



# Construction Design and Management

## **GUIDANCE ON THE CONSTRUCTION PHASE PLAN**

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## **INTRODUCTION**

This document offers guidance to the Principal Contractor with regards the preparation of the Construction Phase Plan for the project.

## **1 THE CONSTRUCTION PHASE PLAN**

Under the Construction (Design & Management) Regulations, it is a requirement of the Principal Contractor to develop a Construction Phase Plan, to an acceptable level, prior to being permitted to commence work on site.

The Plan provides a focus for managing and co-ordinating health and safety on the site. The amount of detail in the Plan should depend on the nature and extent of the project and on the contract arrangements for the construction work. The Plan needs to explain how key health and safety hazards will be managed, what the emergencies procedures for the site are, and the methods of communication to be adopted. The Plan must be relevant to the particular project and should build on the information provided by the CDM Coordinator and the Pre-Construction Information.

In addition, the Construction Phase Plan should set out the arrangements for ensuring the health, safety and welfare of everyone carrying out the construction work and all others who may be affected by it.

## 2 FORMAT FOR THE CONSTRUCTION PHASE PLAN

The following lists what is expected from the Principal Contractor with regards the Construction Phase Plan so that it satisfies the requirements of regulation 20(1)(a) of the construction Design and Management 2007, complies with regulation 23(1)9a) and 23(2) and that the requirement of regulation 22(1)(c) will be complied with during the construction phase for the project prior to the start of the construction phase.

The section headings and their order in the Plan follow the recommendations given in the HSE's document 'Managing Health and Safety in Construction - Approved Code of Practice'. However, it is not a requirement that the Plan follows this format, only that all issues are addressed to a level that reflects the scale of the risks inherent on the project.

- **Description of the Project**

- **Project description**

- List all the key elements of the construction work being carried out including any associated infrastructure works and also demolition and site clearance.

- **Programme details**

- State details of the anticipated completion dates for the project and any intermediate stages.

- **Project team details**

- List the names and contact details of the project team including the Client, Designers, CDM Coordinator, other Consultants, Contractors and Suppliers.

- **Extent and location of existing records and plans**

- This section should reference available documentation relevant to the existing environment such as:

- a) Drawings of existing structures to be demolished or incorporated into the project e.g. steelwork, brickwork, reinforced concrete, pre-stressed concrete, pre-tensioned or post-tensioned concrete etc.
    - b) Asbestos survey documents
    - c) Soil survey documents
    - d) Existing service details
    - e) Any relevant Health and Safety Files if they exist
    - f) any other documentation relating to the existing environment which could be relevant to health and safety during the work activities associated with the project.

These documents may have been issued at tender stage by the Client or have been obtained by the Principal Contractor through site surveys.

- **Communication and Management of the Work**

- This section should include details of the arrangements for managing and organising the project.

- **Management structure and responsibilities**

- Include information on who is responsible for what, and the flow of responsibility from senior management through to site operatives. For example Project Director, Company H&S Manager, Site Manager, Contracts Manager, Safety Officer, Safety Inspector, Site Fire Safety Co-ordinator, Site Foreman, Site Operatives etc.

- **Health and Safety goals**

- Include information on the standards to which the project will be carried out e.g. to statutory requirements or higher if required by the Client or Principal Contractor. All work activities on the project must comply with the Health & Safety at Work etc. Act,

the Management of Health & Safety at Work Regulations and associated health and safety legislation.

- **Arrangements for monitoring and review of health and safety performance**  
This section should include details on the monitoring and review arrangements for achieving compliance with the health and safety standards set out for the project. The Principal Contractor shall set out procedures for recording and reviewing accidents, near misses, compliance with site safety rules, compliance with health and safety legislation, compliance with safety method statements and the Health and Safety Plan. The persons responsible for undertaking site safety inspections and audits should be identified along with the proposed frequency to which they are to be undertaken.
- **Arrangements for regular liaison between parties on site**  
Include details of the arrangements that will ensure regular liaison between parties on the site. This may be via direct contact with the parties' representatives or project meetings.
- **Arrangements for consultation with the workforce**  
Include details on the arrangements that are to be made for consulting with and co-ordinating the views of workers on site. This might be via direct contact with contractors' representatives or meetings with the following on the agenda:
  - a) Review of health and safety reports.
  - b) Reporting of accidents, dangerous occurrences, near misses.
  - c) Recommendations of any contractors.
  - d) Pre-Planning of future work prior to the next meeting to include an update of the distribution and co-ordination of information to relevant parties.
- **Arrangements for the exchange of design information between the Client, Designers, CDM Coordinator and the Contractors on site**  
Describe the means of communicating and passing design information to all members of the project team e.g. via site meetings and project reviews. Also describe the system for assessing the health and safety implications of the design and the means of reporting back to interested parties.
- **Arrangements for handling design changes during the project**  
Include details of the arrangements for the handling of design changes during the project including any systems for assessing the health and safety implications of any changes and reporting findings back to interested parties.
- **Arrangements for the selection and control of contractors and suppliers**  
Set out procedures to:
  - a) Judge that adequate provision will be made for health and safety by contractors appointed by the Principal Contractor.
  - b) Ensure that suppliers of materials will provide adequate details of their products, including appropriate safety data sheets.
  - c) Ensure that machinery and other plant supplied for common use will be properly selected, used and maintained; and that operator training will be provided.
- **Arrangements for the exchange of health and safety information between Contractors**  
Describe how health and safety information will be disseminated and exchanged between contractors (e.g. through site safety meetings, project meetings).
- **Arrangements for security**  
Describe the arrangements for securing the site and excluding unauthorised persons, including surveillance.
- **Arrangements for site induction and on-site training**

