

Aide Memoire for design issues at site inspections

Pre-construction

- *Has the designer advised his client of duties under CDM?*
- *Has the design been produced with sufficient regard to existing site hazards?*
- *Have buildability issues and relevant areas of complexity in the design been identified?*
- *Have appropriate structural, asbestos, subsidence etc surveys been carried out and acted upon?*
- *Have structural drawings been produced and appropriate engineering expertise been provided?*
- *Does the design follow the hierarchy for controlling risks?*

Construction

- *Has planning consent been granted by the local authority and have building control construction drawings been issued for approval?*
- *Is the information provided by the designer about significant hazards readily available?*
- *Are there robust arrangements to deal with on site queries relating to design and drawing information or site problems / changes during construction?*
- *Is there adequate information on sequencing?*
- *Have qualified engineers been involved in temporary support works?*
- *Has / should consideration be given to off-site fabrication?*
- *Are there significant heavy elements involved in the design? Does the design allow installation?*
- *Does the design permit adequate on-site transport arrangements including areas for handling deliveries, segregation etc?*
- *Does the design allow for the continuing provision of welfare facilities?*
- *Is there evidence of co-ordination between designers (eg M&E and frame)*

Maintenance and Cleaning

- *Is a cleaning and maintenance strategy in place for the building?*
- *If rope access is designed, could alternative collective measures be used?*
- *Are all areas requiring cleaning / maintenance accessible (including lighting)?*
- *Are plant controls accessible?*
- *Has provision been made for future replacement of heavy plant?*
- *Does the H&S file identify residual hazards (ie service locations) which may affect the ongoing maintenance of the building?*

In Use

- *Have floors / entrances been designed to manage slips?*
- *Does the design provide for the safe movement of vehicles and pedestrians*
- *Are doors sufficiently wide for powered access equipment / are floor loadings adequate?*
- *Does the design comply with the Workplace regs (heat, light, welfare etc)*
- *Have arrangements been made for completion of as built drawings for the health and safety file.*