[Your company name and logo]

Health and Safety File Checklist

CDM 2015: information needed to work safely on the building in future

Project		**Client**	
Principal Designer		**Principal Contractor**	
File prepared by		**Handover date**	

Contents of the file

Check	Yes	No / N/A	Notes and action
Brief description of the work carried out			
Residual hazards and how they have been dealt with			
Key structural principles and safe working loads			
Hazardous materials used or left in place			
Information on removal or dismantling of installed plant			
Health and safety information for cleaning and maintenance			
Location and nature of services, including isolation points			
As built drawings of the structure and services			

Handover

Check	Yes	No / N/A	Notes and action
Contractor information collected and reviewed			
File structured so it is easy to use			
File handed to the client and receipt recorded			

Sign off

Role	Name	Signature	Date
Principal Designer			
Client (received)			

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.