



The Construction (Design and Management) Regulations 2015

Health and safety file

What anyone will need to know to maintain, clean, alter or demolish this structure safely. Kept by the client for the life of the building.

PROJECT

ADDRESS OF THE STRUCTURE			
CLIENT		PRINCIPAL DESIGNER	
PRINCIPAL CONTRACTOR		WHERE THIS FILE IS KEPT	
REVISION	DATE		HANDED TO THE CLIENT ON

Update record

The client keeps this file available to anyone who needs it, revises it when the structure changes, and passes it on if the structure is sold (regulations 4(5) and 4(7)).

REV	DATE	WORK THAT CHANGED THE STRUCTURE	BY

CONTENTS

What this file holds

The eight headings HSE guidance says to consider. Mark each as included or not applicable, and say where the detail sits.

HEADING	INCLUDED	N/A	WHERE TO FIND IT
A brief description of the work carried out	☐	☐	
Hazards not eliminated, and how they were addressed	☐	☐	
Key structural principles and safe working loads	☐	☐	
Hazardous materials used	☐	☐	
Removing or dismantling installed plant and equipment	☐	☐	
Equipment for cleaning or maintaining the structure	☐	☐	
Significant services, their location and markings	☐	☐	
As-built drawings and information	☐	☐	

L153, APPENDIX 4, PARA 3

How the file is kept

Paper, electronic or both. Where each part is held, and how a later reader gets hold of it. The file must be in a convenient form.

L153, APPENDIX 4, PARA 4

What does not belong here. Anything that will not help somebody plan future work: the pre-construction information, the construction phase plan, contract documents and safety method statements. Enough detail to identify the risks, in proportion to them (L153, Appendix 4, para 4).

PROJECT	DOCUMENT Health and safety file	REVISION	DATE	PAGE 2 of 7
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THE WORK AND WHAT REMAINS

Description and residual hazards

What was built or changed, and the hazards the design and construction did not remove.

Brief description of the work carried out

What was done, where, and when. A later reader should be able to place every other section of this file against it.

L153, APPENDIX 4, PARA 3(A)

Hazards not eliminated, and how they were addressed

For example asbestos left in place, contaminated ground, fragile roof areas. Give the survey or report reference.

L153, APPENDIX 4, PARA 3(B)

HAZARD	LOCATION	HOW ADDRESSED	REFERENCE

STRUCTURE AND MATERIALS

How it stands, and what it is made of

The principles that keep the structure up, what the floors and roofs will carry, and materials that need care later.

Key structural principles

Bracing, sources of substantial stored energy, including pre- or post-tensioned members, and anything a later contractor must not cut or remove.

L153, APPENDIX 4, PARA 3(C)

Safe working loads

For floors and roofs.

L153, APPENDIX 4, PARA 3(C)

FLOOR OR ROOF AREA	SAFE WORKING LOAD	REFERENCE

Hazardous materials used

For example lead paints and special coatings. Say where they are and what precautions later work will need.

L153, APPENDIX 4, PARA 3(D)

MATERIAL	LOCATION	PRECAUTIONS FOR FUTURE WORK

PLANT AND EQUIPMENT

Getting it out, and looking after the building

How installed plant comes out at the end of its life, and the equipment provided for cleaning and maintaining the structure.

Removing or dismantling installed plant and equipment

Including any special arrangements for lifting it out.
L153, APPENDIX 4, PARA 3(E)

PLANT OR EQUIPMENT	LOCATION	ARRANGEMENTS FOR REMOVAL

Equipment for cleaning or maintaining the structure

Roof anchors, cradles, access systems, with test dates and safe working loads.
L153, APPENDIX 4, PARA 3(F)

EQUIPMENT	LOCATION	HEALTH AND SAFETY INFORMATION

SERVICES AND DRAWINGS

What runs through it, and the record of how it was built

Significant services

The nature, location and markings of each, and where it isolates.

L153, APPENDIX 4, PARA 3(G)

SERVICE	LOCATION AND ROUTE	MARKINGS	ISOLATION POINT
Electricity			
Gas supply			
Water			
Drainage			
Fire-fighting services			
Data and communications			
Underground cables			

As-built drawings and information

Of the building, its plant and equipment, including safe access to service voids, and fire doors.

L153, APPENDIX 4, PARA 3(H)

DRAWING OR DOCUMENT	NUMBER AND REVISION	FORMAT	WHERE HELD

HANDOVER

Passing the file to the client

At the end of the project the principal designer, or the principal contractor where there is no principal designer, passes the file to the client.

Handover record

REGULATION 12(10)

PREPARED BY, PRINCIPAL DESIGNER	COMPANY	SIGNATURE	DATE
RECEIVED BY, FOR THE CLIENT	COMPANY	SIGNATURE	DATE

If the principal designer left before the end

The file passes to the principal contractor, who keeps it up to date for the rest of the project.

REGULATIONS 12(8) AND 12(9)

PASSED TO THE PRINCIPAL CONTRACTOR ON	RECEIVED BY
OUTSTANDING ISSUES PASSED ON	

Who to ask about this file

The people who can explain what is in it, while they can still be found.

ROLE	NAME AND COMPANY	TELEPHONE OR EMAIL
Principal designer		
Principal contractor		
Designers		
Specialist contractors		

Later work on the structure

The client revises the file whenever the structure is altered. Record each change here and on the cover.

REGULATION 4(5)(B)(II)

DATE	WORK CARRIED OUT	FILE UPDATED BY	SECTIONS CHANGED