
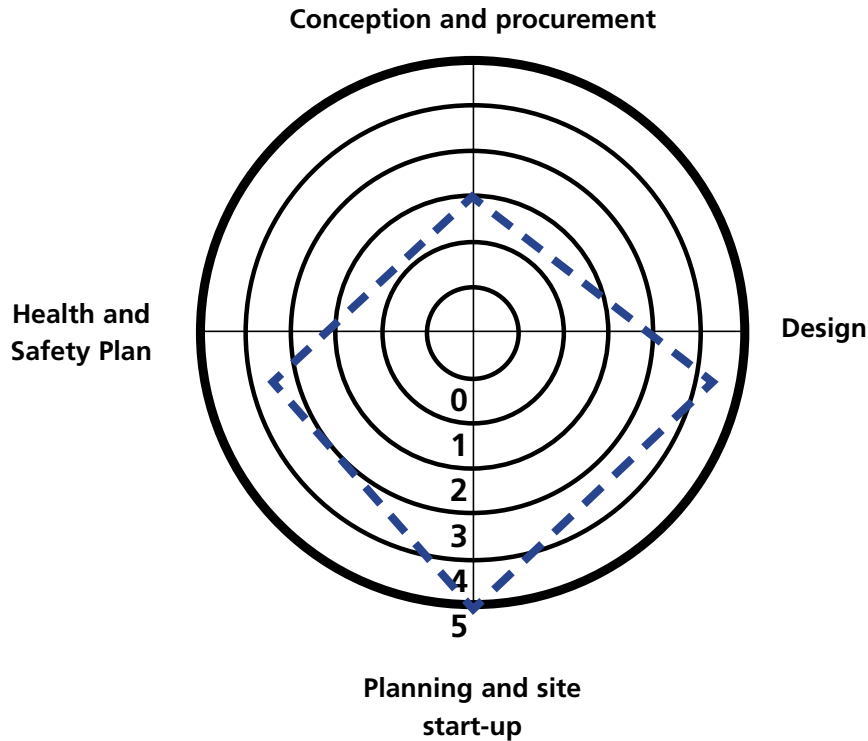
D Health and Safety Plan	Circle your score	Comments
<p><i>The Health and Safety Plan outlines the management responsibilities and arrangements for welfare, emergency procedures, monitoring, auditing, communication and consultation with those who will be working on site. Plans should be kept up to date as the project develops.</i></p>		
<p>D1 Does the client ensure the Health and Safety Plan is adequate before construction work commences?</p>	<p style="text-align: center;">Yes 5 4 3 2 1 0 No</p>	
<p>D2 Does the client's Health and Safety Plan include measurable performance targets?</p>	<p style="text-align: center;">Yes 5 4 3 2 1 0 No</p>	
<p>D3 Has the client given the principal contractor adequate time to prepare the Health and Safety Plan?</p>	<p style="text-align: center;">Yes 5 4 3 2 1 0 No</p>	
<p>D4 Are the client and design team involved in agreeing the management responsibilities and arrangements for welfare, emergency procedures, monitoring, auditing, communication and consultation with those who will be working on site?</p>	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
<p>D5 Do your procedures ensure that the Health and Safety Plan is kept up to date as the construction work progresses? Active client involvement is necessary for a high score.</p>	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
<p>D6 Does the Health and Safety Plan address the client's activities in managing the significant health and safety risks (if working at the client's premises)?</p>	<p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
<p>D7 When is your Health and Safety Plan established (Phase score) and is it a good foundation for risk management (Rating score)? Consider:</p> <ul style="list-style-type: none"> Focus on the outcomes of project risk and consequence analyses Safety method statements address relevant health issues Supervisors trained to control health risks Regular reviews with subcontractors include occupational health issues Advice is readily available to the workforce on occupational health. 	<p style="text-align: center;"><i>Phase</i></p> <p style="text-align: center;">5 4 3 2 1 0</p> <hr/> <p style="text-align: center;"><i>Rating</i></p> <p style="text-align: center;">5 4 3 2 1 0</p>	
Total score		
Average score (divide total score by 8)		

H&S Concept Design & Planning Checklist – Radar Chart

This radar chart gives a clear picture of the firm's overall benchmark performance. To complete the radar chart, take the average benchmark score for each of the 4 performance indicators ('soft measures'), plot each result on the appropriate axis of the radar chart and join with a line.

Measurement: 0 = Not at all 5 = Fully

EXAMPLE



OUR RESULTS