
PROJECT NAME

Risk Management Log

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Document Owner: Levitt Bernstein



Purpose:

The Risk Management Log is a record of each identified hazard or activity and the actions taken or to be taken to eliminate the hazard or reduce the associated risks. It is in two sections.

Section One is a summary of the risks showing the current owner and status of each risk.

Section Two is a collection of Risk Monitoring Sheets. The Risk Monitoring Sheets are 'living documents' and are reviewed and updated at each Design Team Meeting or whenever new hazards or activities are identified. Importantly, they specify who is the current owner of the risk and what action they should be taking to eliminate the hazard or reduce the associated risk(s).

Section One:

Hazard No.	Date Identified	Description	Original Exposure Status	Risk Owner	Current Exposure Status
00 <i>(example)</i>	14/07/07	<i>Possible asbestos containing materials in voids not yet inspected.</i>	<i>Low, Medium or High</i>	<i>Client Name</i>	<i>High</i>
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					



Section One (Continuation Sheet):



Section Two:

Section Two consists of a set of monitoring sheets, one sheet per hazard and identified by the 'Hazard Number'. The monitoring sheets are 'living' documents and are regularly updated as the risk event is controlled. The first sheet is given as an example and can be deleted before issuing the Risk Management Log for the first time.



Risk Monitoring Sheet

Hazard No.	Date Identified	Original Exposure Status	Date Last Reviewed	Current Exposure Status
RMS 00	14/05/07	High	15/07/07	High

Description:

Description of Hazard or Activity	<i>Possible asbestos containing materials located in voids that have not yet been inspected.</i>
Description of Risk Event(s)	<i>Partial demolition of building as part of refurbishment project may release asbestos fibres.</i>
Consequences Risk Event(s)	<i>Release of fibres could cause serious illness and death to all those exposed – operatives, people in the occupied parts of the building and general public in the vicinity of the works.</i>
Current Risk Owner	<i>Client</i>

Actions:

Actions Required by Risk Owner to Eliminate the Hazard or Control the Risk Event(s)	Target Date
<i>Client to commission a Type 3 Asbestos Survey.</i>	<i>30/06/07</i>
<i>Client to arrange for Specialist Contractor to remove asbestos.</i>	<i>Prior to start of contract.</i>

Actions Taken to Eliminate the Hazard or Control the Risk Event	Date
<i>Type 3 Asbestos Survey Report received indicating some asbestos containing materials and their locations.</i>	<i>15/07/07</i>



Communication of Residual Risk:

RMS 00

<p>State Why Hazard Cannot be Eliminated through Design:</p>
<p><i>Risks relate to work on an existing building. Areas to be demolished had to be removed to make way for a new disabled lift – there was no other suitable location.</i></p>

<p>State Information Principal Contractor will need to know to Manage the Risk(s):</p>	
<p><i>Asbestos Register provided by Client is to be passed on to the Principal Contractor together with any documentation relating to the Asbestos Removal Works once these have been carried out.</i></p>	
<p><i>photo</i></p>	<p><i>photo</i></p>

<p>State Information Building Owner and/or Occupier will need to know to Manage the Risk(s):</p>
<p><i>Documentation from Asbestos Removal Works is to be copied to Client so that he/she can update the Asbestos Register for the premises.</i></p>

<p>State Any Other Significant Information:</p>
<p><i>Refer to marked up drawings and sketches.</i></p>

Risk Monitoring Sheet

Hazard No.	Date Identified	Original Exposure Status	Date Last Reviewed	Current Exposure Status
RMS 01				

Description:

Description of Hazard or Activity	
Description of Risk Event(s)	
Consequences Risk Event(s)	
Current Risk Owner	

Actions:

Actions Required by Risk Owner to Eliminate the Hazard or Control the Risk Event(s)	Target Date

Actions Taken to Eliminate the Hazard or Control the Risk Event(s)	Date



Communication of Residual Risk:

RMS 01

State Why Hazard Cannot be Eliminated through Design:

State Information Principal Contractor will need to know to Manage the Risk(s):	
<i>Risk Management Log to be issued to Contractor</i>	
<i>photo</i>	<i>photo</i>

State Information Building Owner and/or Occupier will need to know to Manage the Risk(s):
<i>Refer to marked up drawings and sketches.</i>

State Any Other Significant Information:
<i>Refer to marked up drawings and sketches.</i>

Risk Management Log Revision History:

Revision No.	Revision Date	Changes Made
0		First Issue
1		
2		
3		

Approval & Issue:

The following person has authorised issue of this document

Position	Name	Signature	Date of Signature
Project Leader or CDM-Co-ordinator			

The original signed copy of this document is stored:	Hard Copy Filed : Job No/12.2 Electronic Copy : Job No/12.0 Health & Safety (CDM)
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