

YOUR LOGO

The Construction (Design and Management) Regulations 2015

Construction phase plan

The health and safety arrangements, site rules and specific measures for this project, drawn up before the site is set up and kept current until it closes.

PROJECT

SITE ADDRESS		
CLIENT		PRINCIPAL CONTRACTOR, OR CONTRACTOR
PREPARED BY		APPROVED BY
REVISION	DATE OF ISSUE	STATUS

Revision record

The plan is reviewed, updated and revised as the work changes (regulation 12(4)). Record each revision here and withdraw the copies it replaces, so the version on site is always the current one.

REV	DATE	WHAT CHANGED	BY

THE PROJECT

What is being built, and by whom

Enough for anyone arriving on site to understand the job: the work, the dates that matter and who is responsible for what.

Description of the work

The structure, the scope and anything unusual about the site or the building in use around it.

L153, APPENDIX 3, PARA 5(A)

Key dates

Include the dates that cannot move: services disconnected, scaffold up, occupied areas handed back.

START ON SITE

COMPLETION

OTHER KEY DATES

Notification to the HSE

Notifiable if the work lasts more than 30 working days with more than 20 workers at once, or exceeds 500 person days. The client sends the F10.

☐ Yes ☐ No

F10 SUBMITTED ON

REGULATION 6

Information this plan draws on

The pre-construction information, surveys, drawings and any existing health and safety file.

REGULATION 12(3)

The project team

ROLE	NAME AND COMPANY	TELEPHONE	EMAIL
Client			
Principal designer			
Principal contractor			
Site manager			
Health and safety adviser			
First aider			

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MANAGEMENT OF THE WORK

How the site will be run

Specific to this site and proportionate to the risk. Generic risk assessments and detailed method statements do not belong in the plan.

Health and safety aims

What this project will achieve, stated so it can be checked. For example, no work at height without collective edge protection.

L153, APPENDIX 3, PARA 5(B)(I)

Site rules

The rules everyone on site follows: PPE, access, hours, permits, smoking, vehicles and storage. Display them where they can be read, with translations where needed.

L153, APPENDIX 3, PARA 13

Cooperation and coordination

How contractors work together: site meetings and how often, who attends, and how changes to the plan or programme reach everyone.

REGULATION 13(3)

Involving workers

How workers are consulted and kept informed on health, safety and welfare. Toolbox talks, a safety representative, a route for raising concerns.

REGULATION 14

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MANAGEMENT OF THE WORK, CONTINUED

Induction, security, welfare and emergencies

Site induction

Who gives it, what it covers and where the record is kept. Every person, before they start work.

REGULATION 13(4)(A)

Site security

How people who should not be there are kept out: hoarding, gates, signage, arrangements out of hours.

REGULATION 13(4)(B)

Welfare facilities

In place from the first day of work, not arranged in week two.

REGULATION 13(4)(C), SCHEDULE 2

FACILITY	IN PLACE	LOCATION AND ARRANGEMENTS
Toilets	☐	
Washing facilities Hot and cold or warm water, soap, towels	☐	
Drinking water	☐	
Changing area and lockers	☐	
Rest area Seating, a way to boil water and eat meals	☐	

Fire and emergency arrangements

Where people go, who is trained, and how the emergency services find the site.

REGULATIONS 30 TO 32

ARRANGEMENT	DETAILS
Fire assembly point	
Fire points and extinguishers	
Raising the alarm	
First aid kit	
First aiders	
Nearest A&E	
Access for emergency services	

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SCHEDULE 3

Work involving particular risks

Where any of this work is on the job, the plan must carry specific measures for it. Where none of it is, say so; the rest of the plan still applies.

SCHEDULE 3 WORK	YES	NO	SPECIFIC MEASURES, OR THE RAMS THAT CARRY THEM
Burial, engulfment or falls from height Where the risk is aggravated by the work, the process or the place	☐	☐	
Chemical or biological substances A particular danger, or needing health monitoring	☐	☐	
Ionising radiation Needing controlled or supervised areas	☐	☐	
Work near high voltage power lines	☐	☐	
Work with a risk of drowning	☐	☐	
Wells, underground earthworks and tunnels	☐	☐	
Divers with a system of air supply	☐	☐	
Caissons with a compressed air atmosphere	☐	☐	
Use of explosives	☐	☐	
Assembly or dismantling of heavy prefabricated components	☐	☐	

REGULATION 12(2) AND SCHEDULE 3, WORDING SHORTENED

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SITE RISKS

Significant risks, and how each is controlled

The main dangers on this site. Name who is responsible for each control. Detailed method statements sit with the RAMS and are referenced here.

HAZARD	PRESENT	HOW IT WILL BE CONTROLLED	RESPONSIBLE
Falls from height	☐		
Collapse of excavations	☐		
Collapse of structures Including temporary works and propping	☐		
Building dust and silica	☐		
Asbestos	☐		
Electricity and buried services	☐		
Lifting operations	☐		
Site traffic, deliveries and plant	☐		
Manual handling	☐		
Noise and vibration	☐		
Hazardous substances	☐		
The public, the client and others	☐		
	☐		
	☐		

HSE CIS80 AND L153, APPENDIX 3, PARA 5(C)

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REVIEW AND ACCEPTANCE

Keeping the plan current

Review the plan when the work, the programme or the people change, and at set intervals in between.
Record each review, and revise the cover when the plan changes.

Plan reviews

REGULATION 12(4)

DATE	REVIEWED BY	CHANGES MADE	NEXT REVIEW

Contractor acknowledgement

Each contractor confirms they have read the parts of this plan relevant to their work, and will follow them.

L153, APPENDIX 3, PARA 15

COMPANY	NAME	SIGNATURE	DATE

Approved for issue

By the principal contractor, or the contractor where there is only one.

NAME	POSITION	SIGNATURE	DATE

REGULATIONS 12(1) AND 15(5)

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