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| **(A) Details** |
| Description of project/works |  |
| Location |  |
| Person in charge of project/works |  | Contact no. |  |
| Start date dd/mm/yyyy |  | Finish date |  |
|  |  |  |  |
| **(B) Appointments** – If there is more than one contractor involved then a Principal Designer and Principal Contractor **MUST** be appointed (Dutyholders) |
| Principal Designer (PD) |  |
| PD Contact Name |  | Contact no. |  |
| Principal Contractor (PC)  | University of Nottingham <Business Unit> |
| Contractor(s)Please state what services/materials for the project/works each contactor provided? |  |
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| **(C) Required information** - The health and safety file is defined as a file appropriate to the characteristics of the project/works, containing relevant health and safety information to be taken into account during any subsequent project/works. |
| Are there any remaining hazards? If so, please provide all relevant information - associated surveys etc. |  |
| Are there any key structural requirements?Bracing, sources of substantial stored energy including pre- or post-tensioned members and safe working loads for floors and roofs |  |
| Have any hazardous materials been used? Please provide any relevant information - Safety Data sheet(s), COSHH Assessment(s) |  |
| Any information regarding installed plant?Any special arrangements for lifting such equipment etc. |  |
| Have any changes been made that affect risk from fire?Is a new or review of existing fire risk assessment needed? | Yes | No | Please provide all details to the University Fire Advisor and University Health and Safety Department |
|  |[ ] [ ]   |
| Any essential health and safety information for future works?Strategies for maintenance, cleaning or other future works etc. |  |
| Are the nature, location and markings of significant services provided? Underground cables, gas supply equipment, fire-fighting services etc. Please provide suitable drawings |  |
| Is information and as-built drawings of the building, the plant and equipment provided?The means of safe access to and from service voids and fire doors etc. |  |
| There should be enough detail to allow the likely risks to be identified and addressed by those carrying out future work. However, the level of detail should be proportionate to the risks. This file should **not** include things that will be of no help when planning future construction projects/works. |
|  |  |
| **(D) Authorisation** Person in charge of project/works |
|  | Yes | No | Date | Signature |
| Is this information adequate for a Health and Safety File? |[ ] [ ]   |  |