

Project Title

Safety File

Complying with the

Constructions (2013) SI 291

Incorporating the

Building Control (Amendment) Regulations (2014) SI 9

Volume _____

Issue Date _____

Rev.	Authors	Approved by	Revision Summary	Date
Draft	Patrick Quearney (Lead Author) Kevin Sheridan Sean Walsh Bernard Doherty John Reilly	John Browne Brian O Connell Phil Totten	First draft	20/04/17
V 1.0	Patrick (Lead Author) Quearney Terry Maher	Deirdre Groarke John Browne Brian O Connell Phil Totten	First completed version	18/09/18
V 1.1	Patrick Quearney	Brian O Connell Phil Totten	Revision and corrections	01/2020
V 1.2	Vincent Burke		Insert Fire Safety Chapter. Amend Legislative requirements	01/2022

Health and Safety File Incorporating the Building Control Amendment (Regulations) File.

This is a Control and Reference Document.

Details	Issued by	Date
Name		
Company (Builder/Main Contractor)		
Signature		
	Issued by/Approved by	Date
Name		
Company (Architect/Engineer)		
Signature		
	Received by	Date
Name		
HSE/HBS Estates		
Signature		

This Health & Safety and BCAR File is made available to any person/s who may require information to review design strategy, conduct construction works or maintenance or repair works within the structure of the building or within the curtilage of the site.

No person is permitted to remove or alter the information contained within this Safety File without the express written permission of the HSE/HBS representative above or the Estates Manager for this area _____ or the designated Maintenance Manager for this building or site _____.

This Safety File provides information of the design and construction progress to enable the on-going and future maintenance requirements for this building. Therefore a copy of this Health and Safety File should remain in within the building.

Where applicable this file shall note the Protected Structure number of the building/site or part thereof, designated by the local authority

Location of Protected Structure	Local Authority	PS No

Note to;

- Contractors**
- Architects**
- Engineers**
- Building Surveyors**
- HSE Project Managers**
- HSE Engineers Officers**
- HSE Maintenance Managers.**

This Health and Safety File is a template to be used to be compiled in accordance with the Construction Regulations (2013) SI 291. The file template has been designed for use for an entire building project or for stand alone mechanical services, electrical services or lift installations or fire safety installations. Chapters 1 -8 deals with the building, Chapter 6 deal with Fire Safety, Chapter 9 deals with the Lifts Operation and Maintenance Manual, Chapter 10 deals with the Mechanical Services Operation and Maintenance Manual, Chapter 11 deals with the Electrical Services Operations and Maintenance Manual, Chapter 12 deals with Fire Safety, Chapter 13 deals with the Material Supplied by the HSE/HBS or End User such as medical or dental equipment and Chapter 14 is a User Manual which should be made up from short introductory instructions for users of the systems within a building, such as fire and intruder alarms, nurses call, heating and ventilation, kitchen equipment or other specialised equipment. Chapters 6, 9,10,11 and 12 may be used as a stand alone Health and Safety File depending on the project. All Health and Safety Files must contain Chapter 13 Users Manual.

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Chapter 3 Compliance. The original documents for this chapter should be retained as a separate folder by the Estates Department. This chapter should contain all information of compliance relating to the Planning Permission, Building Energy Rating, Building Regulations, Architect Certificate of Completion and Building Control (Amendment) Regulations

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3.17.4 Sub-Contractor/Specialist Contractor Inspection Plan and Report

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3.18.1 Ancillary Certificate of Compliance on Completion. Certificate signed by Sub-Sub-Contractor to Sub-Contractor/Specialist Sub-Contractor & Builder/Main Contractor (CIF 02).

3.18.2 Drawings, plans, elevations and sections.

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3.19 Index of Calculations, Specifications and particulars. Calculations, Specifications and particulars to be retained by the Assigned Certifier

Chapter 4 Health and Safety and Hazards Materials. This Chapter should contain all information relating to Risk Identification and Risk Assessments for the Maintenance and Cleaning of the building/site and Construction Health and Safety Plans. This Chapter should also include information relating to hazardous materials identified on site either before, during or after the construction works and should also include removal, disposal, transportation certificates and reports of any other relevant information.

