HEALTH AND SAFETY FILE · CDM 2015

Complete: all 16 inputs received and approved

Elmwood Leisure Centre

Decarbonisation and refurbishment: whole project file, building fabric and services

REVISION	ISSUE DATE	PRACTICAL COMPLETION	JOB REFERENCE
A	9th of October 2026	2nd of June 2026	HEN0203

PREPARED BY THE PRINCIPAL DESIGNER

Ekon Contract Services Ltd

for Westgate Leisure Services Ltd, for the London Borough of Elmwood

COMPILED BY

OnTrack O&M

Sample: fictional companies and illustrative values, built on the OnTrack Elmwood example job

About this file

Under the Construction (Design and Management) Regulations 2015 the client keeps a health and safety file for the life of the building: the information anyone will need to clean, maintain, alter, refurbish or demolish it safely. This is the file for the Elmwood Leisure Centre works, covering the whole project, building fabric and services.

Project	**Elmwood Leisure Centre**, decarbonisation and refurbishment
Client	Westgate Leisure Services Ltd, for the London Borough of Elmwood
Prepared by	Ekon Contract Services Ltd, principal designer
Approved	J. Okafor, principal designer, 9th of October 2026
Compiled by	OnTrack O&M, from information supplied by the project team (Section 9)
Revision	A, first issue at handover
Information awaited	None

Keep this file with the building. Give it to anyone planning work, and pass it on if the building is sold or let. The principal designer remains responsible for the file under regulation 12 of CDM 2015.

Find it fast

Planning roof work?
Section 2 for the hazards, Section 6 for the fall arrest line.

Drilling or cutting?
Section 4 for asbestos and lead, Section 3 before touching the structure.

Replacing plant?
Section 5 for weights and lift routes.

Digging outside?
Section 7 for buried cables and drains.

What this file leaves out

Following HSE guidance L153, the file doesn't repeat the construction phase plan, construction risk assessments and method statements, normal operating instructions or product information with no effect on safety. Operating and maintenance information is in the O&M manuals.

Sample file. Built on the Elmwood example job. Every company other than Hensall Mechanical Services and the plant manufacturers is fictional, and the structural, fabric and asbestos details are illustrative, written to show what a complete file looks like.

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1 The work and the people

What was built and who designed and built it.

Project	**Elmwood Leisure Centre**, decarbonisation and refurbishment
Address	Elmwood Leisure Centre, Elmwood Shopping Centre, Market Gate Road, Elmwood EL6 4QT
Start on site	3rd of March 2025
Practical completion	2nd of June 2026
Building	Leisure centre on ground, first and second floors with two basement levels (B1 and B2), inside a 1980s shopping centre. Main pool, learner pool, sports hall, fitness suite, studios, squash courts, soft play and changing.

What was done

The gas boilers were removed and the building now runs on electricity. Three air source heat pumps in a new acoustic compound at ground level heat the low temperature hot water system through a 6,000 litre thermal store. Nine new air handling units with heat recovery replaced the old ventilation, four inside the roof plant room and five on new steel frames on the roof. Air conditioning was renewed on the first and second floor roofs, domestic hot water moved to heat pump fed cylinders in the B2 plant room, and the changing areas were refurbished.

Fabric work was limited to what the services needed: strengthening and upstands for the roof plant, new roof walkways and a fall arrest system, a new louvred wall to the roof plant room, the heat pump compound, and making good. Asbestos was removed where the works disturbed it.

Who designed and built it

ROLE	COMPANY	RESPONSIBLE FOR
Client	**Westgate Leisure Services Ltd, for the London Borough of Elmwood**	Holds this file for the life of the building
Building operator	**FitLife Active**	Day to day running and planned maintenance
Principal designer	**Ekon Contract Services Ltd (design and build)**	Prepared and approved this file
Principal contractor	**Ekon Contract Services Ltd**	Construction phase
Architect	**Calder Lane Architects**	Fabric, roof and access design
Structural engineer	**Pennard Consulting Engineers**	Roof plant frames and slab checks
Mechanical services designer, RIBA 2 to 4	**HDN MEP**	Mechanical concept and technical design

