

Appendix C

THE H & S FILE STRUCTURE INCORPORATING BUILDING MANUAL

NOTE: SECTIONS TO BE INCLUDED/OMITTED DEPENDENT ON THE NATURE OF THE PROJECT

SECTION A: HEALTH AND SAFETY FILE AND GENERAL INFORMATION

- A1 Project outline
 - A1.1 Site history
 - A1.2 Brief description of project including principal construction methods and materials
 - A1.3 Site location

- A2 Design strategy
 - A2.1 Architectural design principles
 - A2.2 Structural design principles
 - A2.3 Services design principles

- A3 Project directory (including addresses, contact names and numbers)
 - A3.1 List of contractors
 - A3.2 List of suppliers
 - A3.3 Design team members
 - A3.4 client team members

- A4 Index of “as-built” drawings/technical information (drawings/technical information located in Sections B, C or D as appropriate)
 - A4.1 Architectural drawings/technical information (see Section B of the Building Manual)
 - A4.2 Structural drawings/technical information (see Section B of the Building Manual)
 - A4.3 Electrical drawings/technical information including fire alarm and intruder alarm systems (see Section C of the Building Manual)
 - A4.4 Mechanical drawings/technical information (see Section C of the Building Manual)
 - A4.5 Fire safety drawings/technical information (see Section C of the Building Manual)
 - A4.6 Lift drawings/technical information (see Section C of the Building Manual)
 - A4.7 External works drawings/technical information (see Section D of the Building Manual)

- A5 Index of health and safety information (i.e. listings of all the significant health and safety information which must be located/contained elsewhere within the Building Manual) including:
 - A5.1 Details of construction methods and materials that may present significant residual hazards with respect to cleaning, maintenance or demolition of the structure (see Section B of the Building Manual)
 - A5.2 Manufacturer’s current literature for all products including COSHH data sheets and manufacturers recommendations for cleaning and maintenance (see Section B of the Building Manual)
 - A5.3 Specific health and safety information for those maintaining or dismantling the services or plant (see Section C of the Building Manual)
 - A5.4 Method statements relating to future works (see Sections B, C or D of the Building Manual as appropriate). (Note: method statements from the construction stage should only be included in the Building Manual where they are essential for the health and safety of those undertaking works in the future, e.g. dismantling steelwork which has to be undertaken in a particular order and might be the opposite of the construction sequence. Generally no method statements will be included in the Building Manual)

- A6 Strategies/procedures
 - A6.1 Fire/Emergency Strategy (Compartmentation, means of escape, fire equipment, fire fighting access, fireman’s switch, isolation points)
 - A6.2 Equipment Shutdown Procedures/Routines (Special/critical shutdown procedures/routines)

- A6.3 Routine Maintenance/Inspections (Details of any maintenance/inspections that must be undertaken at routine intervals)
- A6.4 Statutory Inspections (Details of any Statutory inspections that must be undertaken)
- A6.5 Water System Hygiene (Water Test, Cleaning & Chlorination requirements, Legionella Assessments)

SECTION B: BUILDING FABRIC

- B1 Specific design criteria including floor loadings, loading restrictions, other performance requirements relevant to future works
- B2 Drawings (architectural, structural and civil drawings not included elsewhere e.g. GAs and elevations)
- B3 Technical information including drawings, methods and materials used for the construction of the structure, method statements (if relevant), manufacturers/suppliers/sub-contractors current information, warranties and guarantees, all arranged in the following order

Sub-structure

- B3.1 Foundations (Pads/Footings, Rafts, Piling, Pile Caps, Ground Beams, Vibro Compaction)
- B3.2 Retaining Walls (Concrete, Masonry, Bored Pile)
- B3.3 Basements/Undercrofts (Structure, Tanking, Waterproofing)
- B3.4 Pits/Sumps/Bores (Structure, Tanking, Waterproofing)

