**HEALTH & SAFETY FILE**

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| **PRINCIPAL CONTRACTOR** |  |

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| **SITE ADDRESS** |
| **NAME**  **ADDRESS 1**  **ADDRESS 2**  **CITY**  **COUNTY**  **POSTCODE** |

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| **VERSION NUMBER** | **1** |

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| **DATE PREPARED: 17 June 2019** | **BY:** |

**OUTLINE OF WORKS CARRIED OUT:**

**INSERT SCOPE OF WORKS**

Revision history

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| **Version** | **Date** | **Changes** |
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Approval

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| **Version** | **Author** | | **Reviewed/Authorised** | |
|  | **By** | **Date** | **By** | **Date** |
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Document issue

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| **Issued to** | **Role** | **Company** |
| XXXXXXXXX | CDM PC | Group Ltd |
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### INTRODUCTION

## Construction Design and Management (Regulations 2015)

The H&S File contains information which is aimed to assist in the health and safety of those who will be involved with the structure and any installed equipment after the completion of the project. It must alert them to any health and safety risks that will need to be dealt with during maintenance, repair, construction and subsequent demolition.

## How to Use the File

Contents of the H&S File will vary depending on the type of structure and health and safety risks that will have to be managed. Typical information which may be put in the H&S File includes:

1. A brief description of the work carried out;

2. Residual hazards and how they have been dealt with;

3. Key structural principles incorporated in the design of the structure and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;

4. Any hazards associated with the materials used;

5. Information regarding the removal or dismantling of installed plant and equipment;

6. Operation and Maintenance Manuals for installed plant and equipment;

7. Health and safety information about equipment provided for cleaning or maintaining the structure;

8. Information and as-built drawings of the structure, its plant and equipment;

9. Details of the location and nature of any utilities and services, including emergency and fire-fighting systems.

## Updating and Maintaining the File.

## The H&S File must be kept accessible so that it can be easily updated and maintained and allow new information to be inserted and old information extracted without disrupting the rest of the file.

When making amendments and updating the file, the document status at the front should be updated, with a description of the changes and the date they were made. All holders of copies of the Health and Safety File must receive updates as they occur.

## Future Use of the File

The Client must keep the H&S File available for those who need to use it. This will include users, maintenance contractors, a future Principal Designer, Principal Contractor and other contractors preparing for or carrying out maintenance, additional construction or future demolition work.

The H&S File should be kept at the premises to which it relates. It may be useful to store it in two parts; one containing information that is relevant for day-to-day use, e.g. O&M manuals, and the other part for longer-term use, e.g. As-Built drawings, which may only be required when major alterations are carried out.

The H&S File may be stored electronically, however in whatever form it is stored it should be easily accessible.

Should the client sell all or sub divide the structure, the H&S File, or the relevant parts of the H&S File should be passed to the new owner.

## Location of the File

The duty holder of the site must know the location of the H&S file for the premises.

## Contents of the File

**Section 1. Project Information**

**1.1 Project directory**

* + - * Professional Team
      * Construction Team
      * Construction Materials Suppliers

**1.2 Description of Works and Programme**

**1.3 Survey Data**

**1.4 Register of Hazardous Substances Used**

**1.5 Designers Risk Assessments** covering aspects such as access arrangements, specialist equipment required, lifting points, etc. in relation to:

* + - * Operation
      * Cleaning
      * Maintenance and Repair
      * Decommissioning

**1.6 Schedule of Equipment, Fixtures & Fittings**

**1.7 Schedule of Residual Hazards**

**Section 2.** **Operation and Maintenance**

Operating, maintenance, cleaning and trouble shooting instructions necessary for in-house staff to operate installed systems, equipment and carry out basic maintenance and cleaning work.

# Section 3. As-Built Drawings

* Architectural
* Structural
* Mechanical Services
* Electrical Services
* Fire alarm
* Intruder alarm
* Plumbing and Mains Supply
* Drainage connections to waste-water system
* Data cabling
* Asbestos left undisturbed (if a refurbishment project)

# Section 4. Certification

* + - * + Statutory Approvals
* Guarantees and Warranties
  + - * + Electrical Certificates
        + Fire systems

Installation

Emergency Lighting