



Construction Phase Plan

Guidance Note 43

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Construction Phase Plan

A Basic Guide to preparation

Introduction

The Construction (Design & Management) Regulations 2015 (CDM 2105) are intended to ensure that health and safety issues are properly considered during a project's development so that the risk of harm to those who have to build, use and maintain structures is reduced.

Under CDM 2015 all Contractors are required to prepare a Construction Phase Plan when they are appointed as the Principal Contractor or when they are the only contractor present on a job.

This Guidance Note gives practical information about creating a construction phase plan for **non-notifiable*** small scale low risk projects to comply with CDM 2015.

Examples of could include:

- Domestic Bathroom Refurbishment
- Reactive Maintenance Work on CCTV Systems eg replacing a camera
- Minor Repairs to a Roof
- Replacement of Windows or Doors
- Maintenance works following the servicing of a Heating System

This list is not exhaustive and is intended only as an example of the broad range of construction works that will require a Construction Phase Plan either based on the template included in this Guidance Note or similar e.g <http://www.hse.gov.uk/pubns/cis80.pdf> or <http://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-wizard-app/>

(For **notifiable*** projects or for more high risk works, a more detailed construction phase plan will be required further information can be obtained at : <http://www.hse.gov.uk/pubns/priced/l153.pdf>)

A blank template has also been included in Appendix 1.

Completed sample templates have been included in Appendix 2 and 3 for non-notifiable projects. If you wish to use the template in Appendix 1 to construct your own documents, you must ensure that all references to **Alcumus SafeContractor Accreditation** have been removed and the final documents are clearly incorporated into your existing safety management system.

*Construction work is **notifiable** to the HSE if the construction work on a construction site is expected to:

- last more than 30 days and have more than 20 workers working at the same time at any point on the project or
- exceed 500 person days of construction work

Appendix 1

Construction Phase Plan Template

| Construction Phase Plan | |
|--|--|
| Contractor : | |
| Description of project : | |
| Location of project : | |
| Projected start and end dates for project : | |
| Principal Contractor Duties : | |
| Name and contact details of site supervisor : | |
| Sub-contractors on site : | |

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| Site Welfare arrangements : | |
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| Minimum Personal Protective Equipment (PPE) requirements : | |
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| Site access and parking arrangements : | |
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| Site security : | |
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| Coordination of contractors : | |
| | |
| Site inductions : | |
| | |
| Emergency procedures : | |
| | |
| Site inspection arrangements : | |
| | |
| Site Rules : | |

Risks Present On-Site

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| Asbestos : | |
| | |
| Working at Height : | |
| | |
| Electricity / Gas : | |
| | |
| Dust : | |
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| Excavations : | |
| | |
| Collapse of structures : | |
| | |
| Members of Public / Client employees / Others : | |
| | |
| Other risks : | |
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Appendix 2

| Construction Phase Plan | |
|---|---|
| Contractor : | J Bloggs & Co Ltd |
| Description of project : | Bathroom Fit out |
| Location of project : | 123 Any Street |
| Projected start and end dates for project : | 03/01/2017 - 10/01/2017 |
| Site Hours : | 7:30 – 17:00 |
| Name and contact details of site supervisor : | J Bloggs Mobile : **** * ***** |
| Principal Contractor Duties : | <ul style="list-style-type: none"> • plan, manage, monitor and coordinate the construction work with householder • consult and engage with workers and sub-contractor regarding health, safety and welfare during the works • ensure all appointed contractors provide evidence of relevant training and qualifications and have received a site induction before starting work on site • ensure suitable welfare facilities are provided • ensure house is secured to prevent unauthorised access |
| Sub-contractors on site : | D Smith – Tiler A Jones & Co Ltd – Electrician |
| Site Welfare arrangements : | Arrangements made with house holder to use washing & toilet facilities |
| Minimum Personal Protective Equipment (PPE) requirements : | Steel toe caps boots |
| Site access and parking arrangements : | No more than 2 vans to be parked outside house at one time. Public parking available at XXXXXXXX. |

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| Site security : | Front door to be closed at all times |
| Coordination of contractors : | Verbal meetings at start of each day |
| Site inductions : | J Bloggs to give verbal induction to all contractors prior to start. |
| Emergency procedures : | N/A |
| Site inspection arrangements : | J Bloggs to carry out inspections once a day |
| Site Rules : | <ul style="list-style-type: none"> • No Radios • PPE to be worn at all times • No smoking • No drilling before 8:00 • Waste to be loaded into skip at end of each day |
| Risks Present On-Site | |
| Asbestos : | N/a House built in 2003 |
| Working at Height : | Ladders and hop ups to be used and inspected prior to use |
| Electricity / Gas | <p>Electrical : A Jones & Co Ltd responsible for isolation of electrical supplies prior to start.</p> <p>Gas : J Bloggs to isolate Gas services prior to start.</p> |
| Dust : | Windows to be opened to ventilate when required and dust masks to be worn when required |
| Excavations : | N/A |
| Collapse of structures : | N/A |
| Members of Public / Client employees / Others : | Householders and their children will not be present during site hours |