Superstructure

- B3.5 Main Structure - Frame/Beams/Columns/Walls (Concrete, Steel, Masonry, Timber, Designed Joints/Connections, Bracing Systems, DPC)
- B3.6 Floors (Concrete, Composite, Beam and Block, Timber, Steel, Insulation, DPM)
- B3.7 Roofs (Structure, Covering/Waterproofing, Insulation)
- B3.8 Barriers, Guard Rails, Balustrades,
- B3.9 Interconnecting Structures (Lift Shafts, Risers/Ducts, Stairs, Ramps, Walkways, Bridges, Balustrade/Rails)
- B3.10 Building Envelope (Walls/Cladding, Curtain Walling, Stone Work, Elevations, Parapets, Feature Glazing, Louvres, Shop-Fronts, Insulation, DPM/DPC)
- B3.11 Atrium Roofs/Rooflights (Structure, Glazing/Cladding Panels, Vents)
- B3.12 Windows/Doorways/Hatches (Windows, Doors, Hatches, Frames, Ironmongery)
- B3.13 Non load Bearing Walls (Masonry, Glass Stud Partitions, Panels, Folding Partitions)
- B3.14 Suspended Ceilings (Grids, Supports, Tiles, Plastered, Fabric)
- B3.15 Floor, Wall and Ceiling Finishes (Raised Access Floors, Screeds, Toppings, Plaster, Render, Tiling Mosaics, Terrazzo, Carpet, Vinyl, Paint, Paper, Wood Block Flooring, Laminate)
- B3.16 Sundries (Fixing, Adhesives, Preservatives, Fixtures, Specialist Joinery, Roof Plant Support Grillage, Plant Screening, Plinths)

SECTION C: SERVICES

Technical information including drawings, methods and materials used for the installation of the services, method statements (if relevant), manufacturers/suppliers/sub-contractors current information, warranties and guarantees, all arranged in the following order.

- C1 Electrical Services
 - C1.1 Drawings/Scope of Works (Drawings not included elsewhere and General Scope of Works)
 - C1.2 Electrical Certification (Certificates)
 - C1.3 Incoming Mains Supply (Incoming supply to distribution board, Standby Generators, Internal Sub-Stations, Loading, Meter Positions)
 - C1.4 Main and Sub-Main Distribution (High Voltage, Low Voltage, Line Diagrams, Switchgear, Boards, Panels)

- C1.5 Lighting (General Lighting, Emergency Lighting, Feature Lighting, External Lighting, Lighting Control System)
- C1.6 General Small Power (Sockets, Plugs, Boxes, Fittings)
- C1.7 Signage (Maintained by Power) (Internal, External, Emergency, Security, General)
- C1.8 Voice Communications (Land Line Telephone System, Cordless System, PA System, Hearing Loop)
- C1.9 Security (Door Access Control, Intruder Alarms, CCTV, Disabled Alarms)
- C1.10 Data Cabling (WAN, LAN, Cabling, Switches, Hubs, Patch-panels)

- C2 Heating & Ventilation
 - C2.1 Drawings/Scope of Works (Drawings not included elsewhere and General Scope of Works)
 - C2.2 HVAC Certification (Certificates, Commissioning Reports)
 - C2.3 Incoming Gas Supply (Incoming Supply, Internal Distribution, Capacity, Meter Positions)
 - C2.4 Control Systems/Alarms (BMS, Fire Alarm Interface, Gas Leakage Alarm)
 - C2.5 Heating and Hot Water System (Boilers, Flue Dilution, Pumps, Valve Sets, Pressurisation Units, F&E Tanks, Calorifiers, Radiators, Convectors, Distribution/Pipework)
 - C2.6 Cooling System (Chillers, Cooling Towers)
 - C2.7 Air Conditioning/Ventilation (Ceiling Cassettes, Condensers, Air Handling Units, Fan Coil Units, Supply Fans, Extract Fans, Distribution/Ductwork, Fire Dampers)