Describe the arrangements for site safety inductions to ensure that health and safety information is provided to all personnel on site, including visitors. The induction should include basic information about the project including the main contacts, plus relevant information about the on-site hazards, emergency and first aid procedures, and the duties and responsibilities of all persons on site.

- **Arrangements for welfare facilities**  
Describe the proposed welfare arrangements and information about any shared welfare in accordance with the Construction (Health, Safety & Welfare) Regulations. This also needs to state who is responsible for their maintenance and upkeep.
- **Arrangements for First Aid**  
Include details on any first aid arrangements including the names of qualified persons appointed in accordance with the Health & Safety (First Aid) Regulations, how this information is to be displayed and the location of first aid boxes. Consideration should be given to adequate cover during shift work.
- **Arrangements for the reporting and investigation of accidents and incidents including near misses**  
Include details of the procedures for reporting and investigating accidents, incidents and near misses. Accidents need to be entered in the Accident Book B1 510 and if appropriate reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. State who is responsible for doing this.
- **Arrangements for the production and approval of risk assessments and method statements**  
Include details of the procedures/arrangements for undertaking risk assessments in accordance with the Management of Health and Safety at Work Regulations and the production and approval of method statements. Describe how information is to be obtained from other contractors and how essential health and safety information is to be communicated to those who need to know. State who within the Principal Contractor's project team is responsible for this approval process.
- **Site Rules**  
Give details of the site rules and the means of bringing them to the attention of those affected. Refer to and include site induction information sheets.
- **Fire and Emergency Procedures**  
Include details of the means of making operatives arriving on site familiar with the procedures to follow in the event of an emergency. The procedures should be displayed, including details of the emergency assembly points. Details of the Fire Safety Plan should also be included together with arrangements for fire detection, number of alarm and call points, details of fire fighting equipment, interface between temporary and permanent installations, training and instruction of workers with regard to fire and the testing/monitoring procedures. Consideration should also be given to emergency procedures in excavations liable to flooding, tunnels, for work near water and also for the rescue of persons in harnesses. The emergency procedures should also cover the immediate actions that need to be taken in the event of an accident when there is injury to one or more persons.
- **Arrangements for Controlling Significant Site Risks**  
In order for an adequate Construction Phase Plan to be in place, this section should include details of the control measures in place to deal with the activities that have risks to health and safety, which are associated with the early works packages. Site establishment and the exclusion of unauthorised persons should be included as an early works package.

### **3 THE CONSTRUCTION PHASE HEALTH & SAFETY PLAN - A LIVE DOCUMENT**

The Construction Phase Plan is a live document and as such should be regularly reviewed and updated as works progress on site.

Where, during the construction phase, the Principal Contractor or other contractors or Designers identify additional hazards and risks they should identify the measures required to control them and the Principal Contractor should incorporate those measures into his Construction Phase Plan. If they affect the design, these variations shall be discussed with the CDM Coordinator.

The Principal Contractor shall also assess the competence and resources of all Designers and other Contractors he appoints, whether pre-selected by the Client or not, and shall only appoint those who meet the requirements of Competence Appendix ACOP. The arrangements for undertaking this should be included in the Plan.

The Principal Contractor shall:

- Notify the CDM Coordinator of any design work that he or any other Contractor arranges to be undertaken.
- Arrange for site safety inspections and audits to be carried out by competent persons to review the health and safety aspects of work in progress throughout the construction phase.
- Continually review and develop the Construction Phase Plan, identifying and implementing any necessary changes from any risk assessments, hazards identified and/or safety audits.
- Formally report at each progress meeting to the Client on health and safety issues arising during the previous period including proposed design changes and details of audits and inspections and near miss incidents or incidents reported under RIDDOR.