

OXFORDSHIRE COUNTY COUNCIL

HEALTH AND SAFETY FILE

A file must be produced as part of all Section 38 and 278 projects to keep information likely to be significant for health and safety of future works need to be moulded.

Contents of the Health and Safety File

When putting together the Health and Safety file, you should consider including information about each of the following. The level of detail should allow the likely risk to be identified and addressed by those carrying out the work.

- a) A brief description of the works carried out
- b) Any residual hazards which remain and how they have been dealt with (e.g. surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc.)
- c) Structural principles (e.g. bracing, sources of substantial stored energy, including pre or post tensioned members and safe working loads)
- d) Hazardous materials used (e.g. lead paint, pesticides, special coatings that need to be burnt off etc.)
- e) Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting, order or other special instructions for dismantling etc.)
- f) Operational and maintenance manuals for any plant to be adopted to include Health and Safety information for cleaning (e.g. the means of safe access)
- g) The nature, location and markings of significant services, including underground cables, gas supply equipment, fire lighting services etc.
- h) Construction methods and materials if different from design
- i) Electronic copies of drawings used for construction
- j) As constructed drawings (see As Constructed Drawings information sheet)

Health and Safety Files are to be sent electronically on CD / DVD