**Health and Safety File-Index**

1. Statement of Safety and Security Arrangements
2. Arrangements for First Aid
3. COSHH information including RA template
4. Carbon Monoxide information
5. Electrical safety Certificate
6. Emergency contacts
7. Emergency Procedures including Fire
8. Fire Risk Assessment
9. Gas Safety Certificate
10. Health and Safety: Risk Assessment template (daily)
11. Maintenance log
12. PAT information
13. Reporting Procedures including RIDDOR
14. Services shut off points
15. Young Person Risk Assessment Template