The following document offers guidance on the preparation and issue of the Health and Safety File.

The section headings in the Health and Safety File template follow the recommendations given in the Health and Safety Executive’s (HSE) Legal Series guidance L153 and the Construction Industry Advisory Committee’s (CONIAC) industry guidance CDM15 with the addition of two additional headings;

* Statutory Authorities Notification, Consents and Approvals
* Schedule of O&M and Building Manuals

It should be noted that each section might not need to be completed, as the information required will depend on the type and nature of the project. In these cases insert ‘Not applicable’ or ‘None identified’ in the appropriate section within the Health and Safety File.

It is important to agree at an early stage what format the client will require the Health and Safety File to be provided in e.g. electronic or hard copy format, number of copies required and any other particulars.

**What is the Health and Safety File?**

The Health and Safety File is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

When preparing the health and safety file, information on the following should be considered for inclusion:

* A brief description of the work carried out.
* Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land, buried services etc.).
* Key structural principles (for example, bracing or sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs
* Hazardous materials used (for example, lead paints and special coatings.
* Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment).
* Health and safety information about equipment provided for cleaning or maintaining the structure.
* The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services.
* Information and as-built drawings of the structure / building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks.

The file does not need to include things that will be of no help when planning future work, for example:

* Pre-construction information
* Construction Phase Plan
* Construction phase risk assessments
* Contractual documents
* Unnecessary marketing information
* Information contained in other handover documents. Rather relevant cross-references should be included

Note: The Health and safety File is not to be confused with Operation and Maintenance Manuals or Building Manuals. However, some clients may want these documents combined. Additionally, there is often an overlap in information required in these documents. As above, where this is the case the use of relevant cross-referencing is encouraged.

**Templates**

A template for a Health and Safety File is provided within the Health and Safety Business Management System under Construction (Design and Management) Regulations 2015 / Forms / Principal Designer**: HS 4.0-F-15-CDM 2015 - Health and Safety File**