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Chapter 12	Fire Safety Manual - Stand Alone. This Chapter should be appended to the Safety File as a separate Volume and should incorporate relevant information Chapter 4 and Chapter 7 and relevant information from Chapter 10 Electrical and 11 Mechanical.
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Chapter 14	Users Instructions
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	Fire Brigade
	Garda
	Local Authority
	ESB Networks
	Electricity Supplier
	Gas Networks Ireland
	Gas Supplier
	Water Supplier

Project Title

Health and Safety File

Complying with the

Constructions (2013) SI 291

Incorporating the

Building Control (Amendment) Regulations (2014) SI 9 File

Chapter 9 – Lifts

Operational & Maintenance Manual

Volume _____

Issue Date _____

Health and Safety File

Chapter 9 Lifts

Operational & Maintenance Manual

Control and Reference Document.

Details	Issued by	Date
Name		
Electrical Services Company		
Signature		

Details	Issued/Approved by	Date
Name		
Building Services Engineer		
Signature		

Details	Received by	Date
Name		
HSE/HBS Estates		
Signature		

This Health & Safety (Chapter 10 Lifts) is made available to any person/s who may require information to review design strategy, conduct construction works or maintenance or repair works on the lift or within the building.

No person is permitted to remove or alter the information contained within this Safety File without the express written permission of the HSE/HBS representative above or the Estates Manager for this area _____ or the designated Maintenance Manager for this building or site _____.

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Section 4 Health and Safety and Hazards Materials. This Chapter should contain all information relating to Risk Identification and Risk Assessments for the Maintenance and Cleaning of the building/site and Construction Health and Safety Plans. This Chapter should also include information relating to hazardous materials identified on site either before, during or after the construction works and should also include removal, disposal, transportation certificates and reports of any other relevant information.

4.1 Health and Safety Implications for Maintenance and Cleaning.

4.1.2 General Risk Mitigation

4.1.3 Installations Provided to Facilitate Safe Maintenance

4.1.4 Roof Space Access and Circulation

4.1.5 Lift Maintenance – Safety Requirements

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Section 6 Commissioning Certificates - This section to include all Commissioning Certificates.

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7.4 Owner's Manual.

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11.6 Electricity Supplier

11.7 Gas Networks Ireland

11.8 Gas Supplier

11.9 Water Supplier

Section 1. General Information and Amendments

1.1 Importance Notices

1.2 Statutory Requirements.

This Safety File is to be compiled in accordance with the Constructions Regulations (2013) SI 291

The Safety File must be compiled by the Project Supervisor Design Process with substantial input from the main contractor, Project Supervisor Construction Stage, sub-contractors and Design Team

1.3 Rationale for Health and Safety File

This Safety File is a record of all documentation relating to the construction process and the completed building. As such this Safety File should be made available to all those engaged in the ongoing maintenance and repair of the building or in the construction, alteration and/or extension to the building.

1.4 Amendments to the File

Amendments to the File should be signed below by the person making the amendment and or/alteration.

Amendments should be listed by discipline and element and record the date and time of the changes.

Amendments to Section 10 Mechanical and Section 11 Electrical should be signed and recorded in the relevant sections

Record of amendments below

Name	Company	Section and Element	Information relating to the Amendment	Date

Project Title

Health and Safety File

Complying with the

Constructions (2013) SI 291

Incorporating the

Building Control (Amendment) Regulations (2014) SI 9 File

Chapter 10

Mechanical Services

Installations

Operational & Maintenance Manual

Volume _____

Issue Date _____

Health and Safety File – Chapter 10

Mechanical Services Installation

Operational & Maintenance Manual

Control and Reference Document.

Details	Issued by	Date
Name		
Mechanical Services Company		
Signature		

Details	Issued/Approved by	Date
Name		
Building Services Engineer		
Signature		

Details	Received by	Date
Name		
HSE Estates		
Signature		

This Health & Safety (Section 10 Mechanical) is made available to any person/s who may require information to review design strategy, conduct construction works or maintenance or repair works within the structure of the building or within the curtilage of the site.

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- 1.2 Statutory Requirements
- 1.3 Rationale for Health and Safety File
- 1.4 File Maintenance
- 1.5 Amendments to the File
- 1.6 Warning Notices and Safety Protocols
- 1.7 Further information regarding the instructions can be found in the building Health and Safety File which can be accessed through the Building Maintenance Manager or Estate Manager for your area.

