

The Construction (Design and Management) Regulations 2007: Industry Guidance

Annex E: The construction phase plan

Under Regulation 3 of the Management Regulations, the principal contractor and other contractors must identify the hazards and assess the risks relating to their work, including the risks they create for others. Using this information, the principal contractor must develop a plan suitable for managing health and safety in the construction phase of the project, which includes developing information provided by the client and CDM co-ordinator.

The construction phase plan is the foundation for good management and clarifies:

- who does what
- who is responsible for what
- the hazards and risks which have been identified
- how the works are controlled

Under the Construction (Design and Management) Regulations 2007 (CDM 2007) it is the responsibility of the principal contractor, once they have been appointed, to develop the construction phase plan, which must be completed before the client can allow work on site to proceed.

For all but the simplest of projects the plan may not be sufficiently developed to cover all of the work that the project will involve; it may only cover early phases of work (for example site set up, enabling works, clearance and early groundworks). The plan at this phase should, however, indicate how arrangements for managing the rest of the work will be added into the plan as contractors and sub-contractors are identified and can give meaningful input into their part of the plan.

The plan should be regarded as a live document, reviewed at regular intervals and, where necessary, amended to reflect changes in the scope of work or programme changes where the planned interface of trades may alter.

The principal contractor's plan should be structured to reflect the information given on the next page.

Construction phase plan	
1. Description of project	<p>Project description and programme details including any key dates.</p> <p>Details of client, CDM co-ordinator, designer, principal contractor and other consultants.</p> <p>Extent and location of existing records and plans which are relevant to health and safety on site.</p>
2. Management of the work	<p>Management structure and responsibilities.</p> <p>Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.</p> <p>Arrangements for:</p> <ul style="list-style-type: none"> • regular liaison between parties on site • consultation with the workforce • the exchange of design information between the client, CDM co-ordinator and contractors on site • handling design changes during the project • the selection and control of contractors • the exchange of health and safety information between contractors • site security • site induction • identifying needs and arrangements for competent training • welfare facilities and first aid • the reporting and investigation of accidents and incidents, including near misses • the production and approval of risk assessments and written systems of work • Site rules including client requirements. Fire and emergency procedures.
3. Arrangements for controlling significant site risks	<p>Safety risks</p> <ul style="list-style-type: none"> • Delivery and removal of materials (including waste) and work equipment, taking account of any risks to the public, e.g. during access to or egress from the site. • Services, including temporary electrical installations. • Preventing falls. • Work with or near fragile materials. • Control of lifting operations. • Dealing with services (water, electricity, gas, communications cabling, etc.). • The maintenance of plant and equipment. • Poor ground conditions or contaminated ground. • Work in confined spaces. • Demolition. • Managing temporary works. • Traffic routes and segregation of vehicles and pedestrians,

	<p>including access to and egress from site.</p> <ul style="list-style-type: none"> • Storage of materials (particularly hazardous materials) and work equipment. • Dealing with existing unstable structures. • Accommodating adjacent land use. • Any other significant safety risks. <p>Health risks</p> <ul style="list-style-type: none"> • The removal of asbestos. • Dealing with contaminated land. • Manual handling. • Use of hazardous substances and animal hazards (such as rats – leptospirosis). • Reducing noise and vibration. <p>Any other significant health risk (such as dust).</p>
4. The health and safety file	<p>Layout and format.</p> <p>Arrangements for the collection and gathering of information.</p> <p>Storage of information.</p>

As contractors and sub-contractors are identified and sub-contractors let, their information should be incorporated into a form which can merge into the plan.

Constant review is key and the principal contractor should allow the CDM co-ordinator access to review meetings in order to demonstrate that both parties are fulfilling their duties to communicate and co-operate.