



## **APPENDIX 11**

### **Health and Safety File Requirements**

**December 2020**



## Appendix 11 – Safety File Requirements

A completed Safety File for Developments to be Taken in Charge is required, as outlined below:

1. 2 completed copies of the Safety File for the Development, shall be submitted to Fingal County Council as part of the taking in charge process in soft copy format only on 2 separate USB sticks. These copies to be certified by the Project Supervisor Design Process (PSDP) who holds professional indemnity insurance.
2. The PSDP shall be the competent person as set out in the Safety, Health and Welfare at Work (Construction) Regulations 2013.
3. Regulation 13 of SI no. 291 of 2013 places an obligation on the PSDP to prepare a Safety File. The Safety File must contain “relevant health and safety information to be taken into account during any subsequent construction work following completion of the project”. The Safety File is intended to have an almost indefinite lifespan.
4. The contents of Safety File shall include (but not be limited to):
  - Copies of all certification from the relevant professionals relating to areas being taken in charge e.g. Public lighting, landscaping consultants, design engineers etc.
  - All As built construction drawings, specifications and bills of quantities used and produced throughout the construction process.
  - Details of the road and footpath makeup including types and depths of materials.
  - Maintenance schedules for all infrastructure such as public lighting, surface water pump stations and SUDS features.
  - Details/certification of materials used and any specific maintenance requirements (in particular with SUDS features).
  - Copies of test results for all tests carried out on all infrastructure to be taken in charge e.g. surface water air tests, cores / falling weight deflectometer tests /public lighting tests.
  - Photos of works being carried out. These photos should include road makeup, footpath makeup, surface water sewer installation, services in road crossings and in the road and footpath in particular public lighting. These photos should also include the construction of the suds features. These photos should be a minimum of 2Mb in size and a maximum of 5mb.
  - The location of services provided and maintained by other service providers (telephone, cable television, broadband services etc.) in relation to those provided and maintained by the authority.
  - Details of particular risks, any hidden hazards which may be present or hazards which may not be obvious.
  - The Key Risk Assessment and Method statements for maintenance of all features (in particular SUDS features.)
  - Maintenance manuals and, where required, certificates produced by specialist contractors.
  - Details of the location and nature of utilities and services, including emergency and fire fighting systems.

- The general design criteria/plans and specific design criteria/ plans of any structures such as pump stations, bridge etc. to include design loading of roofs, cranes, hoists, etc.
- Details of the equipment and maintenance facilities within any structure such as pump stations.
- Maintenance procedures and the needs for any such structure.
- Public lighting design and all certification

### **Materials & Workmanship**

1. The developer's attention is drawn to the requirement that the materials used in the development and the methods of construction used should be fit for the end purpose intended for the product.

It is therefore in the developer's interest to carry out all background/site investigations and ensure that all products used are certified by the competent authority.

2. Attention is drawn to the requirements of S.I. No. 225/2013 - European Union (Construction Products) Regulations 2013.

The below is a sample safety file layout which may prove helpful .