ROLE	COMPANY	RESPONSIBLE FOR
Mechanical services contractor and designer, RIBA 5	**Hensall Mechanical Services Ltd**	Heat pumps, LTHW, ventilation, air conditioning, domestic water
Electrical services contractor	**Brightline Electrical Ltd**	LV supplies, lighting, fire alarm alterations
Roofing contractor	**Ridgeway Roofing Ltd**	Roof upgrades, plant upstands, walkways
Height safety	**Apex Height Safety Ltd**	Roof fall arrest system and guardrails
Asbestos surveyor	**Halden Asbestos Surveys Ltd**	Refurbishment and demolition survey
Licensed asbestos contractor	**Clearwell Environmental Ltd**	Asbestos removal in the work areas
Passive fire protection	**Sealtite Passive Fire Ltd**	Fire stopping at services penetrations
Acoustic enclosure	**Quinway Acoustics**	Heat pump compound enclosure

Contact details for every company are in Section 1 of the mechanical O&M manual and the principal contractor's handover pack. Companies with no effect on health and safety are not listed, as HSE guidance L153 advises.

2 Residual hazards

Hazards left in the finished building and how they are managed.

Hazards that could not be designed out and remain in the finished building. They matter to anyone who will clean, maintain, alter or demolish it. Normal operating hazards that any competent person would expect are not repeated here.

WHERE	HAZARD	HOW IT IS MANAGED	FROM
Roof, all areas	Falls from the roof edge and through the sports hall rooflights, which are fragile	Stay on the marked walkways. Clip on to the fall arrest line (Section 6) anywhere outside the guardrails. Never stand on a rooflight. Roof access by permit from the operator.	Calder Lane Architects
Roof plant frames, AHU R. 03 to R.06 and R. 09	Work at height on frames 1.2 m above the roof	Guardrails on all open sides of each frame platform. Use the fixed step units, not the duct or the unit casing.	Ekon (principal designer)
Roof plant room	Lifting heavy components; AHU R.01 alone weighs 12,723 kg	Use the 2,000 kg runway beam for fan and motor changes. Larger lifts by crane through the removable louvre panels (Section 5).	Pennard Consulting Engineers
Riser R2, first floor	Asbestos insulating board soffit left in place, sealed and labelled	Don't drill, fix to or disturb it. Check the asbestos register before any work in the riser. Licensed contractor only if it must be removed.	Halden Asbestos Surveys
Upper roof (not part of these works)	Bitumen roof felt containing chrysotile asbestos, left in place	Treat as an asbestos containing material. No cutting or fixing through the upper roof without a refurbishment survey.	Halden Asbestos Surveys
Heat pump compound, ground floor	R454B refrigerant: lower flammability (A2L) and high pressure	F-gas certified engineers only. No naked flames or hot work inside the enclosure without a permit and gas detection. Keep the enclosure vents clear.	Hensall Mechanical Services
First and second floor roofs, CU 2.01 to CU 2.10	R410A refrigerant under high pressure; a leak indoors can displace the air	F-gas certified engineers only. Leak checks to the F-gas log. Ventilate and keep people out after a leak in a small room.	Hensall Mechanical Services
B2 plant room	Hot water above 60 °C, stored energy in the thermal store and unvented cylinders	Isolate and depressurise before opening any part. Thermal store and cylinders are under the PSSR written scheme of examination.	Hensall Mechanical Services
B2 pool plant chemical store	Sodium hypochlorite and acid stored nearby; mixed, they release chlorine gas	Store apart in separate bunds. Keep the chemical store extract fan running. Only trained operator staff handle chemicals. Pool plant was not altered by these works.	FitLife Active
Pool balance tank, B2	Confined space with poor air and water	Entry only by trained people under a confined space permit, with gas monitoring and a rescue plan. The new pool heating pipework runs past its hatch: don't use the hatch as a step.	Ekon (principal designer)

