## APPENDIX B - Health & Safety File Contents

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| **Health & Safety Files Template** |
| **Cover** | **Project Title/Building Ref/Job Number/Issue Date/Version Control Data** |
| 1.
 | **Introduction** |
|  | Project title |
|  | Explanation of purpose of the file |
|  | Explanation of client’s statutory duties |
|  | **Document Control** |
|  | Form to record future changes to the file |
|  | **Project Particulars** |
|  | Brief History |
|  | Description of the Site at Time of Project |
|  | Historical Use of the Site  |
|  | Previous known Projects on the Site  |
|  | Location of the building |
|  | Description of the work carried out |
|  | Date of commencement and completion |
|  | **Project Directory** |
|  | Client details |
|  | Designers details |
|  | CDMC details |
|  | Contractor and sub-contractor details |
|  | **Residual Hazards** |
|  | Details of all residual hazards and how they have been dealt with |
|  | Hazards existing before the project and not removed |
|  | Hazards introduced by the project |
|  | Workplace “in use” hazards |
|  | Asbestos |
|  | **Key Structural Principles** |
|  | Details of construction methods used |
| * 1.
 | Overview of structural design principles |
|  | Safe working loads |
|  | Sources of substantial stored energy |
|  | **Hazardous Materials** |
|  | Details of hazardous materials used or retained |
|  | Hazards arising during use |
|  | Hazards arising during maintenance or cleaning |
|  | Hazards arising during future alteration or demolition |
|  | **Building Strategies** |
|  | Maintenance StrategyProcedures for roof access, cleaning of windows etc. |
|  | Safe Access Routes for Maintenance |
|  | Access / Disabled Access Strategy |
|  | Cleaning Strategy |
|  | Fire Safety Strategy.Full details of the fire risk strategy forming part of the submission to the Building Control or preliminary fire risk assessment are to be included as this will form the basis of the full fire risk assessment once the building is occupied. |
|  | Floor Plans Showing:* Fire alarm positions
* Emergency lighting
* Fire extinguisher positions
* Fire separation and means of escape
 |
|  | Location plans for key services, means of isolation and controls |
| **Section 9** |  |
| 9.1 | Details of any special arrangements for the safe removal or dismantling of installed plant, equipment or building fabric. Primary method statements, which may assist in carrying out future alterations to the works, should also be included. |
| **Section 10** | **Drawings and information** |
| 10.1 | Copies of the ‘design’ drawings  |
| 10.2 | Copies of ‘as built’ drawings to be referenced to the drawings contained Operational and Maintenance Manuals |
| 10.3 | Summary of essential as built information to include any unusual forms of construction |
| **Section 11** | **Schedule of other information**(Available but not included in the file) |
| 11.1 | O&M manuals |
| 11.2 | Record drawings |
| 11.3 | Test certificates |
| 11.4 | Other relevant documents and information |