Section 2 Project Particulars – Names, Addresses, Telephone and e-Mail Contacts

- 2.1 Name and Address of the Project
- 2.2 Description of the Project
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- 2.4 Project Directory- Names, Addresses, Telephone Nos, Email Addresses**
- 2.5 Builder Services Engineer/s
- 2.6 Mechanical Services Contractor
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- 3.3.2 Low Pressure Hot Water System
- 3.3.3 Ventilation Services
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- 3.3.5 Ventilation Services
- 3.3.6 Gas Installation
- 3.3.7 Chilled Water Installation
- 3.3.8 Air Conditioning Services
- 3.3.9 Renewable Technologies & Heat Pumps

Section 4 Health and Safety and Hazards Materials. This Chapter should contain all information relating to Risk Identification and Risk Assessments for the Maintenance and Cleaning of the building/site and Construction Health and Safety Plans. This Chapter should also include information relating to hazardous materials identified on site either before, during or after the construction works and should also include removal, disposal, transportation certificates and reports of any other relevant information.

4.1 Health and Safety Implications for Maintenance and Cleaning.

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4.1.3 Installations Provided to Facilitate Safe Maintenance and Cleaning

4.1.4 Roof Space Access and Circulation

4.1.5 Roof Light Maintenance

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4.2.2 Construction Health and Safety Plan– Project Supervisor Construction Stage

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4.3.3 Asbestos Transportation and Disposal Certificate

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Section 7 Handover Certificates. This section should include all Handover Certificate per system.

- 7.1 Fire Extinguishers/Suppression Systems
- 7.2 Heating Controls/BMS
- 7.3 Ventilation Controls
- 7.4 Air Conditioning

Section 8 Equipment and Plant Details. This Section should include, but is not limited to, all information relating to the make, model, reference no, product information guides, technical data sheets, health and safety data sheets, Declaration of Performance and CE marking conformance.

- 8.1 Fire Extinguishers/Suppression Systems
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- 11.7 Gas Networks Ireland
- 11.8 Gas Supplier
- 11.9 Water Supplier

Section 1. General Information and Amendments

1.1 Importance Notices

1.2 Statutory Requirements.

This Safety File is to be compiled in accordance with the Constructions Regulations (2013) SI 291

The Safety File must be compiled by the Project Supervisor Design Process with substantial input from the main contractor, Project Supervisor Construction Stage, sub-contractors and Design Team

1.3 Rationale for Health and Safety File

This Safety File is a record of all documentation relating to the construction process and the completed building. As such this Safety File should be made available to all those engaged in the ongoing maintenance and repair of the building or in the construction, alteration and/or extension to the building.

1.4 Amendments to the File

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Amendments should be listed by discipline and element and record the date and time of the changes.

Amendments to Section 10 Mechanical and Section 11 Electrical should be signed and recorded in the relevant sections

Record of amendments below

Name	Company	Section and Element	Information relating to the Amendment	Date

Project Title

Health and Safety File

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Incorporating the

Building Control (Amendment) Regulations (2014) SI 9 File

Chapter 11

Electrical Services

Installations

Operational & Maintenance Manual

Volume _____

Issue Date_____

Health and Safety File

Chapter 11 Electrical Services Installation

Operational & Maintenance Manual

Control and Reference Document.

Details	Issued by	Date
Name		
Electrical Services Company		
Signature		

Details	Issued/Approved by	Date
Name		
Building Services Engineer		
Signature		

Details	Received by	Date
Name		
HSE/HBS Estates		
Signature		

This Health & Safety (Section 10 Mechanical) is made available to any person/s who may require information to review design strategy, conduct construction works or maintenance or repair works within the structure of the building or within the curtilage of the site.

No person is permitted to remove or alter the information contained within this Safety File without the express written permission of the HSE/HBS representative above or the Estates Manager for this area _____ or the designated Maintenance Manager for this building or site _____.

This Safety File provides information of the design and construction progress to enable the on-going and future maintenance requirements for this building. Therefore this file should remain in its current location.

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- 1.1 Importance Notice
- 1.2 Statutory Requirements
- 1.3 Rationale for Health and Safety File
- 1.4 File Maintenance
- 1.5 Amendments to the File
- 1.6 Warning Notices and Safety Protocols
- 1.7 Further information regarding the instructions can be found in the building Health and Safety File which can be accessed through the Building Maintenance Manager or Estate Manager for your area.

Section 2 Project Particulars – Names, Addresses, Telephone and e-Mail Contacts

- 2.1 Name and Address of the Project
- 2.2 Description of the Project
- 2.3 Commencement and Completion Dates
- 2.4 Project Directory- Names, Addresses, Telephone Nos, Email Addresses**
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Section 4 Health and Safety and Hazards Materials. This Chapter should contain all information relating to Risk Identification and Risk Assessments for the Maintenance and Cleaning of the building/site and Construction Health and Safety Plans. This Chapter should also include information relating to hazardous materials identified on site either before, during or after the construction works and should also include removal, disposal, transportation certificates and reports of any other relevant information.

