Appendix G **A Guide to the CDM Health and Safety File**

**Introduction**

CDM requires that a Health and Safety File is created and maintained for every significant structure within the Council’s Property Portfolio. Whist CDM requires that the File contain a number of key elements, it is not prescriptive on the methods used to record, maintain or communicate that information.

The Health and Safety File may be combined with a Building or Structure Manual, provided important health and safety information does not become obscured.

**Duty Holder Requirements**

The CDM Client has responsibility for developing the required format of Health and Safety Files, ensuring it is readily available to all who may need to refer to it, and for periodic review of the information within it for relevance and accuracy.

On a Project-by-Project basis, the Principal Designer and other Designers also have responsibility to ensure appropriate information is identified and included in the existing File (or create one in accordance with the Client’s requirements where the File does not already exist).

In a South Tyneside Council context, Asset Management will have a duty to maintain Health and Safety Files. The following approach is recommended:

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| **Council Service** | **Health and Safety File maintenance via:** |
| **Asset Management** | Maintain Health and Safety File for every significant structure (1) operated by South Tyneside Council and all associated supported Trusts, Schools, Management Committees and Partner Organisations.  |

1. “Structure” is as defined in the [CDM 2015 Regulations](http://www.legislation.gov.uk/uksi/2015/51/introduction/made)

**Health and Safety File Requirements**

The Health and Safety File informs those involved in any future construction work and those maintaining, refurbishing or cleaning the structure about residual key health and safety risk, and any arrangements or procedures to be followed. The File may be combined with a Buildings Manual but must not become obscured within it.

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

**The Health and Safety File will include the 8 elements given below:**

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| **Table 7** |
| **Item** | **Description** | **Guidance** |
| 1 | When the File was last updated (with a brief description of the Project carried out at that time) | Files may also be updated following a routine review. Item 1. Should record that review, along with the record of the last Project which altered the File. |
| 2 | Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed. | e.g. inclusion of , or appropriate cross-reference to, asbestos management plans, contaminated land surveys, structural surveys. |
| 3 | Key structural principles for the structure | e.g. bracing, sources of substantial stored energy, including pre- or post-tensioned members and safe working loads for floors and roofs. |
| 4 | Hazardous materials used (or otherwise identified) | e.g. special coatings which may be hazardous to health if mechanically removed. Reference to the age of the building will give some indication of the likelihood of historic use of lead paints, horsehair, etc. |
| 5 | Information regarding the removal or dismantling of installed plant and equipment  | e.g. any special arrangements for lifting such equipment. Reference to information already contained within Operating and Maintenance Manuals may be appropriate. |
| 6 | Information about equipment provided for cleaning or maintaining the structure | Access arrangements, permission or permit requirements, records of test, inspection, etc. |
| 7 | The nature, location and markings of significant services  | Including underground cables; gas supply equipment; fire-fighting services etc. – referencing appropriate drawings and schematics. |
| 8 | Key information about the building, its plant and equipment  | e.g. identification and the means of safe access to and from service voids, confined spaces, roofs etc. |

**Reviewing the Health and Safety File**

The CDM Client should review Files periodically to:

* Ensure the information remains valid and relevant.
* Confirm the File has been updated to reflect recent Project issues
* Evaluate the scope of cumulative minor works on fixed systems – this may warrant a refresh of as-built drawings and schematics for key services

Frequency of review will be dependent on the complexity of the structure and the frequency and scope of all construction-related work.