

Enter Project

**OPERATING AND
MAINTENANCE MANUAL
INCORPORATING HEALTH
AND SAFETY FILE**

VOL 1

ISSUE DATE **xxxxxx**

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**OPERATING AND MAINTENANCE MANUAL
INCORPORATING HEALTH & SAFETY FILE
VOLUME 1**

Veritas

HEALTH & SAFETY FILE

CONTROL & REFERENCE DOCUMENT

Details	Issued by	Checked by	Received by
Name			
Company			
Date			
Signature			

IMPORTANT

This File is available to any person(s) that might require information as necessary to carry out safely works on the structure or work within the structure.

No person should remove or alter information from the File without due authorisation and only after completing the amendment control sheet as explained in the notes regarding File Maintenance within section one.

This Control document provides a reference for the history of the project/structure and identifies other documentation that is available to assist those persons responsible for future maintenance or alterations to the structure. It is therefore important that the Health and Safety File is kept together with the Operating and Maintenance Manuals

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All information from this section onwards is located in 'follow on' volumes

- Section 6** Maintenance and general information
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 - 6.2 Sub-contractor information
- In this section you will find the following information, as applicable, within each sub-contract package.
- i) Any relevant as built drawings
 - ii) Method statements for items of work or plant that could require specialist dismantling by the end user
 - iii) Technical data and risk assessments for all
 - iv) Hazardous substances or materials that may be present after the construction phase.
 - v) Technical information sheets for any specific material or plant that has been installed.
 - vi) Maintenance information for equipment and materials installed
 - vii) Manufacturers guarantees/certificates
- Section 7** **Materials purchased by main contractor**
- 7.1 Schedule of materials suppliers
 - 7.2 Supplier information
- i) In this section you will find the following information, as applicable, within each supplier package-
 - ii) Technical data for all hazardous substances/materials that may be present after the construction phase.
 - iii) Technical information sheets for any specific material or plant that has been installed.
 - iv) Maintenance information for equipment and materials installed.
- Section 8** **Services information**
- 8.1 Addresses and telephone numbers for service authorities
 - 8.2 Information on mains services
- Section 9** **As built drawings/specifications**
- 9.1 Engineers drawings
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 - 9.3 As built specifications
- Section 10** **Stand alone electrical manual**
- Section 11** **Stand alone mechanical manual**

Section 0.1

Technical index

The index that follows is provided to give a quick, listed alphabetically, subject reference and therefore does not give full and complete information on the subject.

Fuller information may be found in the following sections as applicable–

Section 3 - Design information

Section 5 – Residual hazards

Section 6 – Sub-contractor information

Section 8 – Services information

Section 9 – Architects and Engineers drawings

Section 10 – Mechanical and electrical manuals

Some or all of these sections may need to be consulted prior to carrying out maintenance operations.

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1.1 IMPORTANT NOTICE

1.1.1 Statutory Requirements

This document is required by law. The relevant law is contained in the Construction (Design and Management) Regulations 2007 (the CDM Regulations), issued under the Health and Safety at Work Act 1974. Practical guidance on the CDM Regulations 2007 is provided by the HSC document 'Managing Health and Safety in Construction', Approved Code of Practice.

This health and safety file is required to be kept and maintained by any person for whom a 'project' as defined by the Construction (Design and Management) Regulations 2007, is carried out on any of the listed properties. That person might be the owner of the property or properties, or a leaseholder of the property or properties, or the occupier of the property or properties. Refer to Regulation 17 of the Construction (Design and Management) Regulations 2007.

Failure to comply with the Regulations could result in heavy fines and/or imprisonment.

1.1.2 Purpose of the Health and Safety File

The information contained in this health and safety file should be made available for inspection by any person who may need information in the file for the purpose of complying with the requirements and prohibitions imposed on him or her by or under the relevant statutory provisions. Refer to Regulation 10 of the Construction (Design and Management) Regulations 2007.

This includes persons who clean, maintain, alter, refurbish, repair or demolish any of the listed properties. Those persons are required by the Management of Health and Safety at Work Regulations 1992 to carry out risk assessments in respect of the task they are intending to undertake. In order to do this effectively they need adequate information about that part of the property or properties which will be worked on and any possible hazards which may exist. The provision of this information to these persons is the fundamental purpose of the health and safety file.

If it is necessary to appoint a CDM Coordinator for future 'construction work', as defined by the Construction (Design and Management) Regulations 2007, on any of the listed properties then this health and safety file should be provided to that CDM Coordinator.

1.2 FILE MAINTENANCE

1.2.1 Keeping and Maintaining the File

The information in this health and safety file should only be amended, updated or added to, following careful consideration. A complete history of revisions made should be kept in this document.

The person or persons responsible for keeping and maintaining this health and safety file should ensure that the information contained within it is clearly presented, legible and accessible. The file should also form an integral part of any system established in accordance with current legislation for ensuring health and safety.