- 4.1 Health and Safety Implications for Maintenance and Cleaning.

- 4.1.2 General Risk Mitigation
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- 5.5 Disabled refugee
- 5.6 BMS system
- 5.7 MV Distribution System
- 5.8 LV Distribution System
- 5.9 General Services Power System
- 5.10 General Lighting
- 5.11 Back Up Systems
- 5.12 Lighting Protection System.
- 5.13 Earthing system.
- 5.14 Containment
- 5.15 Protective Services
- 5.16 Personal Alarm
- 5.17 UPS system
- 5.18 Power Factor Correction
- 5.19 Public address
- 5.22 Surge Protection
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6.2 Fire Suppression.

6.3 Emergency Lighting.

6.4 Disabled Call system

6.5 Disabled refugee

6.6 BMS system

6.7 MV Distribution System

6.8 LV Distribution System

6.9 General Services Power System

6.10 General Lighting

6.11 Back Up Systems

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6.13 Earthing system.

6.14 Containment

6.15 Protective Services

6.16 Personal Alarm

6.17 UPS system

6.18 Power Factor Correction

6.19 Public address

6.22 Surge Protection

6.23 ICT system

6.24 CCTV

6.25 Traffic and Security Barriers

6.26 Audio Visual

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- 7.1 Fire Alarm
- 7.2 Emergency Lighting
- 7.3 Nurse Call
- 7.4 Disabled Refuge

Section 8 Equipment and Plant Details. This Section should include, but is not limited to, all information relating to the make, model, reference no, product information guides, technical data sheets, health and safety data sheets, Declaration of Performance and CE marking conformance8.1 Fire Alarm

- 8.2 Fire Suppression.
- 8.3 Emergency Lighting.
- 8.4 Nurse Call system
- 8.5 Disabled refugee
- 8.6 BMS system
- 8.7 MV Distribution System
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- 8.13 Earthing system.
- 8.14 Containment
- 8.15 Protective Services
- 8.16 Personal Alarm
- 8.17 UPS system
- 8.18 Power Factor Correction

- 8.19 Public Address System
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- 9.2 Start-up Procedures
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- 9.5 Schedule of Set Points

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- 10.2 Emergency Lighting
- 10.3 Disabled Refuge
- 10.4 Preventative Maintenance
- 10.5 Consumable Items
- 10.6 Recommended 'Running Spares'
- 10.7 Fault Finding Procedures
- 10.8 Schedules of Maintenance Procedures

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- 12.2 Fire Brigade

12.3	Gardai
12.4	Local Authority
12.5	ESB Networks
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12.7	Gas Networks Ireland
12.8	Gas Supplier
12.9	Water Supplier

Section 1. General Information and Amendments

1.1 Importance Notices

1.2 Statutory Requirements.

This Safety File is to be compiled in accordance with the Constructions Regulations (2013) SI 291

The Safety File must be compiled by the Project Supervisor Design Process with substantial input from the main contractor, Project Supervisor Construction Stage, sub-contractors and Design Team

1.3 Rationale for Health and Safety File

This Safety File is a record of all documentation relating to the construction process and the completed building. As such this Safety File should be made available to all those engaged in the ongoing maintenance and repair of the building or in the construction, alteration and/or extension to the building.

1.4 Amendments to the File

Amendments to the File should be signed below by the person making the amendment and or/alteration.

Amendments should be listed by discipline and element and record the date and time of the changes.

Amendments to Section 10 Mechanical and Section 11 Electrical should be signed and recorded in the relevant sections

Record of amendments below

Name	Company	Section and Element	Information relating to the Amendment	Date

Project Title

Health and Safety File

Complying with the

Constructions (2013) SI 291

Incorporating the

Building Control (Amendment) Regulations (2014) SI 9 File

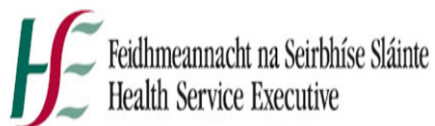
Chapter 12

Fire Safety

Operational & Maintenance Manual

Volume _____

Issue Date _____



Health and Safety File

Chapter 12 Fire Safety

Operational & Maintenance Manual

Control and Reference Document.

Details	Issued by	Date
Name		
Electrical Services Company		
Signature		

Details	Issued/Approved by	Date
Name		
Building Services Engineer		
Signature		

Details	Received by	Date
Name		
HSE/HBS Estates		
Signature		

This Health & Safety (Section 12 Fire Safety) is made available to any person/s who may require information to review design strategy, conduct construction works or maintenance or repair works within the structure of the building or within the curtilage of the site.

