



STAGE 4 Review Agenda

A. Introduction

- 1.0 Attendees present
- 2.0 Other key H&S Duty holders on the scheme
- 3.0 Review of Health and Safety Register

B. Project Briefing (Presentation)

Note: Not required for STAGE 4

C. Existing Environment (workshop)

Note: Not required for STAGE 4

D. Build / Construct-ability

Note: Not required for STAGE 4

E. Maintenance Review List - Confirm Close out of these items from STAGE 3 only

1.0 *Cleaning of Translucent areas (Windows etc.)*

- 1.1 Access to all internal areas (atriums, skylights, stairwell windows, at height bay windows)
- 1.2 Access to all external areas (glassed roofs, skylights, all windows at height on each elevation)

2.0 *Maintenance access – External elements (All elevations / Roof areas etc.)*

- 2.1 Access to light fittings (inc. aircraft lighting or general façade decoration)
- 2.2 Access to mechanical equipment (major and at height items of fixed plant i.e air conditioning units)
- 2.3 Access to electrical equipment (major and at height items of fixed plant i.e transformers, switch rooms)
- 2.4 Access to any at height Signage
- 2.5 Access to Gutters / Drainage
- 2.6 Access to any unusual high level features (i.e flag poles, art works)
- 2.7 Access on service routes (mechanical and electrical services)
- 2.8 Access for future large equipment installation / removal (transformers, air conditioning – consider crane access, placement and swings where necessary).

4.0 *Maintenance access – Internal elements (High level areas – Atrium / double height areas etc.)*

- 3.1 Access to light fittings (consider at height areas, atriums, stairwells, plant rooms)
- 3.2 Access to mechanical equipment (major and at height items of fixed plant)
- 3.3 Access to electrical equipment (major and at height items of fixed plant)
- 3.4 Access to any Signage (atrium/ other at height areas)
- 3.5 Access to any high level features (plasma tv's, projectors etc)
- 3.6 Access to service route (mechanical and electrical services)
- 3.7 Space for maintenance / equipment removal (i.e cherrypickers in atriums)

- 3.8 Access for any unusual furniture systems
- 3.10 Access for any non fixed fixtures (i.e sculptures, water fountains)
- 3.11 Need for specialist design review for any key processes (i.e that proposed specialist (end use) plant and equipment is safe to use in the designed facilities)

4.0 *Sub ground*

- 4.1 Access to Basements
- 4.2 Access to Pump rooms
- 4.3 Access to Man holes
- 4.4 Access to Trenches / service ducts
- 4.5 Identification of confine space conditions

5.0 *Landscaping / external areas*

- 5.1 Services provided for maintenance (i.e external power, specialist equipment)
- 5.2 Maintenance requirements (landscaping vehicle/ plant access)
- 5.3 Refuse / delivery arrangements
- 5.4 Location of bulk fuel (oil/ gas) and hazardous material storage (deliveries)
- 5.5 Unusual access arrangements for ad-hoc maintenance activities (i.e crane placement)
- 5.6 External control systems or plant rooms (road lay-bys, paved access routes)
- 5.7 Winter planning arrangements (Grit bins, water feature freezing, ponds)
- 5.8 Landscape features (i.e need for fencing/ signage on ponds, choice of flora)

6.0 *Roofing areas*

- 6.1 Edge protection provided
- 6.2 Access routes (Walkways / access to cleaning rail etc.)
- 6.3 Lighting provision
- 6.4 Security arrangements (Locks etc.)
- 6.5 Provision of services for maintenance (i.e. 110v external outlets etc.)
- 6.6 Special arrangements
- 6.7 Access to all roof areas (drainage)
- 6.8 Access to all roof areas (general repair)

7.0 *Fire arrangements in design*

- 7.1 Final arrangements agreed with Building Control or Fire Officer
- 7.2 Communication of arrangements
- 7.3 Access routes for emergency vehicles
- 7.4 Bulk storage of flammable or combustible materials/ substances

8.0 *Future demolition / modifications*

- 8.1 Any structural or architectural sequencing (i.e pre/ post tension beams elements, key stones)
- 8.2 Any unusual materials used within the completed structure

F. Workplace Review - Confirm Close out of these items from STAGE 3 only

1.0 Ventilation

- 1.1 All areas ventilated
- 1.2 Mechanical ventilation
- 1.3 Uncomfortable draughts
- 1.4 Odour risks
- 1.5 Humid conditions

2.0 Temperature in indoor workplaces

- 2.1 Thermometers installed
- 2.2 Temperature designed above 13 – 16c
- 2.3 Any cold rooms

3.0 Lighting

- 3.1 Good general lighting levels achieved?
- 3.2 Task lighting provided sufficient for tasks (i.e non fluorescent on machinery)
- 3.3 Lights with potential to dazzle or cause glare (DSE / forklift driver impacts)
- 3.4 Switches suitably placed
- 3.5 Emergency lighting provided