- C3 Water Services and Drainage
 - C3.1 Drawings/Scope of Works (Drawings not included elsewhere and General Scope of Works)
 - C3.2 Water Certification (Certificates)
 - C3.3 Incoming Mains Supply (Incoming Supply, Capacity, Meter Positions, Distribution/Pipework)
 - C3.4 Cold Water Supplies (Schematic Drawing (CEEMA), Cold Water, Drinking Water, Tanks, Water Softeners, Frost Protection)
 - C3.5 Foul Drainage (Capacity, Distribution, Access Points, Grease Traps, Manholes, Pumping Chambers/Station, Treatment Plants)
 - C3.6 Surface Water Drainage (Capacity, Distribution, Manholes, Petrol Interceptors, Storage tanks/chambers, Gutters, Downpipes)
 - C3.7 Sanitary Appliances and Fittings (Basins, Bowls, Sinks, Urinals, Taps)

- C4 Mechanical Equipment
 - C4.1 Drawings/Scope of Works (Drawings not included elsewhere)
 - C4.2 Equipment Certification (Certificates)
 - C4.3 Lifts (Traction Lifts, Hydraulic Lifts, Glass Enclosures)
 - C4.4 Goods/Vehicle Lifts (Traction, Hydraulic Lifts)
 - C4.5 Fireman's Lift (Traction, Hydraulic Lifts)
 - C4.6 Lifting Equipment (Dock Levellers, Lift Levellers, Scissor Lifts, Double Decker Lifts)
 - C4.7 Escalators/Travelators (Escalators, Travelators, Specialist Cladding)
 - C4.8 Balers/Compressors/Compactors
 - C4.9 Doors/Shutters/Barriers (Revolving Doors, Loading Bay Doors, Up and Over/Roller Shutter Doors, Barriers/Gates, Warehouse High Speed Doors)
 - C4.10 Specialist Cleaning/Access Equipment (MEWPS, Cradles, Hoists, Platforms, Gantries, Ladders)
 - C4.11 Sundry Equipment including Mobile Equipment

- C5 Fire services and safety equipment
 - C5.1 Drawings (Drawings not included elsewhere)
 - C5.2 Fire Services and Safety Equipment Certification (Certificates)
 - C5.3 Fire Alarm System (Main and Standalone Systems, Panels, Interfaces, Detectors/Sensors, Call Points, Sounders)
 - C5.4 Fire Water Mains (Incoming Hydrant Main, Incoming Sprinkler Main)
 - C5.5 Fire Risers into/within Building (Wet Risers, Dry Risers)
 - C5.6 Sprinkler System (Sprinkler Tanks, Pumps, Distribution, Sensor/Detector Types, Sprinkler Heads)
 - C5.7 Fire Protection (Intumescent Paint, Sprayed Coatings, Board, Tiles)
 - C5.8 Smoke Extract Systems (Passive and Forced Systems)
 - C5.9 Fire Shutter/Curtains/Barriers (Fixed and Operable)
 - C5.10 Fire Extinguishers/Hoses (Location and Types)
 - C5.11 Running Line, Anchor/Restraint Points (Location and Types)

C5.12 Personal Protection Equipment (Harness/Lanyards)

C5.13 Lightning Protection System (Distribution, Masts, Tapes, Earth Points/Chambers)

SECTION D: EXTERNAL WORKS

Technical information including drawings, methods and materials used for the construction of the external works, method statements (if relevant), manufacturers/suppliers/sub-contractors current information, warranties and guarantees, all arranged in the following order.

- D1 Drawings (Drawings not included elsewhere)
- D2 Site/Ground Works (De-Contamination, Dewatering, Excavation and Filling (cut and fill), Stabilisation)
- D3 External Structures (Lifts Shafts, Stairs, Ramps, Walkways, Bridges, Balustrades, Rails)
- D4 Car Parks and Access Roads (Kerbs, Edgings, Channels, Sub-base, Surfacing, Marking)
- D5 Landscaping (Hard, Soft)
- D6 External Furniture (Trolley Bays, Barriers, Benches, Seats, Bins, Bollards)

For drainage see sections C3.5 and C3.6

For gas supply see section C2.3

For electrical supply see section C1.3

For water supply see section C3.3

Section E: Archive Information (if available)

- E1 Archaeological records
- E2 Historic records
- E3 Photographs
- E4 Asbestos clearance
- E5 Site investigation report
- E6 Statutory consents and approvals
- E7 Sundry archive information
- E8 Information from previous Health and Safety Files

