

Health and Safety Handover Statement

Site Name/Location: _____

Date of Handover: _____

1. Introduction

This handover statement documents the transfer of health and safety responsibilities for the above-mentioned site. All relevant documentation, records, and procedures are to be transferred to the incoming responsible party as of the date specified.

2. Summary of Health and Safety Status

- Site Induction records completed and provided
- Current Risk Assessments and Method Statements on file
- Fire safety procedures reviewed and up to date
- Hazardous materials identified and managed appropriately
- Emergency procedures and contacts accessible
- Accident and incident records up to date

3. Handover Documents Provided

- Health and Safety File
- Register of Inductions
- Latest Risk Assessments and Method Statements
- Emergency Plan
- Training Records
- Maintenance Records
- Accident/Incident Log

4. Outstanding Concerns/Actions

5. Declaration

I confirm that all necessary health and safety information, documentation, and responsibilities for the site have been handed over accordingly.

Outgoing Responsible Person

Date: _____

Incoming Responsible Person

Date: _____