

## **H&S File Format**

All files need to be clearly named with the property name and the title of the document i.e., '5 Linton Court – CP12.'

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