4.0 Cleanliness and waste materials

- 4.1 Sufficient rooms for cleaning equipment (ventilated, sinks etc)
- 4.2 Sufficient support for cleaning equipment (Socket outlets etc)
- 4.3 Food hygiene considered
- 4.4 Waste bin arrangements considered
- 4.5 Any specialist hygiene issues
- 4.6 Arrangements for spillages in key areas
- 4.7 Flooring and surfaces suitable for use (i.e washable)

5.0 Room dimensions and space

- 5.1 Sufficient space for work activities
- 5.2 Sufficient space on general traffic routes
- 5.3 Sufficient space in small rooms (i.e control cabs)
- 5.4 Sufficient space in meeting / assembly areas

6.0 Workstations and seating

- 6.1 Considered for space
- 6.2 Ergonomics
- 6.3 Considers disability
- 6.4 Suitable furniture (desk, seating etc)

7.0 Condition of floors and traffic routes

- 7.1 Any sudden dips
- 7.2 Sufficient strength for predicted loads
- 7.3 Any change in levels
- 7.4 Sufficient drainage in wet / regular wash areas
- 7.5 Non Slip flooring provided in at risk areas
- 7.6 Traffic routes free from obstructions

8.0 Falls or falling objects

- 8.1 Any at height areas with potential risk (Gantries, sky bridges)
- 8.2 Suitable barriers provided at height, does it consider children.
- 8.3 Suitable 'kick' protection provided at height
- 8.4 Suitable covers over tanks and drainage areas
- 8.5 Any fragile areas (roof/ skylights)
- 8.6 Any fixed ladders provided
- 8.7 Safe stacking and racking arrangements
- 8.8 Safe loading and unloading arrangements
- 8.9 Any unusual features with risk

9.0 Windows, and transparent or translucent doors, gates and walls

- 9.1 Suitable placement of glazed areas
- 9.2 Safety glass in at risk areas
- 9.3 Sufficiently marked windows on traffic routes

10.0 Organisation etc of traffic routes

- 10.1 Pedestrian routes established (internally)
- 10.2 Pedestrian routes established (externally)
- 10.3 Traffic routes considered (turning circles, lay down areas etc)
- 10.4 Sufficiently wide for purpose
- 10.5 Crossing points established
- 10.6 Consideration of unusual uses (delivery trolleys, bicycle use etc)

11.0 Doors and gates

- 11.1 Correct size for use
- 11.2 Swing in correct
- 11.3 Easy to open

12.0 Escalators, lifts and moving walkways

- 12.1 Sufficiently designed for expected use

13.0 Sanitary / washing conveniences

- 13.1 Sufficient numbers provided (ref to HSWR 201/2 tables)
- 13.2 Provision of showers
- 13.3 Suitable facilities (hot water, soap dispensers, hand dryers)
- 13.4 Water hygiene considered (L8)

14.0 Drinking water

- 14.1 Clear marked supply
- 14.2 Readily available in correct areas (Hygiene considered i.e not in workshops)
- 14.3 Provision of cup holders/ cabinets

15.0 Accommodation for clothing

- 15.1 Changing rooms provided
- 15.2 Storage lockers provided/ needed
- 15.3 Wash bins provided/ needed
- 15.4 Drying rooms
- 15.5 PPE special storage considerations

16.0 Facilities for rest and to eat meals

16.1 Rest areas provided (sufficient in size, away from workplace)

16.2 Facilities provided (Access to hot water, microwaves, sinks, fridges)

17.0 Specialist end user requirements

17.1 Support functions (Disabled amenities, baby changing, animal welfare etc)

17.2 First aid room

18.0 General Safety Signage

18.1 Fire (direction, muster point, fire points)

18.2 Warning signage (noise, traffic, radiation etc)

18.3 Advisory signage (first aid etc)

18.4 Mandatory signage (use of PPE)

G. End User Safety / Handover Review

Pre Handover / Occupancy Considerations

- 1.0 Detail of specialist high risk systems within the completed design (i.e compressed air, gas systems, confine spaces, pressure vessels, legionella risks, flammable liquids etc.)
- 2.0 Detail of Equipment with life safety elements (lifts, hoists)
- 3.0 Safety related training for end users (hoists, specialist plant, fire alarm system etc.)
- 4.0 Interaction arrangements with future Facilities Managers prior to building handover (during commissioning).
- 5.0 Confirmation of receipt of all life safety inspection and test certification (Fire alarm systems, Lifts etc) *GATE HOLD STAGE 5
- 6.0 Handover - Health and Safety File Information protocol
- 7.0 Establish occupancy plan – End User Considerations
 - 7.1 Fire Risk Assessments
 - 7.2 End user occupancy Health and Safety management arrangements
 - 7.3 End user risk assessments
 - 7.4 End user procedures
 - 7.5 End user safe system of work

H. Any Other Business

- 1.0 Date of next STAGE review
- 2.0 Issue and administrant of H&S register
- 3.0 Any other business from attendees?