

# STRATEGIC PLANNING & PLACE

## BUILDING CONTRACT DIRECTIVE

DATE: August 2015

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### HANDOVER OF HEALTH AND SAFETY FILE INFORMATION TO WSCC

#### REFERENCE

#### 1. Introduction:

For the purpose of WSCC's asset and property information management strategies and the administration of its construction projects, it is required that project record information is strictly monitored, recorded, collected and archived by WSCC.

The designers and contractor for projects where there is only one contractor working must provide appropriate record information to the client service and Strategic Planning & Place on completion of the works. This information must include as built drawings (DWG autocad format), survey information and a completed form D292.

The Principal Designer for construction projects where more than one contractor will be working or if it is reasonably foreseeable to be the case, must update any existing Health and Safety File with appropriate project specific record information or prepare a new Health and Safety File appropriate to the characteristics of the project (Form E555) at the pre-construction phase and continually develop it for the duration of the project up to completion of the works.

[Form E555](#)

The Health and Safety File must contain information that is likely to be needed during any subsequent project. The information to be included is listed on Form E555.

This directive describes the stages and requirements of the handover of the Health & Safety File from the Principal Designer for projects where more than one contractor is working on the project, to WSCC's Property and Asset Records team.

#### 2. Health & Safety File

Upon the completion of a construction project where more than one contractor is involved it is required that the Health & Safety File compiled by the project's Principal Designer, under both the legislative requirements of CDM and of the Directives laid out by West Sussex County Council (WSCC), be handed over to WSCC.

In cases where the Principal Designer has left the project before it finishes, it will be for the principal contractor to pass the completed file to the client.

One hard copy and an electronic copy of the Health & Safety File are expected to have been prepared throughout the duration of the project.

NOTE:

*THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.*

One set, in hardcopy format, is intended as the site copy and the second set, in softcopy format, is intended to be that of WSCC.

The Principal Designer must ensure that the Health and Safety File is appropriately reviewed, updated and revised to take account of the work and any changes that have occurred.

Please use form E555 regarding the content and format of the Health & Safety File.

[Form E555](#)

### 3. Handover of the Health & Safety File

The CDM Regulations 2015 require the Principal Designer to pass the Health & Safety File to the Client<sup>1</sup> at the end of the construction phase.

At the end of the construction phase, the Health and Safety File, along with all other required project record information, should be delivered to Strategic Planning & Place **within two weeks of the date of Practical Completion of the project.**

- 3.1 The Principal Designer shall confirm direct to WSCC's Property and Asset Records Team (PAR), with a copy to the Project Manager its intention to deliver the Health and Safety File to WSCC, stating the date and time when they wish to do so. Please e-mail [propertyrecords@westsussex.gov.uk](mailto:propertyrecords@westsussex.gov.uk) to notify Property and Asset Records team.

**NOTE : The Health & Safety File is not to be handed direct to WSCC's Project Manager**

- 3.2 The Principal Designer shall deliver the Health & Safety File to PAR, as per the arranged time and date, at the following address: Property and Asset Records, WSCC Strategic Planning & Place, Northleigh Block, County Hall, Chichester, West Sussex.
- 3.3 It is expected that only one Handover should be required for the complete set of information comprising the Health & Safety File. All information handed over to PAR at the arranged meeting will be signed for using the WSCC's Handover Form (ref. E621), one per project.

[Form E621](#)

Strictly under no circumstance will any information be received by PAR without a signed Handover Form from the Principal Designer.

School projects are often split into phases with more than one hand-over. With phased projects each hand-over should have an electronic 'Interim H&S File' forwarded to the end user that should include all pertinent test certificates relevant to that phase of the work.

- 3.4 The Principal Designer shall be responsible for accurately completing the Handover Form (ref. E621) prior to the delivery of the Health & Safety File.
- 3.5 The contents, inclusion, exclusions and composition of the Health & Safety File shall be explained in full and shall be passed to PAR.

<sup>1</sup> The 'Client' may be any Service, including Strategic Planning & Place, within WSCC, e.g. a school.

- 3.6 The Handover Form shall be signed by the Principal Designer and PAR to acknowledge handover and receipt of the Health & Safety File.
- 3.7 Strategic Planning & Place shall retain the signed original Handover Form and the Principal Designer shall retain a signed copy. The Principal Designer shall also arrange delivery of the site copy to the property, giving a date or arranged date of delivery to site (Project Manager to be kept informed). This is noted in Section B of Form E621.
- 3.8 The Principal Designer shall nominate a project contact for the receipt of feedback and queries with respect to the Health & Safety File submission.
- 3.9 Post Handover, Strategic Planning & Place shall verify whether the Health & Safety File satisfactorily conforms to its requirements.
- 3.10 Should the composition of the Health & Safety File be satisfactory then PAR shall confirm this to the nominated project contact.
- 3.11 Should a Health & Safety File not be acceptable to Strategic Planning & Place then it shall confirm this to the nominated contact for the project and inform them of any failures, explain the reasons and the remedial course of action.
- 3.12 If necessary, the Health & Safety File can be returned to the Principal Designer. However, WSCC shall not be responsible for any costs incurred in returning such items to the project contact.
- 3.13 The Principal Designer shall be required to make a re-submission of the Health & Safety File within four weeks of the delivery date of the failed submission (to allow PAR to verify the content of manuals). The re-submission of the Health & Safety File, if wholesale amendments are required, shall follow the Directive as above.

#### 4. Handover Meetings

The number of handover meetings required to complete the submission of a project's Health & Safety File, its conformity to standards, and the time of delivery after Practical Completion, may become the subject of Key Performance Indicators.

#### 5. Other Project Record Information

Please refer to BCD56 for instructions on handover of Project Record Information.

[BCD56](#)

**NOTE:** It is not necessary to duplicate information contained within the Health & Safety File, e.g. as-built drawings, within Project Record Information. A cross-reference will be sufficient.

**CONCLUSION**