Health and Safety File

Road Construction Consent

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| Development: |  |
| RCC Ref: |  |
| Developer: |  |

**Document Control**

**Preparation**

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| **Prepared by:** |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |
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| **Approved by:** |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**Revisions**

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| **Revision No.** | **Date** | **Description** |
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**Distribution**

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**Guidance Notes**

Health and Safety Files are required by **law** to be produced when there is more than one contractor on site. These would include traffic management contractors and any work undertaken by the Council such as street lighting.

Information supplied should be concise, clear and provided in a format as directed by The Highland Council. This is to allow for compatibility with Council systems.

For the avoidance of doubt, the Health and Safety File does **not** need to include things that will be of no help when planning future construction works, for example:-

1. pre-construction information or the construction phase plan;
2. construction phase risk assessments, written systems of work and COSHH assessments;
3. details about normal operations;
4. construction phase accident statistics;
5. details of sub-contractors or sub-designers;
6. contract documents;
7. information on structures or parts of structures that have been demolished (unless there are any implications for remaining or future structures, for example voids);
8. information contained in other documents, but relevant cross-reference should be included.

# Development Description

**Overview**

This document and any appendices are the Health and Safety File for:

**(Insert Development Name)**

The following details provide a brief description of the development and works associated with the road infrastructure.

|  |
| --- |
| **Location Description** (Include Easting and Northing co-ordinates) |
|  |
| **Brief description of development** (e.g. 20 houses with associated 6m wide road, 2m wide footways, drainage, reinforced concrete bridge and street lighting) |
|  |
| **Principal Designer** (Please provide contact name, address and phone number) |
|  |
| **Principal Contractor** (Please provide contact name, address and phone number) |
|  |

# Residual Hazards

**Guidance**

Note any residual hazards that remain which were not eliminated through the design or construction and how they have been dealt with. For example, surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc. Reference to as-built information is acceptable as long as the hazard is identified below.

# Key Structural Principals

**Guidance**

Provide information on key structural principals and safe working loads. For example, bracing, sources of substantial stored energy (including pre- or post-tensioned members), the limits for safe working loads, etc. Consideration should be given for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery.

# Hazardous Materials Used

**Guidance**

These would include, but are not limited to, lead paint, special coatings, pesticides, etc,

# Information Regarding Removal or Dismantling of Installed Plant and Equipment

**Guidance**

Include instructions on specific measures or sequences to be taken when removing or dismantling equipment. This would include, for example, any special arrangements for lifting and/ or where lifting points are located.

# Health and Safety Information about Equipment Provided

**Guidance**

For example, include relevant information on any equipment provided for cleaning and/ or maintaining a structure.

# Services Information

**Guidance**

Give details on the nature, location and markings of services. This would include underground cables, gas pipes, fire fighting services, water mains, etc.

# Maintenance Requirements

**Guidance**

Include, for example, information on operation and maintenance details. Details about the ‘normal’ operation of a structure/ plant are not required.

# As-built Information

**Guidance**

Include all as-built information such as drawings, schedules, etc. These should identify, for example, plant, equipment, access points, asset types and locations, etc.