

## Introduction

CDM requires that a Health and Safety File is created and maintained for every significant structure within the Council's Property Portfolio. Whilst 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. A possible model for an integrated approach is given at Figure 1. The obvious preference is for electronic record and communication of the File via a networked application, e.g. Property Services Asset Management and Information System (AMIS). The chosen application will ideally allow for password protected read only access via portable and hand-held devices.

## 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 Fife Council context, Property Service, Transportation Service and Housing Service will have a duty to maintain Health and Safety Files. The following approach is recommended:

<b>Council Service</b>	<b>Health and Safety File maintenance via:</b>
<b>Property Service</b>	Maintain Health and Safety File for every significant structure <sup>(1)</sup> operated by Fife Council and all associated supported Trusts, Management Committees and Partner Organisations (including ALIOs by agreement). Use AMIS for maintenance. Customer and Contractor access via licence.
<b>Transportation Service</b>	For significant properties and structures retained and maintained directly by this Service, follow the Property Service approach. Ideally, share the same database (AMIS).
<b>Housing Service</b>	Maintain records within Housing Service database (or share AMIS) for all multi-storey blocks. There is no requirement to maintain Files for individual domestic dwellings however it may be advantageous to record and relevant health and safety information on a street-by-street or type-by-type basis. Current Stock Condition records may be appropriate for that purpose.

(1) "Structure" is as defined in the [CDM 2015 Regulations](#)

## 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:**

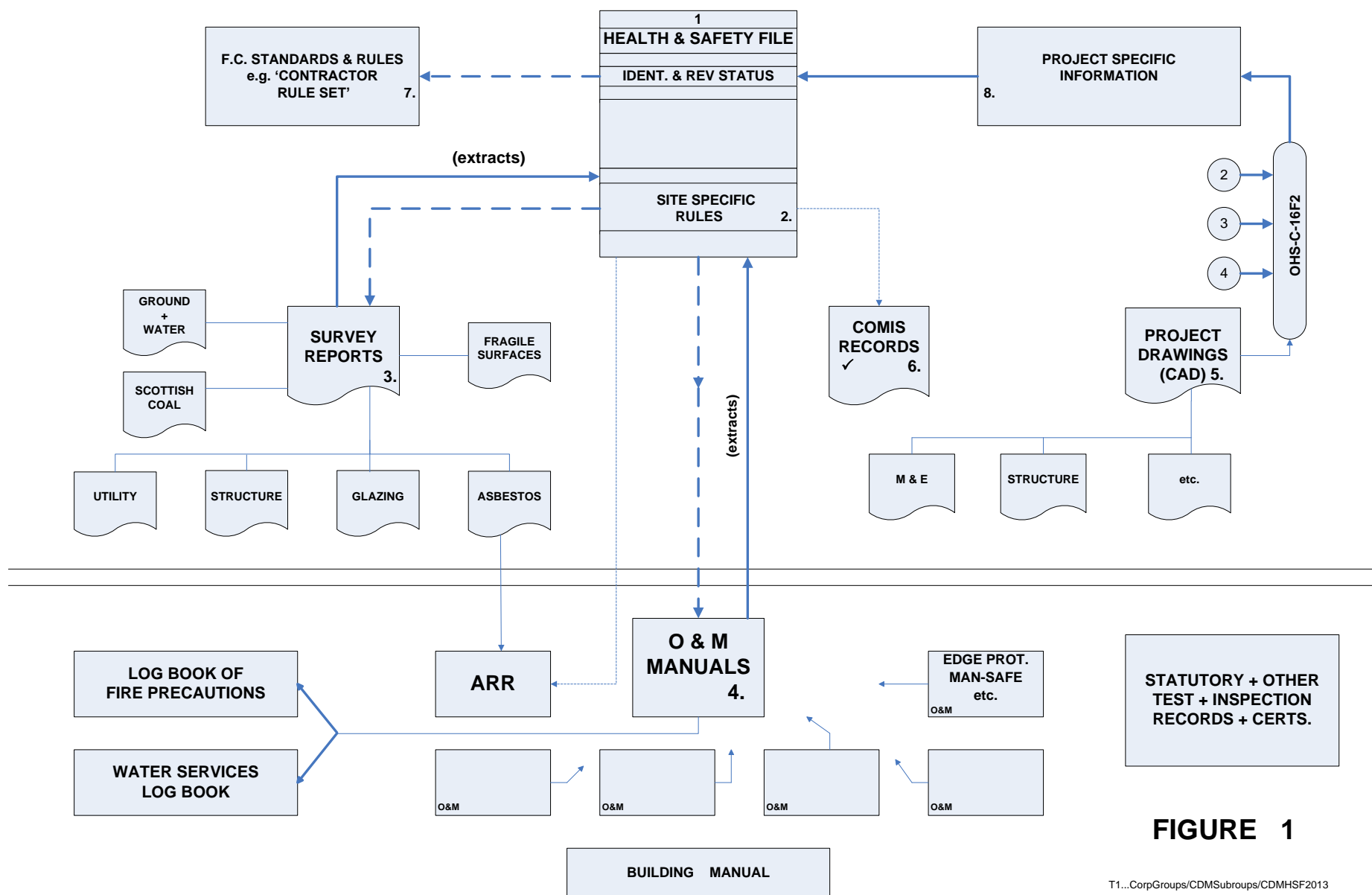
Item	Description	Guidance
1	When the File was last updated (with a brief description of the Project carried out at that time)	Files may also be updated following a routine review. Item 1. Should record that review, along with the record of the last Project which altered the File.
2	any hazards that have 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. CDM Client Services may consider an initial High/Medium/Low approach to Health and Safety File review over respective One/ Three/ Five Year periods.



**FIGURE 1**

T1...CorpGroups/CDMSubgroups/CDMHSE2013