### SAMPLE SAFETY FILE TEMPLATE

| Item       | Description   | Where Applicable required by: |
|------------|---|-------------------------------|
| <b>1.0</b> | <b>Section 1.0: General Information</b>   |                               |
| <b>1.1</b> | <b>Project Directory</b>  |                               |
| <b>1.2</b> | <b>General Description of Works</b>   |                               |
| <b>1.3</b> | <b>General Design criteria- Engineering Specifications</b>  |                               |
| <b>1.4</b> | <b>General details of the Construction Methods used</b>   |                               |
| <b>1.5</b> | <b>Full contact details of the contractors &amp; sub-contractors used &amp; the area of work carried out on the project.</b>  |                               |
| <b>1.6</b> | <b>Final Bills of Quantities (summaries)</b>  |                               |
| <b>2.0</b> | <b>Section 2.0: Drawings</b>  |                               |
| <b>2.1</b> | <b>Schedule of Drawings/ As built drawing layout</b>  |                               |
| <b>2.2</b> | <b>A complete set of final construction drawings including Architectural, Mechanical, Electrical, IT, Fire Certificate drawings, etc.</b>   |                               |
| <b>2.3</b> | <b>A complete set of final /as built drawings including exact location of installed utilities services, E.S.B, Telecom, gas, Sewer, water mains, fowl water drainage, SUDS features etc.</b>  |                               |
| <b>2.4</b> | <b>Confirmation that works completed as per final drawings &amp; test certificates.</b>   |                               |
| <b>2.5</b> | <b>Utilities/ Services reports &amp; drawings/ layouts.</b>   |                               |
| <b>3.0</b> | <b>Section 3.0; Construction Materials</b>  |                               |
| <b>3.1</b> | <b>List of principle suppliers, manufacturers used for this project along with full contact details</b>   |                               |
| <b>3.2</b> | <b>Manufacturers product information including data sheets &amp; manufacturers recommendations for cleaning/repairing &amp; maintenance. Originals of any product brochures required.</b>   |                               |
| <b>4.0</b> | <b>Section 4.0 Substances Hazardous to Health</b>   |                               |
|            | <b>Schedule of SDS. Safety Data Sheets for any product used that may be of a harmful nature &amp; encountered during cleaning, maintenance or demolition of the project works.</b>  |                               |
| <b>5.0</b> | <b>Section 5.0: Test &amp; Commissioning Certificates</b>   |                               |
| <b>5.1</b> | <b>Schedules &amp; copies of all installation, commissioning &amp; test certificates &amp; reports required in the specification, including electrical, mechanical, emergency lighting, fire alarm, fire hose reel/extinguisher layout, security systems, IT &amp; Telecommunication systems.</b> |                               |
| <b>5.2</b> | <b>Fire Safety Certificates &amp; Compliance reports/flushing certificates &amp; dosing certificates.</b>   |                               |
| <b>5.3</b> | <b>Practical Completion certificate.</b>  |                               |

|            |   |  |
|------------|---|--|
| <b>6.0</b> | <b>Section 6: Plant &amp; equipment Maintenance Information</b>   |  |
| 6.1        | Schedule of plant & equipment installed including catalogue numbers, the supplier's name/contact details including 24-hour emergency callout numbers etc. Equipment declaration of conformity.  |  |
| 6.2        | Schedules & copies of all guarantees, warranties & maintenance agreements offered by subcontractors & manufacturers for products, services equipment etc.   |  |
| 6.3        | Suggested maintenance procedures and frequency for all items on the project including mechanical, electrical including public lighting ,SUDS features and petrol interceptors.  |  |
| 6.4        | Emergency procedures, including telephone numbers for emergency services/utilities.   |  |
| 6.5        | O&M Manuals outlining maintenance procedures & operating procedures for Plant & Equipment installed as part of any structure. Electrical & mechanical installations, equipment declarations of conformity, electrical installations, drawings (existing layouts, engineers& architects drawings & calculations, air conditioning reports etc. |  |
| 6.6        | Facilities/Equipment requiring inspections& certification, electrical inspections& certificates, compliance certificates,   |  |
| <b>7.0</b> | <b>Section 7.0 Health &amp; Safety Documents</b>  |  |
| 7.1        | AF1, AF2 & Notification of Asbestos removal if applicable   |  |
| 7.2        | Preliminary Safety & Health Plan / Construction Stage Safety & Health Plan & Method.  |  |
| 7.3        | Asbestos related documentation C1 form, Building Clearance certificates   |  |
| 7.4        | Environmental documentation   |  |
| 7.5        | Residual risk as obtained from risk assessment & which affect future maintenance.   |  |
| 7.6        | Emergency procedures, including telephone numbers for emergency services/ utilities.  |  |
| 7.7        | Meeting minutes of the project  |  |