No person is permitted to remove or alter the information contained within this Safety File without the express written permission of the HSE/HBS representative above or the Estates Manager for this area _____ or the designated Maintenance Manager for this building or site _____.

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- 1.2 Statutory Requirements
- 1.3 Rationale for Health and Safety File
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- 2.5 Fire Safety Consultant/s
- 2.6 Contractor / s
- 2.7 Sub-Contractors
- 2.8 Suppliers and manufacturers for all material, plant and equipment

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- 3.1 Design Strategy – Outline of Design Assumptions
- 3.1.1 Fire Alarm
- 3.1.2 Fire Suppression.
- 3.1.3 Emergency Lighting.
- 3.1.4 Fire Extinguishers

- 3.1.5 General contractor Construction (Builders Cert)
- 3.1.6 Fire Doors
- 3.1.7 Fire Stopping
- 3.1.8 Fire Rated Glazing
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- 3.1.10 Surface Spread of Flame
- 3.1.11 Fabric
- 3.1.12 Fire Protection of Structure
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- 3.1.16 Fire Rated Ductwork
- 3.1.17 Cladding systems
- 3.1.18 Fire hydrants
- 3.1.19 Fire Brigade Access - Traffic and Security Barriers

Section 4 Health and Safety and Hazards Materials. This Chapter should contain all information relating to Risk Identification and Risk Assessments for the Maintenance and Cleaning of the building/site and Construction Health and Safety Plans. This Chapter should also include information relating to hazardous materials identified on site either before, during or after the construction works and should also include removal, disposal, transportation certificates and reports of any other relevant information.

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- 4.1.4 Switch Room Access

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- 5.2 Fire Suppression.
- 5.3 Emergency Lighting.
- 5.4 Fire Extinguishers
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- 5.9 Fire Rated Partitions
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- 5.15 Fire Dampers
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- 5.17 Cladding systems
- 5.18 Fire hydrants
- 5.19 Fire Brigade Access - Traffic and Security Barriers

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- 6.4 Fire Extinguishers
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- 6.18 Fire hydrants
- 6.19 Fire Brigade Access - Traffic and Security Barriers

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- 7.1 Fire Alarm
- 7.2 Fire Suppression.
- 7.3 Emergency Lighting.
- 7.4 Fire Extinguishers
- 7.5 General contractor Construction (Builders Cert)
- 7.6 Fire Doors
- 7.7 Fire Stopping
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- 7.14 Automatic Opening Ventilation
- 7.15 Fire Dampers
- 7.16 Fire Rated Ductwork
- 7.17 Cladding systems
- 7.18 Fire hydrants
- 7.19 Fire Brigade Access - Traffic and Security Barriers

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- 8.1 Fire Alarm
- 8.2 Fire Alarm
- 8.2 Fire Suppression.
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- 10.4 Fault Finding Procedures
- 10.5 Schedules of Maintenance Procedures

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- 11.1 Ambulance
- 11.2 Fire Brigade
- 11.3 Gardai
- 11.4 Local Authority
- 11.5 ESB Networks
- 11.6 Electricity Supplier
- 11.7 Gas Networks Ireland
- 11.8 Gas Supplier

11.9 Water Supplier

Section 1. General Information and Amendments

1.1 Importance Notices

1.2 Statutory Requirements.

This Safety File is to be compiled in accordance with the Constructions Regulations (2013) SI 291

The Safety File must be compiled by the Project Supervisor Design Process with substantial input from the main contractor, Project Supervisor Construction Stage, sub-contractors and Design Team

1.3 Rationale for Health and Safety File

This Safety File is a record of all documentation relating to the construction process and the completed building. As such this Safety File should be made available to all those engaged in the ongoing maintenance and repair of the building or in the construction, alteration and/or extension to the building.

1.4 Amendments to the File

Amendments to the File should be signed below by the person making the amendment and or/alteration.

Amendments should be listed by discipline and element and record the date and time of the changes.

Amendments to Section 10 Mechanical and Section 11 Electrical should be signed and recorded in the relevant sections

Record of amendments below

Name	Company	Section and Element	Information relating to the Amendment	Date

Project Title

Health and Safety File

Chapter 13

Material Supplied by HBS Estates, HSE and/or End User

Volume _____

Issue Date _____



**Health and Safety File – Material Supplier by HBS Estates,
HSE and/or End User**

Reference Document.

