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HEALTH AND SAFETY

Health and Safety File

Document Number: CR-XRL-Z7-ZTM-CR001-50001

(Supersedes: CR-XRL-Z7-GUI-CR001-50002 Rev 1.0)

Current Document History:

Revision:	Effective Date:	Author(s) (‘Owner’ in eB *)	Reviewed by: (‘Checked by’ in eB *)	Approved by:	Reason for Issue:
2.0	23-04-2015	██████████	██████████	██████████	Legislation Change

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Note: This page is not part of the Health & Safety File and should be removed

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Previous Document History:

Revision	Prepared Date:	Author:	Reviewed by:	Approved by:	Reason for Issue
1.0	15-07-14	██████████	██████████	██████████	Updated template

Revision Changes:

Revision	Status / Description of Changes
2.0	This template has been updated to reflect changes in the Construction, Design and Management regulations 2015 'L series'.

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Purpose and Scope

All text in grey is for information and guidance only. Any grey text and headings not used should be removed from the document before submission to Crossrail Ltd.

This document outlines the Crossrail requirements for Health & Safety Files to ensure a consistent approach. This approach aligns with the requirements of the Construction (Design and Management) Regulations and The Construction (Design and Management) Regulations 2015 'L series' guidance

The key aim of the Health & Safety File is to highlight and/or sign post important Health & Safety information that may not be immediately apparent to interested parties

Some information may be useful or may be needed for purposes other than complying with CDM, but the Regulations themselves do not require them to be included in the file. You don't have to provide Information that a competent contractor should know.

Including too much material may hide crucial information about risks.

The following should not be included:

- The pre-construction information, or construction phase plan;*
- Construction phase risk assessments, written systems of work and COSHH assessments;*
- Details about the normal operation of the completed structure;*
- Construction phase accident statistics;*
- Details of all the contractors and designers involved in the project;*
- Contractual documents;*
- Information about structures, or parts of structures, that have been demolished - unless there are any implications for remaining or future structures, for example voids;*
- Information contained in other documents, however relevant cross-references to other documents should be included.*

Each section is mandatory.

If there is no relevant information for a section then it must be marked 'Not Applicable' and not left blank.

Note: This page is not part of the Health & Safety File and should be removed



Cxxx – HEALTH AND SAFETY FILE

(Title e.g. Dean Street Sub-Station)

CRL Document Number: XXXX-XXX-XX-XXX-XXXX-XXXX

Supplier Document Number: XXXX-XXXX

Contract MDL reference C05.003

1. Contractor Document Submittal History:

Revision:	Date:	Prepared by:	Checked by:	Approved by:	Reason for Issue:
1.0	DD-MM-YY	Author	XXXXX	XXXXX	

2a. Stakeholder Review Required? YES NO

Stakeholder submission required: LU RfL Purpose of submission: For no objection
 NR LO For information
 DLR Other: _____


This document has been reviewed by the following individual for coordination, compliance, integration and acceptance and is acceptable for transmission to the above stakeholder for the above stated purpose.

Sign: _____ Role: _____ Name: _____ Date: _____
 Sign: _____ Role: _____ Name: _____ Date: _____

2b. Review by Stakeholder (if required):

Stakeholder Organisation	Job Title	Name	Signature	Date	Acceptance
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

3. Acceptance by Crossrail:

	Crossrail Review and Acceptance Decal			
	This decal is to be used for submitted documents requiring acceptance by <i>Crossrail</i> .			
<input type="checkbox"/>	Code 1.	Accepted. Work May Proceed		
<input type="checkbox"/>	Code 2.	Not Accepted. Revise and resubmit. Work may proceed subject to incorporation of changes indicated		
<input type="checkbox"/>	Code 3.	Not Accepted. Revise and resubmit. Work may not proceed		
<input type="checkbox"/>	Code 4.	Received for information only. Receipt is confirmed		
Reviewed/Accepted by:(signature)	Print Name:	Position:	Date:	
<small>Acceptance by <i>Crossrail</i> does not relieve the designer/supplier from full compliance with their contractual obligations and does not constitute <i>Crossrail</i> approval of design, details, calculations, analyses, test methods or materials developed or selected by the designer/supplier.</small>				

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Definitions

Acronyms	Definition
<i>Rev.</i>	<i>Revision</i>
<i>RIR</i>	<i>Register and Issue Record</i>
<i>TBM</i>	<i>Tunnel Boring Machine</i>

1 Brief Description of the Work

Works details

Works Package Number	
Works Title	
Date Works Started	
Date Works Completed	

This section shall include:

- The description should be sufficient for someone not involved in the works to have an understanding of the type of work and the extent of the works.*
- Highlight key construction methodologies*

Detailed information is not required. Provide an overview and if necessary signpost document(s) where more information can be found.

1.1 Responsibilities

Details of Principal Contractor and Principal designer

Company Name	
Contact Name	
Contact Position	
Company Address	
Contact Telephone	
Contact email	

Principal designer

Company Name	
Contact Name	
Contact Position	
Company Address	
Contact Telephone	
Contact email	

2 Residual Hazards

2.1 Heading text

This section shall include:

- *Details of materials which may introduce **unusual or significant risk** to both 'people and process'. (This should be also shown on the 'as built' drawings).*
- *Residual risks/hazards identified through both the design and construction phases which affect operation, maintenance, cleaning and decommissioning of the structure should be included. Examples include:*
 - *Details of hazardous or flammable substances, lead paint, fungicidal paints, special coatings which should not be burnt off. Substances containing isocyanates.*
 - *Residual Environment hazards and relevant surveys.*
 - *Providing a list/log of any residual risks pertinent to the operation and/or maintenance of the building or structure.*
 - *Any concessions to standards that may create residual risks.*

Do not include material that a competent contractor would be aware of, or would obtain as part of planning of the work. EG: routine information contained in as built drawings.

