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|  | **Estates & Campus Services (ECS)** | PP-056-HSF |
| ECS Procedures - Health and Safety File |
|  |  |  |  |
| University of Leicester Job No:  |
| **(A) Details** |
| Project Title |   |
| Project Description |  |
| Location |  |
| Principal Designers Name |  |
| Project Managers Name |  | Contact No. |  |
| Completion Date  | dd/mm/yyyy | Duration of Project |  | Notifiable? | Yes | [ ]  | No [ ]  |
|  |  |  |  |
| **(B) Appointments** – List of Contractors involved in works MUST be listed on the Management of Contractors Checklist |
| Principal Designer (PD) |  |
| PD Contact Name |  | Contact No. |  |
| Principal Contractor (PC) |  |
| PC Contact Name |  | Contact No. |  |
| Senior H & S Business Partner Name |  | Contact No. |  |
|  |  |  |  |
| (C) **Required Information** – The Health & Safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. |
| Are there any remaining hazards? If so, please provide all relevant information e.g. 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 e.g. COSHH |  |
| Any information regarding installed plant?e.g. Any special arrangements for lifting such equipment |  |
| Fire Risk: Have any changes been made that affect the Fire Risk?eg: Meaning a review of the current Fire Risk Assessment is required | **Yes or No**Please Provide all details to the following person:- **“University Fire Safety Manager”**  |
| Essential Health and safety information for future works.e.g. Strategies for maintenance, cleaning or other future works. |  |
| The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services. Please provide suitable drawings |  |
| Information and as-built drawings of the building, the plant and equipmente.g. the means of safe access to and from service voids and fire doors |  |
| 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 work.  |
|  |
| **(D) Information Flow** | Yes | No | Date | Signature |
| **Project Manager** - Is all the information in this Health and Safety File? | [ ]  | [ ]  |       |       |
| **Principal Designers** – Have all requirements been met? |  | [ ]  | [ ]  |       |       |