1.2.2 Amendments to the File

Alterations or amendments to this file should only be carried out by authorised persons. **Alterations or additions should be noted on the amendment Control Sheet on the following page.** Any drawing/information which has been superseded should be noted on the amendment Control Sheet. Any information appertaining to fittings or equipment removed from the structure should be noted on the amendment Control Sheet. The File should be audited and consolidated at regular intervals by an authorised person who is duly qualified, so that the information contained is complete and fulfils the intent of the Construction (Design and Management) Regulations 2007.

2.00 PROJECT PARTICULARS

2.1 Brief description of the project

2.2 Address of the project

2.3 Project dates

2.4 Project directory

2.1 Brief description of the project

Sample

2.1 Brief description of the project

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2.2 Address of the Project

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2.3 Project Dates:

Start date:

Completion date:

Sample

2.4 Project Directory

The Client and Building Owner

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Clients Agent

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CDM Co-ordinator

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Quantity Surveyor

Enter details here

Quantity Surveyor

Enter details here

Architect

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Structural Engineer

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M&E Consultant

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Principal Contractor

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3.00 DESIGN CRITERIA

- 3.1 Architectural design philosophy
- 3.2 Structural design criteria
- 3.3 Building services design criteria
- 3.4 Key design principles
 - 3.4.1 Disability access statement
 - 3.4.2 Maintenance and cleaning access
 - 3.4.3 Fire strategy

Sample

3.1 Architectural Design criteria

Sample

3.2 Structural design criteria

Sample

3.3 Building Services design criteria

Sample

- 3.4 Key Design Principles**
 - 3.4.1 Disabled access statement**
 - 3.4.2 Maintenance and cleaning access**
 - 3.4.3 Fire strategy**

Sample

3.4.1 Disabled Access statement

Sample

3.4.2 Maintenance and cleaning access

Sample

3.4.3 Fire strategy

Sample

4.00 RECORDS

- 4.1 Surveys and investigation reports
- 4.2 Planning and building regulation approvals
- 4.3 Schedule of as built drawings
- 4.4 Schedule of specifications

Sample

4.1 Surveys and Investigation Reports

Sample

4.2 Planning and Building Regulation Approval Documents

Documentation includes results of air tightness test

Sample

4.3 As-built Drawings

Drawing registers follow

Drawings themselves are located in section 9 of the main manual

Sample

4.4 As-built Specifications

Architects as built specifications follow on from as built drawings in section 9 of the main manuals

Sample

5.00 RESIDUAL HAZARDS AND RISKS

Note:

The Residual Hazards identified by the Designers in sections 5.1 and 6.1 will need to be managed by the User. The table in 5.1.5 indicates the hazards that have been identified on this project.

When preparing a Method Statement for a maintenance activity the User of this manual must implement sufficient and suitable measures to eliminate or minimise as far as possible all the hazards identified by the Designers that are associated with the intended activity.

Sample

- 5.1 Residual Hazards identified by main architect**
- 5.2 Residual hazards identified by structural engineer**
- 5.3 Residual hazards identified by services engineer**
- 5.4 General residual hazards**

Sample

Services Engineer

There are no residual risks on either the electrical or mechanical installation

Sample

No.	Residual Hazard	Applicable to Project	O&M Ref	O&M Ref	O&M Ref
1.	Work at any height.	yes	5.1	3.5.3	
2.	Work in occupied areas	yes	user		
3.	Access to roofs, roof mounted plant & equipment	yes	3.5.3		
4.	Cleaning, windows, cladding, signage	yes	3.5.3		
5.	Access to plant rooms, areas and equipment (including lift motor rooms).	yes	3.5.3		
6.	Hot-work and any other work involving the risk of fire.	yes	user		
7.	Work on services.	yes	Mech + elec manuals		
8.	Window glass replacement	yes	3.5.3	6 Spec-Al-Design	
9.	Replacement of 'high level' lighting etc.	yes	Elec manual		
10.	Cleaning of drains, manholes, etc.	yes	5.1		
11.	Landscaping Maintenance etc.	no			
12.	Internal painting, spraying, decorating etc.	yes	6 Lennon		
13.	Alterations to Fire Protection	yes	3.5.4		
14.	Maintenance etc. of lifts.	yes	6 Kone		
15.	Work near rivers, culverts, etc.	no			
16.	Work on or near public areas, car parks, traffic routes, etc.	yes	User		
17.	Work in confined spaces, hazardous atmospheres	Only if by user			
18.	Work involving fumes, noise, dust	Only if by user			
19.	Existing hazardous substances or procedures	no			
20.	Tenant's/Concessions.	no			
21.	Structural modifications	yes	3.3		
22.	Demolition	Yes	3.1		
23.	Specialist Cleaning instructions	Yes	6 as applicable		
24.	Specialist Maintenance instructions	Yes	6 as applicable		
25.	Other Specialist Hazards	No			