WHERE	HAZARD	HOW IT IS MANAGED	FROM
Pool hall	Air socks AS 0.01 and AS 0.02 at high level above the pool surround	Remove and refit from a mobile elevating work platform on the surround with the pool closed. No ladders on wet tiles.	Calder Lane Architects
Sports hall	Work at height for lighting and AHU R.07 ductwork, 8 m above a sprung floor	Mobile elevating work platform with floor protection boards rated for the sprung floor (Section 3).	Calder Lane Architects
All air handling units and fans	Fans that start automatically, impellers that run on	Isolate and lock off. Wait at least 3 minutes for impellers to stop before opening doors (Trane AT4-F manual).	Hensall Mechanical Services
Domestic water systems	Legionella in little used outlets and the 1,000 litre cylinders	Follow the operator's legionella risk assessment and written scheme. Weekly flushing of the outlets listed in the logbook.	Hensall Mechanical Services
Ductwork through fire walls	Fire dampers close under spring tension	Keep hands out of the blade path. Use the marked access panels. Drop test to the planned maintenance schedule.	Hensall Mechanical Services
Service yard, crane lifts	Heavy lifts over the shopping centre service road	Lifts only out of shopping centre hours with the centre management's road closure. Lift plan by an appointed person.	Ekon (principal designer)

3 Structure and safe working loads

The structural principles and the loads floors, roofs and beams can take.

How the building stands up

Frame	Steel portal frames over the pool hall and sports hall. Steel frame with composite metal deck floors to the first and second floors.
Basements	Reinforced concrete walls and slabs to B1 and B2, shared with the shopping centre. Don't break out or core any basement wall without the centre's structural engineer.
Roof	Insulated metal deck on purlins over the halls. Concrete slab to the roof plant room. Added steel frames carry AHU R.03 to R.06 and R.09 onto the main columns, not the deck.
Bracing	Cross bracing in the pool hall and sports hall gable walls. Don't remove or cut any bracing member, even temporarily.
Stored energy	No pre-tensioned or post-tensioned members. The main stored energy is water: the pool, the 6,000 litre thermal store and two 1,000 litre cylinders.

Safe working loads

AREA	LOAD	NOTES	FROM
Roof plant room slab	7.5 kN/m²	Includes AHU R.01, R.02, R.07 and R.08 on their bases	Pennard Consulting Engineers
Roof plant frames	Plant weights as Section 5	No extra plant without a structural check	Pennard Consulting Engineers
Metal deck roof, outside walkways	0.75 kN/m²	Maintenance foot traffic only, spread loads, no stored materials	Pennard Consulting Engineers
Roof walkways	1.5 kN/m²	Marked routes from the plant room door to each unit	Ridgeway Roofing
Runway beam, roof plant room	2,000 kg SWL (safe working load)	Marked on the beam. Thorough examination every 12 months (LOLER, Lifting Operations and Lifting Equipment Regulations)	Pennard Consulting Engineers
Lifting beam, B2 plant room	1,000 kg SWL	Over the pump set. Thorough examination every 12 months (LOLER)	Pennard Consulting Engineers
First floor, fitness suite	5.0 kN/m²	Heavy free weights only on the rubber zone shown on the architect's plan	Pennard Consulting Engineers
Sports hall sprung floor	Point load 2.0 kN	Use load spreading boards under access platforms	Calder Lane Architects
Heat pump compound slab	ASHP weights as Section 5	Units sit on proprietary support frames; don't add plant inside the enclosure	Pennard Consulting Engineers

4 Hazardous materials

Materials left in the building that need care.

Materials left in the building that need care when it is maintained, altered or demolished.

MATERIAL	WHERE	WHAT TO KNOW	FROM
Asbestos insulating board	Riser R2 soffit, first floor	Sealed and labelled. Licensed work if disturbed. On the client's asbestos register.	Halden Asbestos Surveys
Chrysotile in bitumen roof felt	Upper roof over the shopping centre link	Not disturbed by these works. Survey before any roof work there.	Halden Asbestos Surveys
Asbestos removed during the works	B2 plant room pipe lagging, ground floor boiler flue	Removed by Clearwell Environmental with four stage clearance certificates (Appendix of the asbestos register). Areas now clear.	Clearwell Environmental
Lead based paint	Original steelwork in the pool hall, painted before 1992	Assume lead. No hot cutting, grinding or dry sanding without controls and a lead risk assessment.	Calder Lane Architects
R454B refrigerant (A2L)	ASHP 0.01, 0.02 and 0.03	Lower flammability. Charge on each nameplate and in the F-gas log. Recover before dismantling.	Hensall Mechanical Services
R410A refrigerant	CU 2.01 to CU 2.10 and indoor units	Spin studio system holds 15.24 kg. Recover before any circuit is opened.	Hensall Mechanical Services
Water treatment chemicals	Closed LTHW system	Inhibitor and biocide dosed at commissioning. Safety data sheets in O&M Section 6.	Hensall Mechanical Services
Pool chemicals	B2 chemical store	Sodium hypochlorite and acid. Operator's COSHH (Control of Substances Hazardous to Health) assessment applies.	FitLife Active
Man made mineral fibre	Ductwork and pipework insulation, roof build up	Skin and eye irritant. Gloves, long sleeves and a dust mask when removing it.	Ridgeway Roofing
Batteries	Emergency lighting, fire alarm panel	Hazardous waste at the end of their life.	Brightline Electrical

