

Design/Construction Stage Safety & Health File - Contents Checklist
DESIGN SERVICES - DONEGAL CO COUNCIL

Phase	Item	Description	Notes for Guidance	Completed By	Date	
DESIGN STAGE Responsible Person: Designer	1	Scheme Briefing Document (SD146 to be amended)	Copy to be sent to Client Local Authority. Copy in Section 16 of Green Folder.			
	2	HSA Notification Form - AF1	AF1 and PSDP appointment only required for			
	3	Appointment of PSDP (select one of the following)	(a) design on a specific project which will last longer than 30 days or 500 person days (b) feasibility design of sites/potential projects on annual lists, e.g. HD15, HD28.			
		Project included on Annual Appointments in Green Folder (copy of CE Order)	AF1 / PSDP not required for minor design consultations, investigation of complaints, Safety Audits, works involving only surveys or traffic counts. Refer to Section 2 of DCC Green Folder.			
		Single appointment of DCC (SD134 and SD201 Signed CE Order)				
	4	Work outside DCC - Client LA advised of requirement to appoint (SD146)				
		Design Activities				
		Safe System of Work completed by Team (once annually, retain in Green Folder)	Refer to Section 6 of DCC Green Folder			
		Site Specific Risk Assessments (SSWP) for Site Visits	Refer to Section 12 of DCC Green Folder			
		Method Statements and TM Plans for survey works (if any)				
		Material Data Sheets (if any)				
5	HD16 Notification (where TM in place on a National Road)	NRA Map Portal - https://web.nra.ie				
	Accident Report and Investigation Forms (if any)	Refer to Section 10 of DCC Green Folder				
5	Design Risk Assessment (DRA) Record (SD198 to be adopted)	Copy in Section 16 of DCC Green Folder				
6	For Major Projects (NRA Project Management Guidelines Apply)					
	Risk Assessment of Constraints Study Area	Refer to NRA Project Management Guidelines				
	Risk Assessment of Preferred Route Corridor	Refer to NRA Project Management Guidelines				
7	Designers Risk Assessment Report (SD030) at End of Phase 3 - Detailed Design	Refer to DRA records completed during design phase.				
	Stage 1 & 2 Road Safety Audits - SD027					
8	Minutes of Meetings re Safety	Copies to be included in Design Stage S&H File or or file location referenced.				
	Design Team Meetings					
	Steering Group Meetings					
	Other Stakeholder Meetings					
9	Preliminary Safety & Health Plan (SD087)	See section 13 of DCC Green Folder				
10	Preliminary Traffic Management Plans					
11	Speed Limit Orders (where applicable)					
CONSTRUCTION STAGE Responsible Person: Site Supervision Team / ER	12	Contractor's Documentation	N.B. Where works proceed to construction by Direct Labour the remaining Items on this form, except of Items 19 & 21 Road Safety Audit, are longer required to be completed by the designer. Construction Stage Safety Management will be carried out under the Direct Labour section of the Green Folder. DCC must be appointed as PSCS as per Section 2 of GF.			
		Developed Safety & Health Plan reviewed.				
		Site Specific Risk Assessments & Method Statements reviewed.				
		Developed Traffic Management Plan reviewed.				
	13	Contractors arrangements to Register Temporary Safety Measures in accordance with HD16 (where TM in place on a National Road)	NRA Map Portal - https://web.nra.ie NRA HD16 - hyperlink.			
		Appointment of Contractor (DoF Model Form 1.4 signed and sealed by LA)	Refer to Model forms appropriate to the form of contract on http://constructionprocurement.gov.ie/			
	14	Appointment of PSCS (SD093, SD204 CE Order and DoF Model Form 1.10 signed / sealed by LA)	See Section 2 of DCC Green Folder for Appointment Forms			
	15	HSA Notification Form - AF2	www.hsa.ie/eng/Publications_and_Forms/Form s/			
	16	Minutes of Meetings with Gardai	If any.			
	17	Minutes of Construction Phase Meetings re Safety				
18	Safety Inspections and Inspection of Temporary Safety Measures (HD16) (SD180 Contractors / SD203 Direct Labour / Housing Inspection Sheet)	Refer to Sections 12 & 13 of Green Folder				
19	Stage 3 Road Safety Audit (SD073)					
20	Stage 4 Safety Audit (where relevant)					
CLOSE OUT Responsibility: PSDP	21	Compilation information for Project Safety File for Client (SD183)	See Section 16 of DCC Green Folder			
	22	Upload Completed Safety File to Intranet				
		Other Relevant Records (List Below)				
		a				
		b				
		c				
23	d					
	e					