



## **HEALTH & SAFETY FILE**

**Project Title  
& Address**

**for**

**Client Name  
& Address**

Photo

**Job Reference:**

Version	Purpose of Issue/Amendment	Prepared By	Date Issued	Issued to

## **PURPOSE OF THE HEALTH & SAFETY FILE**

This Health and Safety File is a record of information for the end user of the completed project described in section 2.0 and focuses on health and safety.

The information contained within the File is intended to alert those who are responsible for the structure and equipment installed in it, to the significant health and safety risks and the prevention and/or protection measures that will need to be managed during subsequent use, maintenance, cleaning and future construction work or demolition.

The building owner / occupier has a statutory duty to ensure that this Health & Safety file is kept available for inspection by any person who may need it and shall ensure that the file is revised as may be appropriate to incorporate any relevant new information.

If the building owner/occupier disposes of their interest in the building they are responsible for ensuring that any person who acquires an interest in the building is made aware of the nature & purpose of the file.

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## **1.0 PROJECT DUTY HOLDERS**

### **1.1 Client**

Address:

Contact Name:

Contact Phone:

### **1.2 Designer**

Address:

Contact Name:

Contact Phone:

### **1.3 Principal Designer**

Address:

Contact Name:

Contact Phone:

### **1.4 Principal Contractor**

Address:

Contact Name:

Contact Phone:

	Description	Requirement	Information Supplied
<b>2.0</b>	Description of the Works	Brief description of the work carried out	
<b>3.0</b>	Residual Hazards	Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land).	
<b>4.0</b>	Key Structural Principles	Key structural principles (e.g. bracing, sources of substantial stored energy including pre-or post-tensioned members) and safe working loads for floors and roofs.	
<b>5.0</b>	Hazardous Materials Used	Hazardous materials used (e.g. lead paints and special coatings).	
<b>6.0</b>	Information regarding the removal or dismantling of installed plant and equipment.	Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment).	
<b>7.0</b>	Equipment for cleaning or maintaining the structure	Health and safety information about equipment provided for cleaning or maintaining the structure (e.g. fall protection systems, high reach mobile platforms/vehicles).	
<b>8.0</b>	Location of Significant Services	The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services etc.	
<b>9.0</b>	Information and As-Built Drawings	Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).	