If information is contained in a specific revision of a document, it is important that the revision is clearly identified in the cross-reference.

An example is given in the table below:

Ref	Location	Nature of Residual Hazard	e.g.: Drawings/Documents/ Photos (eB Number)	Rev.
1	<i>Brief description of location on site</i>	<p><i>Non standard electrical installation-240v Socket outlets supplied from floor 6, switch room E62-30, distribution board 4, MCB 06.</i></p> <p><i>This circuit uses new and novel control devices, protective devices and cables to assist in energy saving.</i></p> <p><i>Relevant labels have been installed on site.</i></p> <p><i>This circuit does not comply with BS 7671 "Requirements for electrical installations".</i></p> <p><i>Further information on this installation is contained in the referenced documents</i></p>		

3 Design Criteria

3.1 Heading text

This section shall include:

Details of design concepts, loadings considered in the design.

Examples include:

- *Safe working loads for roofs, platforms & walkways, and floors, particularly where these may preclude placing scaffolding or heavy machinery.*
- *Any other load criteria which would affect maintenance and access arrangements.*
- *A summary of the key structural limitations placed upon the structure and any sources of substantial stored energy.*

Detailed information is not required. Provide an overview and signpost document(s) where more information can be found if necessary.

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4 Special Arrangement for Decommissioning / Demolition

4.1 Heading text

This section shall include:

- *Detail which is not immediately apparent that will assist in the planning as to how the structure and equipment can be safely removed or decommissioned.*
- *Limitations on dismantling or demolishing structures – e.g. specific sequence/order for dismantling to ensure structural stability.*
- *Items designed to facilitate the removal or dismantling of installed plant and equipment, e.g. 'knock out' panels for equipment removal, lifting beams.*
- *If removal of an element causes instability of remaining assets, e.g. any elements that provide propping to walls.*
- *Methods, sequences or techniques that will assist in the planning of safe demolition or decommissioning of the structure should be highlighted. This detail can often be extracted from the method statements; it should be noted however, that unedited method statements; i.e. full method statements are not required.*

Detailed information is not required. Provide an overview and signpost document(s) where more information can be found if necessary.

Ref	Location	Activity	e.g.: Drawings/Document/Photos (eB Number)	Rev.
1	<i>Brief description of location on site</i>			
2				
3				

5 Special Arrangement / Equipment for Cleaning and Maintenance

5.1 Heading text

This section shall include:

- *A list of any plant/equipment/machinery that requires special arrangements for cleaning/maintenance reference to O&M manual if provided.*
- *Specialist safety equipment that was included in the design shall be identified (e.g. harness fixing points for window cleaning access with load and testing details).*
- *Special/unusual access arrangements should be identified in this section even if included in O&M Manuals, such as; access for maintenance equipment in lifts, access requiring 3rd party permits/road closures.*
- *Special maintenance procedures should be included if not identified within the O&M manual.*
- *CRL assets that require arrangements with other rail operators (e.g. possession of adjacent track) or statutory authority.*

Detailed information is not required. Provide an overview and signpost document(s) where more information can be found if necessary.

Ref	Location	Activity	e.g.: Drawings/Document/Photos (eB Number)	Rev.
1	<i>Brief description of location on site</i>			
2				
3				

6 Location of Utilities and Services

6.1 Heading text

This section shall include:

- *Sufficient details to allow for future location, identification and isolation of services supplying the structure and in the vicinity of the structure. This includes CRL, statutory undertakings and other service providers.*
- *Significant services crossing the sites or adjacent to the works should be identified in this Section, e.g. large diameter gas mains, overhead power lines (rail or utility), large diameter sewers.*
- *Key emergency systems and fire-fighting*
- *Source(s) of information should also be included.*

Do not include individual drawings where these are contained elsewhere. Provide a drawing register or signpost location.

Information provided within this section must be verified on site prior to the undertaking of future works.

Ref.	Location Description	Drawing Title	e.g.: Drawings/Document/Photos (eB Number)	Rev.
1				
2				
3				

7 As Built Drawings

7.1 Heading text

This section shall include:

- All 'As Built' drawings highlighting their exact storage location.
- Identify a small number of General Arrangements Plans (GA's) that provide an appreciation of the asset described in the H&S File, e.g. plans of individual levels and cross-sections.

Do not include individual drawings where these are contained elsewhere. Provide a drawing register or signpost location. For example Sub-construction Certificate, Package Listing

Ref.	Drawings Title	e.g.: Drawings/Document/Photos (eB Number)	Rev.
1	<i>E.G. Package Listing</i>		
2	<i>E.G. Drawing Register</i>		

8 Reference Documents

Ref:	Document Title	Document Number:
1.		
2.		
3.		
4.		

9 Standard Forms / Templates

Ref:	Document Title	Document Number:
A.		
B.		