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| Other risks : | <p>Bathroom to be secured at end of working day</p> <p>Floorboards to be restored at end of working day</p> <p>Hot Works : Fire watch for 1 hour prior to leaving site</p> <p>Householder has arranged for dog to be placed in kennels for duration of works</p> |
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| Construction Phase Plan | |
|---|--|
| Contractor : | J Bloggs & Co Shopfitting Ltd |
| Description of project : | Shop Fitting |
| Location of project : | 1 st Class Coffee The Star Shopping Centre Any Town |
| Projected start and end dates for project : | 03/01/2017 - 17/01/2017 |
| Site Hours : | 7:30 – 17:00 |
| Principal Contractor Duties : | <ul style="list-style-type: none"> • plan, manage, monitor and coordinate the construction work with principal designer, client, employees and sub-contractors • consult and engage with workers and sub-contractor regarding health, safety and welfare during the works • ensure all appointed contractors provide evidence of relevant training and qualifications and have received a site induction before starting work on site • ensure suitable welfare facilities are provided • ensure site is secured to prevent unauthorised access |
| Name and contact details of site supervisor : | J Bloggs Mobile : **** ***** |
| Sub-contractors on site : | D Smith & Co Ltd – Flooring Contractors A Jones & Co Ltd – Electrician B. Williams & Sons Ltd – Plasterers |
| Site Welfare arrangements : | Welfare Facilities are available in The Star Shopping Centre |
| Minimum Personal Protective Equipment (PPE) requirements : | Hi-Viz Waistcoats Steel toe caps boots Hard Hats |
| Site access and parking arrangements : | Public parking available in Star Centre Car Park. |

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| | Deliveries to site to be arranged with Shopping Centre Security on (****) ***** . |
| Site security : | To Access Star Shopping Centre enter and sign in at the security office. 1 st Class Coffee will be controlled by Site Supervisor (J Bloggs) all contractor must sign in and out every day. |
| Coordination of contractors : | Site meeting will be held at 8:000 every day each contractor must send a representative to attend. |
| Site inductions : | J Bloggs to give induction to all contractors prior to start and each contractors on site sign Induction Register before starting work on site. |
| Emergency procedures : | The Shopping Centre has established emergency procedures these will be communicated to contractors at induction by J Bloggs. |
| Site inspection arrangements : | J Bloggs or Health & Safety Advisors (ABC Safety) will carry out inspections at regular intervals during the works. |
| Site Rules : | <ul style="list-style-type: none"> • No Radios • PPE to be worn at all times • No smoking • Each contractor is responsible for ensuring their waste is bagged and placed skips provided in the Star Centre Car Park. |
| Risks Present On-Site | |
| Asbestos : | <p>Star Centre’s Asbestos survey confirms presence of ACMs in Unit.</p> <p>The affected areas are clearly marked and will be highlighted at induction works have been planned to avoid disturbing these areas.</p> <p>Asbestos Awareness Toolbox talk will be provided at induction.</p> <p>However should you suspect that you have disturbed asbestos during works please stop work, leave area and inform J Blogg immediately.</p> |
| Working at Height : | Each contractor is responsible for providing safe means of working at height for their employees. |

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| | <p>Tower scaffolds will be wherever possible and must be erected by suitably qualified persons who will be expected to carry proof of their qualifications when on-site.</p> <p>Ladders to be use for short duration works only.</p> |
| Electricity / Gas | <p>Electrical: A Jones & Co Ltd – Electrician responsible for isolation of electrical supplies prior to start.</p> <p>Gas : Star Centre Facility Management to arrange for Gas supply to be isolated prior to start of works.</p> |
| Dust : | <p>Areas will be damped down where possible. Dust masks to be worn when required Area to be vacuumed rather than swept</p> |
| Excavations : | N/A |
| Collapse of structures : | N/A |
| Members of Public / Client employees / Others : | <p>Access to Unit to be controlled by Site Supervisor.</p> <p>All Persons on-site must have received site induction and be signed in everyday prior to starting work on site</p> <p>Shop front to be boarded and Door to unit to kept shut at all times to prevent members of public accessing unit.</p> |
| Other risks : | <ul style="list-style-type: none"> • Site to be secured at the end of each day • No access to site out of working hours without prior written consent by J Bloggs. • Good housekeeping to be maintained at all times • Access to Shopping Centre to be avoided wherever possible • Deliveries to site should be avoided during opening hours whenever possible. |

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