General Maintenance Works – Approach to Residual Hazards

Below are detailed typical approaches to the residual hazards identified or which may be associated with the general maintenance works set out in the table above:

1. Any work at any height:

Where a person could fall from any height, including cleaning, both externally and internally, the following minimum precautions will be required at all times:-

- Only to be carried out by competent persons
- Only to be carried out by persons trained in the particular application i.e., scaffolding, Mobile Elevated work Platform's (MEWP), etc.
- Use all necessary and appropriate safe working platforms, e.g. scaffolds
- Provide all necessary safe access to and egress from all places of work and all working platforms
- Use all necessary fall restraint systems
- Provide all necessary edge protection, barriers, signage etc., for protection to operatives, occupiers and the public etc.

2. Any work in occupied areas:

- Only to be carried out by competent, suitably trained and authorised persons
- Segregate the work areas from the occupiers' activities, operatives, occupiers, public etc.
- Provide all necessary hoarding, barriers, signage, etc., and any other protection deemed necessary for the circumstance.

3. Access to roofs, roof mounted plant & equipment etc:

- To be restricted to approved persons only who are suitably trained for the work to be carried out and have been made full aware of the relevant risks and the procedures to follow
- A Permit-to-Work system must be in force
- Where provided, fall restraint systems, harnesses etc., must be used strictly in accordance with the manufacturer's/suppliers recommendations and/or instructions
- Where applicable all necessary edge protection must be installed to prevent falls, falling materials, etc.

4. Access to plant rooms, areas and equipment (including lift motor rooms):

- To be restricted to authorised persons only
- A Permit-to-Work system must be in force
- Doors to be kept locked to prevent unauthorised access

5. Cleaning of external and internal windows, window frames, cladding, signage, etc:

- Only to be carried out by competent and suitably trained persons on a Permit-to-Work basis
- Safe access and working platforms must be used, including any window cleaning equipment or system and/or fall restraint system incorporated into the building
- Any such system, including cherry-pickers or the like, must be used strictly in accordance with the manufacturer's/suppliers instructions and/or recommendations.
- All parts of any such window cleaning/fall restraint systems etc. are to be regularly inspected, maintained and tested in accordance with the manufacturers' recommendations and any relevant statutory legislation, British Standards, etc.
- All personnel using such systems must have been fully trained and qualified in the use of the appropriate system
- All necessary precautions are to be taken to prevent falls, falling materials, etc.
- All necessary precautions are to be taken to protect others, particularly operatives, occupiers, the public, etc.

6. Hot-Work and any other work involving the risk of fire:

- Only to be carried out by competent, suitably trained, qualified and authorised persons on a Permit-to-Work basis

- All necessary precautions are to be taken to prevent fire by removing or suitably protecting any nearby combustible materials
 - Only to be carried out with suitable provisions for fire fighting, as a minimum a fully charged fire extinguisher (suitable for the conditions involved) at the work area
- 7. Work on Services:**
- Only to be carried out by suitably qualified, competent and authorised persons
 - To be carried out on a Permit-to-Work basis
 - Always with a suitable fully charged fire extinguisher to hand
 - No work is to be carried out on live services.
- 8. Window Glass replacement:**
- Only to be carried out by competent and suitably trained persons
 - All necessary precautions to be taken to ensure that there is no risk of injury to the occupiers or public, and in particular to prevent broken, flying or falling glass etc.
 - In the event of broken glass, the area must be thoroughly cleaned of any fragments
- 9. Replacement of 'high level' lighting etc:**
- Only to be carried out by suitably qualified, competent and authorised persons
 - All necessary precautions are to be taken to prevent falls, falling materials etc.
 - All necessary precautions are to be taken to protect others, e.g., barriers, signage, etc., particularly occupiers and the public etc.
- 10. Cleaning of drains, manholes, etc:**
- Only to be carried out by competent, suitably trained, qualified and authorised persons
 - A Permit-to-Work system must be in place
 - All necessary checks for hazardous atmospheres must be carried out
 - All necessary protection to openings must be provided e.g., warning signs, light, barriers, etc.
- 11. Landscaping Maintenance etc:**
- Only to be carried out by competent and trained persons
 - COSHH assessments must be carried out for all materials and activities and all necessary precautions taken to avoid hazardous fumes etc.
 - Any work involving hazardous products must only be carried out by competent, suitably trained and authorised persons
 - All necessary precautions to be taken to ensure that there is no risk to occupiers, the public, etc., and in particular to prevent the spread of any hazardous fumes etc., from spraying etc.
- 12. Internal painting, spraying, decorating etc:**
- Only to be carried out by competent and trained persons
 - COSHH assessments must be carried out for all materials and activities and all necessary precautions taken to avoid hazardous fumes etc.
 - Particular care must be taken not to obstruct stairways, fire escape routes, etc., and to avoid tripping hazards, etc.
- 13. Alterations to Fire Protection:**
- No alterations, etc., are to be carried out to the structure, walls, column casings, doors, riser ducts, finishes, etc., without first checking the relevant sections of the Building Manuals to determine whether or not the work to be carried out will adversely affect the fire protection of the building or structure
 - Any such work must be approved by the appropriate authority prior to commencement and if there is any doubt the lead Designer for the project must be consulted
 - Any necessary temporary measures are to be put in place to ensure that the fire integrity is maintained
- 14. Maintenance etc., of lifts, or the like:**
- Only to be carried out by suitably qualified, competent and authorised persons

