



THE PLANNING WORKS

Design and Planning Works Ltd
Health and Safety

December 2023

1. Introduction

Design and Planning Works (DPW) Ltd provide a survey and design service for building alterations. The company undertakes to design changes to existing buildings and completely new buildings to meet the requirements of their clients. This service is predominantly provided to owners of domestic residential homes but also extends to landlords, offices, educational establishments, agricultural, retail, industrial and places of relaxation and leisure.

Having gained an understanding from the client of their requirements in relation to the building or site, a brief overview of the process is as follows.

- Survey the existing building or site to provide a start point for design development.
- Design the proposed building based upon client requirements.
- Consult with the client and refine the proposal as required.
- Plans – the final scheme, suitable for Planning Approval or Construction Specification.

The first stage above involves carrying out a measured survey on a client's site. All the other stages are office, desk or table based.

Surveying involves carrying out measuring work in a premises belonging to another party.

2. DPW Ltd Survey Requirements

Surveying is a studied process requiring accurate measurement and recording.

- A clear site without unnecessary obstructions.
- Safe access to a safe working location without hazards.
- In part at least a dry and covered environment ideally with desk height surfaces.
- An absence of machinery, plant, and excessive noise or activity.
- The ability to set up sensitive equipment and take accurate measurements.

3. Site Surveys - Health and Safety

Site is defined as the building or location being surveyed by DPW Ltd as part of their contract prior to the preparation of plans and drawings.

Standard Site, as a rule, this will be a residential house, office, retail premises, educational establishment or place of work that is occupied or unoccupied that may be regarded as being in habitable condition.



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Construction Site is a building or location where demolition or construction activity is currently ongoing, or a site that is uninhabitable or derelict.

Prior to any survey work being undertaken DPW Ltd will establish with the client whether the location is classified as a Standard Site or a Construction Site.

The owners / managers of all sites will always be advised of the date and time of the survey visit in advance.

4. Standard Site

Solo surveying may be conducted by DPW Ltd on a Standard Site.

On arrival DPW Ltd will carry out a preliminary risk assessment (6. Site Risks below) to ensure that the location is a safe place to survey.

If DPW Ltd believe that there is an element of risk attendant upon surveying the site, the survey will be paused, and the client advised.

In the first instance DPW Ltd will allow the client time to obviate or mitigate the risk whilst remaining on site. In this case the survey will re-commence.

If it is not possible to mitigate the risk within a reasonable period of time the survey will be halted and re-arranged.

Upon successful completion of the survey DPW Ltd will advise the client that they are leaving the site.

5. Construction Site

Solo surveying may not be conducted by DPW Ltd on an unoccupied Construction Site. Attendance by an owner's representative will be required.

On a site where active demolition or construction is underway DPW Ltd will request prior access to the site Health and Safety Rules and Welfare arrangements.

DPW Ltd will provide full contact and emergency contact details prior to any survey taking place.

DPW Ltd will complete the site induction process as required by the site Health and Safety policy.

DPW Ltd will furnish and wear PPE commensurate with the requirements of the site.

- Hard hat with chinstrap.
- High visibility jacket.
- Safety boots with mid plate sole protection.
- Safety glasses.



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Only scaffolding erected and tagged by a competent person will be used for survey purposes.

On arrival DPW Ltd will carry out a preliminary risk assessment (6. Site Risks below) to ensure that the location is a safe place to survey and that the site Health and Safety regime is being duly observed.

If DPW Ltd believe that there is an element of risk attendant upon surveying the site, the survey will be paused, and the client advised.

In the first instance DPW Ltd will allow the client time to obviate or mitigate the risk whilst remaining on site. In this case the survey will re-commence.

If it is not possible to mitigate the risk within a reasonable period of time the survey will be halted and re-arranged.

Upon successful completion of the survey DPW Ltd will advise the client / owner / managers that they are leaving the site.

6. Site Risks

Preliminary site inspection will include, but not be limited to assessment of some or all of the following:

- Structural stability and access.
- Timber, glass and sharp objects.
- Fragile roof surfaces.
- Unsafe atmosphere – confined spaces, rotting materials.
- Danger from live and unsecured services – electricity, gas, water.
- Plant and machinery.
- Slip and trip hazards.
- Falls from height.
- Hidden apertures and traps.
- Impact of other people and animals.
- Adverse weather conditions.
- Isolation.

7. Health and Safety Awareness

DPW Ltd maintain ongoing awareness of current and developing Health and Safety requirements and good practice by monitoring online publications from organisations such as hse.gov.uk and citb.co.uk.



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Please refer to our website for our terms and conditions

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