5 Removing and replacing plant

Weights, lifting arrangements and routes out.

Weights from the installed plant schedules. Every lift needs a lift plan by an appointed person. Crane positions in the service yard need the shopping centre management's agreement and a road closure.

PLANT	WEIGHT	WHERE	HOW IT COMES OUT	SCHEDULE
AHU R.01, pool	12,723 kg	Roof plant room	Split into its 6 delivered sections (heaviest about 2,600 kg). Remove louvre panels L3 and L4 on the east wall and crane out from the service yard.	M-5702
AHU R.07, sports hall	2,985 kg	Roof plant room	Crane out through louvre panel L2. Fans and motors by the runway beam.	M-5701
AHU R.02 and R.08	1,919 kg and 1,682 kg	Roof plant room	Crane out through louvre panel L1.	M-5701
AHU R.03 to R.06, R.09	933 kg to 2,051 kg	Roof frames	Crane lift direct from the frame. Unbolt from the frame, not the roof.	M-5701
ASHP 0.01 and 0.02	4,560 kg each	Heat pump compound	Remove the north acoustic panels (Quinway O&M) and crane out from Market Gate Road.	M-5601
ASHP 0.03	974 kg	Heat pump compound	As above, or forklift through the compound gates.	M-5601
Thermal store TS. 0.01	6,000 litres	Ground floor plant	Drain fully first. Placed before the enclosure was finished, so its removal needs the enclosure roof panels lifted.	M-5603
Cylinders HWH B. 01 and B.02	1,000 litres each	B2 plant room	Drain and isolate. Out through the B1 goods door using the B2 lifting beam and the hatch in the B1 floor.	M-5302
Pumps and booster sets	Under 1,000 kg	B2 plant room	B2 lifting beam, then the hatch to B1.	M-5604
Condensers CU 2.01 to CU 2.10	Under 400 kg each	First and second floor roofs	Recover refrigerant first. Crane, or hoist over the roof edge inside the guarded zone.	M-5607

Before taking anything out

- Isolate, lock off and prove dead at the points in Section 7 and O&M Section 6.
- Refrigerant recovered by an F-gas certified engineer before any refrigerant circuit is opened.
- Drain and vent water systems. Dispose of treated water to foul drainage with the water company's consent.
- Check the asbestos register for the route and the area.
- Electrical equipment is WEEE (waste electrical and electronic equipment) and goes back through the supplier or a licensed contractor.

6 Equipment for safe cleaning and maintenance

Access equipment built into the building, and how to keep it safe.

Equipment built into the building so it can be cleaned and maintained safely, and how it must itself be kept safe.

EQUIPMENT	WHERE	USE AND INSPECTION	FROM
Horizontal fall arrest line (BS EN 795 Type C)	Metal deck roof, around the plant frames	For trained users with a full harness and the energy absorbing lanyard. Inspected every 12 months by a competent person; certificate in the operator's records.	Apex Height Safety
Permanent guardrails	Roof plant frames, roof plant room roof edge	Visual check before each use. Report damage before working on the frame.	Apex Height Safety
Roof walkways	From the plant room door to each frame and condenser group	Keep clear of moss and debris. Non-slip surface to be checked every year.	Ridgeway Roofing
Roof access hatch and fixed ladder	Stair core 2, second floor to roof plant room	Hatch held by gas struts; close after use. Ladder has a cage above 2.5 m.	Calder Lane Architects
Runway beam and lifting beam	Roof plant room (2,000 kg) and B2 plant room (1,000 kg)	LOLER thorough examination every 12 months. Use only with tested lifting tackle.	Pennard Consulting Engineers
Ductwork access panels	On all ventilation ductwork	Positions marked on the ventilation drawings. Cleaning to BESA TR19 Air when inspection shows it is needed.	Hensall Mechanical Services
Glazing	Ground floor from the pavement, first floor curtain wall	First floor glazing cleaned from a mobile elevating work platform; no anchor points on the facade.	Calder Lane Architects

7 Significant services

Nature, location and markings of the main services.