- A Permit-to-Work system must be in place
 - All such work must be carried out in accordance with the manufacturers' recommendations and the relevant statutory legislation, Code of Practice, British Standards etc.
 - All necessary precautions must be taken to prevent any unauthorised access to lift cars, motor rooms etc., when such work is being carried out
 - Ensure that there are no unprotected door openings, shafts etc
- 15. Work near Quayside, culverts, etc:**
Not applicable
- 16. Work on or near public areas, car parks, traffic routes, etc:**
- Only to be carried out by competent and suitably trained persons
 - All necessary precautions to be taken to ensure that there is no risk to others, particularly occupiers, the public etc., by separation of the work areas, hoarding, signage, traffic management etc.
- 17. Working in confined spaces, hazardous atmospheres, etc:**
- Works must be carried out in accordance with "Confined Spaces Regulations 1997"
 - Only to be carried out by suitably qualified, competent and authorised persons working for an approved company
 - A Permit-to-Work system must be in place
 - Only with adequate ventilation
 - Only with outside assistance available
- 18. Any work involving fumes, noise, dust, etc:**
- Only to be carried out by suitably qualified, competent and authorised persons working for an approved company
 - A Permit-to-Work system to be in force where appropriate
 - Adequate ventilation to be provided at all times
- 19. Any work on or that could affect any existing hazardous substances or procedures:**
- Information about these health and safety issued must be requested and/or checked with the building occupier
 - Risk Assessments and Permit-to-Work systems must be in place
- 20. Tenant's/Concessions:**
- Any fitting-out, alterations, etc., shall only be carried out by suitably qualified, competent and authorised persons working for an approved company and with the permission of the building occupier
 - To take into account the risks to the health and safety of the occupiers, the public, other tenants, visitors etc.
 - To be carried out in such a manner to ensure that there is no risk to the overall safety or integrity of the building
 - Relevant information in relation to the work carried out must be added to the existing Health & Safety File
 - Liaison with the building occupier must be undertaken where any work could have adverse affects, e.g., work on services, in common areas, affecting access or emergency escape routes, etc., the building occupier must be advised on the nature and duration of the work to be carried out, and agree any temporary procedures that are to be put in place etc.
- 21. Structural modifications:**
- Only to be carried out by suitably qualified, competent and authorised persons working for an approved company
 - No such work is to be carried out without first consulting the structural Engineer and relevant section(s) within the current Health & Safety File in respect of the effect of the modifications on the integrity of the structure

- Relevant information in relation to the work carried out must be added to the Health & Safety File

Generally:

All general, regular cleaning and maintenance is to be carried out in accordance with all relevant health and safety legislation, guidance, etc., and take into account the potential hazards identified in this Health and Safety File, or the relevant O&M Manuals or Contractors' Manuals.

Care should be taken to safeguard the health and safety of the building occupiers' staff and the public.

Safety procedures to be followed include the following issues:-

- Fire prevention and precautions
- Guidance for contractors working on the premises
- Permit-to-Work for hazardous processes including Hot-Work
- General methods of cleaning
- Approved cleaning materials
- Specialist cleaning instructions
- Specialist maintenance

Where appropriate, emergency procedures and first aid facilities must be established and agreed with the building occupier prior to work commencing

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5.2 Residual Hazardous Materials

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There are currently no hazardous materials that we are aware of, but should new hazardous materials be incorporated, or materials not currently deemed hazardous become recognised as hazardous (as happened with asbestos), then details should be added in this section

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SCHEDULE OF PRINCIPAL SUB-CONTRACTORS

SERVICES INFORMATION

Full details of services provided within the building will be found in the stand alone mechanical and electrical manuals

Sample

Approvals

Building regulation and planning approval

Building regulation sign off.

Sample

DRAWINGS

There follows hard copy of architects general arrangement drawings

Further detail drawings are available from the architect and all drawings are available on the CD.

Sample

DRAWINGS

There follows hard copy of the Engineers general arrangement drawings.

Further detail drawings are available from the Engineer and all drawings are available on the CD.

Sample