

**Design Risk Management Guidance**  
**Designer's Check for Project Hazards & Risk Management.**



<b>PRE-TENDER STAGE</b> Complete the Pre-Tender checklist at the end of each RIBA Stage (1, 2, 3 & 4)			
1	Have you reviewed your design for hazards?	Yes	No
2	Have you been able to avoid all significant hazards through changing your design? (If Yes, go to 6.)	Yes	No
3	Can any remaining hazards be controlled by other design measures? (i.e. Cleaning cradles, Safety features built in etc.)	Yes	No
4	Have you undertaken a detailed risk assessment for any residual hazards?	Yes	No
5	Have you informed the other Designers of any hazards present in your design?	Yes	No
6	Have you passed all relevant Pre Construction Information to the Principal Designer?	Yes	No
7	Have you asked other Designers for information on hazards in their designs?	Yes	No
8	Are residual hazards identified on your Drawings and in your Specification?	Yes	No
9	If there have been significant design changes since your last review, have you checked your allocation of Resources for the project and informed the Client of any change to requirements?	Yes	No
<b>POST-TENDER STAGE</b> Complete these checks at regular stages i.e. Design Team or Site Meetings			
10	Has the Design been altered since the Pre Construction Information was prepared at Tender Stage? If so, have you passed all relevant new information to the Principal Designer?	Yes	No
11	Have you reviewed all Architect's/Engineer's Instructions for Health & Safety implications and, if necessary, liaised with the Principal Designer prior to issuing the Instruction to the Principal Contractor?	Yes	No
<b>COMPLETION</b> Complete these checks before you sign off Practical Completion.			
12	Have you prepared As-built drawings for the Project?	Yes	No
13	If so, have you, as far as is reasonably practicable, checked that they accurately reflect what has been constructed on site?	Yes	No
14	Have you passed all required information to the Principal Designer for the compilation of the Health and Safety File?	Yes	No

Signed: ..... Position: .....

Name: ..... Date: .....

**Note:**

Complete the checklist for each RIBA Stage, before you issue drawings externally. This gives you the opportunity to eliminate or reduce hazards prior to committing yourself to a design.

If you wish to record that you have undertaken these Design Risk Management Reviews then keep a copy of each stage review on the Project File.