

CDM HEALTH AND SAFETY FILE

CDM 2015 requires a Health & Safety File to be compiled or updated if one is in existence.

The Principal Contractor is responsible for collecting the information to compile the Health & Safety file, and should be doing so throughout the project. When the project is practically complete they must deliver it to the Principal Designer in draft format.

The information must be checked by the Principal Designer and verified as accurate before Practical Completion so it can be included in the Health and Safety file.

It is a legal duty to have the Health & Safety file available at Practical Completion or as soon as possible after completion.

This document and the information contained within should be used as a help aid for the completion of a project specific health and safety file. The required contents of the Health & Safety File are as follows;

Section 1	Introduction
1.1	Brief description of the works
1.2	Project team contacts
1.3	Contractors contacts
1.4	Project particulars
Section 2	Design Criteria
2.1	Architectural design concept
2.2	Structural design concept
2.3	Mechanical design concept
2.4	Electrical design concept
2.5	Fire strategy
Section 3	Construction Methods and Materials Used
3.1	Construction method
3.2	List of materials used
3.3	List of manufacturers
Section 4	Maintenance Requirements
4.1	List of equipment/materials to be maintained
4.2	Maintenance procedures
Section 5	Certificates and Warranties
5.1	Planning consent
5.2	Building regulations approval
5.3	Test certificates
5.4	Commissioning certificates
Section 6	Operation and Maintenance
6.1	Mechanical
6.2	Electrical
6.3	Others
Section 7	Drawings
7.1	"As built" drawings
7.2	Incoming services
7.3	Residual Risk Register