

H&S File Format

All documents must be electronic and saved with the property address & name of the document.

1. Description of work carried out
 - Site Location
 - Scope of work
 - Any additional works carried out not originally in scope
 - Any works omitted from the original project scope
2. Hazards not eliminated through the design and construction processes
 - Asbestos removal or encapsulation works
 - Risks relating to falls from height, edge protection
 - Fragile structures, rooflights etc
 - Fitting of guards or physical barriers, restricting access, signage
 - Confined spaces
3. Key structural principles
 - Works to structural elements, such as retaining walls, lintels, steelwork etc
 - Fire stopping in existing walls and structures
4. Hazardous materials used
 - List of specialist materials used, chemicals, coatings
5. Removal or dismantling of components, plant and equipment
 - Removal of chimneys
 - Removal of commercial heating plant
 - Consignment notes, waste transfer notes
6. Information regarding equipment provided for cleaning and maintenance
 - Information from manufacturers
 - Cleaning and maintenance regimes etc
7. Certification
 - Electrical certificates
 - Gas safety certificates
 - Asbestos removal certificates i.e. air tests, consignment notes & statements of cleanliness
 - Fire safety certification
8. The nature, location and marking of services
 - Underground cabling runs
 - Drainage runs
 - Gas or Water supplies
9. As built drawings of buildings, plant or equipment
 - Schematics, wiring diagrams
 - Service, pipework runs
 - Drainage runs
 - Drawings resulting in a change of specification or involvement from external agencies, i.e. building control