Details	Issued by	Date
Name		
Company Supplier		
Signature		

Details	Issued by	Date
Name		
Engineer/Installer Company		
Signature		

Details	Issued by	Date
Name		
HBS Project Manager/		
Signature		

Details	Received By	Date
Name		
HSE Manager		
Signature		

This Health & Safety File is made available to any person/s who may require information necessary for the safe use of the building for staff, patients or visitors

No person is permitted to remove or alter the information contained within this Safety File.

This file should remain in its current location.

Alteration or amendments to the file should only be carried out with the consent of the designated Maintenance Manager or Estates Manager for this area

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- 1.4 File Maintenance
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- 1.7 Further information regarding the instructions can be found in the building Health and Safety File which can be accessed through the Building Maintenance Manager or Estate Manager for your area.

Section 2. Materials and Equipment Supplied by HBS Estates, HSE or End User

- 2.1 Bed Pan Washers..
- 2.2 Washer Disinfectors.
- 2.3 Autoclave Sterilization Equipment.
- 2.4 Reverse Osmosis Equipment.
- 2.5 Other Equipment listed separately.

Section 1. General Information and Amendments

- 1.1 Importance Notices.
- 1.2 **Statutory Requirements.**

This Safety File is to be compiled in accordance with the Constructions Regulations (2013) SI 291

The Chapter of the Safety File must be compiled by the Health Service Executive/Health Business Service Project Manager for this building in conjunction with the building users and/or other HSE/HBS clinical or technical staff.

1.3 Rationale for Health and Safety File

This Health and Safety File is a record of all documentation relating to equipment and/or plant supplied by HSE/HBS. As such this Safety File should be made available to all those engaged in the on-going maintenance and repair of the building or in the construction, alteration and/or extension to the building. Equally this Safety File should be made available to those engaged in the maintenance and/or repair of the equipment or plant referred to in the following pages.

1.4 Amendments to the File

1.4.1 Amendments to the File should be signed below by the person making the amendment and or/alteration.

1.4.2 Amendments should be listed by discipline and element and a record of the date and time of the changes.

1.4.3 Record of amendments below:

Name	Company	New Equipment/ Alteration to existing Equipment	Information relating to the Amendment	Date

Project Title

Health and Safety File

Chapter 14

Users Manual

Volume _____

Issue Date _____



Health and Safety File – Users Manual

Reference Document.

Details	Issued by	Date
Name		
Company (Builder/Main Contractor)		

Signature		
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Details	Issued/Approved by	Date
Name		
Company (Architect/Engineer)		
Signature		

Details	Received by	Date
Name		
HSE/HBS Project Manager		
Signature		

Details	Received By	Date
Name		
HSE Manager		
Signature		

This Health & Safety User Manual is made available to any person/s who may require information necessary for the safe use of the building for staff, patients or visitors

No person is permitted to remove or alter the information contained within this File.

This file should remain in its current location.

Alteration or amendments to the file should only be carried out with the consent of the designated Maintenance Manager or Estates Manager for this area

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- 2.2 Lighting Control User Instructions
- 2.3 Fire Alarm User Instructions
- 2.4 Fire Alarm Emergency Lighting Instructions
- 2.5 Nurse Call/Personal Alarm User Instruction
- 2.6 Heating Controls Instructions/BMS
- 2.7 Ventilation Controls Instructions
- 2.8 Air Conditioning Instructions.
- 2.9 Lift Instructions and Safety Protocol
- 2.10 CCTV
- 2.11 Public Address System

Section 1. General Information and Amendments

- 1.1 Importance Notices
- 1.2 Statutory Requirements.**

This Safety File is to be compiled in accordance with the Construction Regulations (2013) SI 291

The Safety File must be compiled by the Project Supervisor Design Process with substantial input from the main contractor, Project Supervisor Construction Stage, sub-contractors and Design Team

1.3 Rationale for Health and Safety File

This Health and Safety File is a record of all documentation relating to the construction process and the completed building. As such this Safety File should be made available to all those engaged in the on-going maintenance and repair of the building or in the construction, alteration and/or extension to the building. This information contained in this Chapter is intended for the use of the staff for this building.

1.4 Amendments to the File

1.4.1 Amendments to the File should be signed below by the person making the amendment and or/alteration.

1.4.2 Amendments should be listed by discipline and element and a record of the date and time of the changes.

1.4.3 Record of amendments below

Name	Company	Section and Element	Information relating to the Amendment	Date