The main incoming supplies and services, where they run and how they are marked. Full isolation for every item of plant is in Section 6 of the mechanical O&M manual.

SERVICE	WHERE AND HOW IT RUNS	ISOLATION AND MARKINGS	FROM
Electricity	From the shopping centre substation to the LV (low voltage) intake in the B1 switch room. Heat pump supplies in steel wire armoured cable in ducts under the service yard.	Main switch in the B1 switch room. Buried cables have warning tape 150 mm above them and marker posts at changes of direction.	Brightline Electrical
Gas	Gas supply to the leisure centre capped at the meter by the gas transporter in April 2025. A capped, purged section of pipe remains in B2.	Labelled CAPPED, DISCONNECTED. Treat as live until proved otherwise.	Hensall Mechanical Services
Mains water	From the meter in the service yard to booster set BS B.01 in B2.	Stopcock in the service yard chamber and the isolating valve on the booster inlet. Pipework banded to BS 1710.	Hensall Mechanical Services
Heating (LTHW)	Heat pump compound to the B2 header through the ground floor service corridor; risers R1 and R2 to the roof plant.	Valve charts in each plant room. Flow and return banded and arrowed.	Hensall Mechanical Services
Refrigerant pipework	CU 2.01 to CU 2.10 on the roofs to indoor units in the ceiling voids.	Labelled with refrigerant type at each penetration and every 3 m.	Hensall Mechanical Services
Drainage	Foul and surface water to the shopping centre's shared drains. Pool backwash to foul.	Manhole positions on the site plan HEN0203-HEN-00-00-DR-N-9001.	Calder Lane Architects
Fire alarm	Panel at reception. Plant shutdown on alarm as the cause and effect schedule.	Interface units labelled at each AHU control panel.	Brightline Electrical
Fire stopping	At every services penetration through a fire rated wall or floor.	Each seal labelled with a number matching the fire stopping register and photo record.	Sealtite Passive Fire

8 As-built drawings and access to service voids

Record drawings and the way into hidden spaces.

The record drawings that matter for health and safety, and how to reach the places services are hidden. Every drawing is held as PDF and DWG in the online file, and the mechanical drawings open from the QR drawing register in the O&M manual.

DRAWING	TITLE	REV	FROM
ELC-CLA-ZZ-00-DR-A-1001 to 1005	General arrangement plans, B2 to second floor	C04	Calder Lane Architects
ELC-CLA-ZZ-RF-DR-A-1201	Roof plan: walkways, fall arrest line, fragile rooflights	C03	Calder Lane Architects
ELC-CLA-ZZ-ZZ-DR-A-2101	Sections through the roof plant room and pool hall	C02	Calder Lane Architects
ELC-CLA-ZZ-ZZ-SH-A-6001	Fire door schedule	C02	Calder Lane Architects
ELC-CLA-ZZ-ZZ-DR-A-6101 to 6105	Fire strategy plans and compartmentation	C03	Calder Lane Architects
ELC-PNC-ZZ-RF-DR-S-3001	Roof plant frames, general arrangement and loads	C02	Pennard Consulting Engineers
ELC-PNC-ZZ-RF-DR-S-3010	Roof plant room slab and runway beam	C01	Pennard Consulting Engineers
HEN0203-HEN-00-ZZ-DR-M-5991	Primary plant room schematic	AF01	Hensall Mechanical Services
HEN0203-HEN-00-R1-DR-N-0001 to 0004	Coordinated roof layout	AF01	Hensall Mechanical Services
HEN0203-HEN-00-xx-DR-M-5201 to 5704	Mechanical services, every level	AF01	Hensall Mechanical Services
HEN0203-HEN-00-00-DR-N-9001	Site plan, external services	AF01	Hensall Mechanical Services
ELC-BRE-ZZ-ZZ-DR-E-4001 to 4012	Electrical services and LV schematic	C02	Brightline Electrical
ELC-SPF-ZZ-ZZ-SH-X-0001	Fire stopping register with photo record	C01	Sealtite Passive Fire

Getting into service voids and plant areas

SPACE	HOW TO GET IN	NOTES
Roof plant room	Stair core 2 to the second floor, then the roof hatch and fixed ladder	Key at reception. Permit from the operator.
Metal deck roof and plant frames	Through the roof plant room door onto the walkways	Harness and lanyard outside the guardrails.

SPACE	HOW TO GET IN	NOTES
B2 plant room	Stair from the pool plant corridor in B1	Locked. Lighting and emergency lighting on the door switch.
Risers R1 and R2	Locked doors on each floor	Riser R2 has the asbestos board soffit (Section 2).
Ceiling voids	Lift out 600 x 600 tiles; plasterboard ceilings through the marked access panels	Access panel positions on the reflected ceiling plans.
Heat pump compound	Gates from Market Gate Road	Locked. Refrigerant permit for hot work inside.

Fire doors, their ratings and self closers are listed on the fire door schedule ELC-CLA-ZZ-ZZ-SH-A-6001. Fire safety information for the responsible person (Building Regulations regulation 38) is a separate pack.

9 Where this information came from

Every input, its source and when it arrived.

Every input to this file, who supplied it and when. Each company was asked once for only its own inputs, then reminded until they arrived. The principal designer reviewed the compiled file and approved it.

16 inputs

12 companies

28 reminders sent

0 still awaited

INPUT	SUPPLIED BY	ASKED	RECEIVED	REMINDERS	STATUS
Description of the works and duty holders	**Ekon Contract Services**	03/04/26	07/04/26	0	Received
Designer's risk register, residual risks	**Ekon Contract Services**	03/04/26	21/04/26	2	Received
Roof plan, fragile rooflights, glazing access	**Calder Lane Architects**	03/04/26	28/04/26	3	Received
Fire door schedule and fire strategy plans	**Calder Lane Architects**	03/04/26	28/04/26	3	Received
Structural principles and safe working loads	**Pennard Consulting Engineers**	03/04/26	14/04/26	1	Received
Lifting beam and runway beam test certificates	**Pennard Consulting Engineers**	03/04/26	19/05/26	4	Received
Refurbishment and demolition survey	**Halden Asbestos Surveys**	03/04/26	08/04/26	0	Received
Four stage clearance certificates	**Clearwell Environmental**	03/04/26	22/04/26	2	Received
Fall arrest system certificate and user instructions	**Apex Height Safety**	03/04/26	12/05/26	3	Received
Roof build up, walkway loads, insulation	**Ridgeway Roofing**	03/04/26	16/04/26	1	Received
LV intake, buried cable routes, electrical drawings	**Brightline Electrical**	03/04/26	26/05/26	4	Received
Fire stopping register and photo record	**Sealtite Passive Fire**	03/04/26	29/05/26	3	Received
Enclosure panel removal instructions	**Quinway Acoustics**	03/04/26	10/04/26	1	Received
Pool plant chemicals and balance tank	**FitLife Active**	03/04/26	13/04/26	1	Received
Mechanical services input, weights, refrigerants, isolation	**Hensall Mechanical Services**	From the O&M manual	02/06/26	0	Received
Mechanical as-built drawings	**Hensall Mechanical Services**	From the O&M manual	02/06/26	0	Received

A Keeping this file up to date

How the client keeps the file right for the next project.

The client keeps this file for the life of the building and gives it to anyone planning work, and to the next owner if the building is sold. Update it whenever the building or its services change, so the next designer starts from what is really there.

When to update it

- Plant added, replaced or removed, or moved to a new location.
- Any structural alteration, new opening or change to roof access.
- Asbestos removed, found or re-surveyed.
- Fall arrest, guardrails or lifting beams changed or re-certified with new limits.

Revision record

REV	DATE	WHAT CHANGED	BY
A	09/10/26	First issue at handover: all inputs received and approved	J. Okafor (principal designer)