CDM Creator

Sample documents

Selected pages only

This file shows a few pages from each document, so you can see what CDM Creator builds. The full documents are much longer, and each one is built for your site, your works and your equipment.

Risk Assessment and Method Statement

Pages 1, 11 and 17 shown here

3 of 17
pages shown

Construction Phase Plan

Pages 1, 8 and 20 shown here

3 of 23
pages shown

COSHH assessment

Pages 1 and 3 shown here

2 of 5
pages shown

Site induction record

Page 1 shown here

1 of 3
pages shown

The project, the company and the people in this sample are invented.

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Sample Construction Ltd
1 Sample Street, SA1 1AA, Sampletown · 07700 900101 · office@sample-co.example
Project: SAMPLE – Office refurbishment · 10 Sample Street, Sampletown, SA1 2BB

CDM 2015 reg. 13 · L153

Risk Assessment & Method Statement

Issued: 11/11/2026
Review: 20/12/2026
Version: 3

Legal basis and guidance: CDM 2015 reg. 13 · MHSW 1999 reg. 3 · HSWA 1974 s.2 | HSE guidance (not law): L153

How to use

When	Issued before mobilisation. Reviewed after any incident or near-miss, on change of personnel or method, and at the review date (20/12/2026).
How	Read with the project Construction Phase Plan, Emergency Response Plan and per-task Permits-to-Work. Brief at induction; re-brief when the work or conditions change.
Who signs	Prepared by Sam Sample, for Sample Construction Ltd (Principal Contractor), who signs as author. Reviewed and approved on site by the Site Manager (Sid Sample) before work starts. Each operative signs the sign-off page (Appendix B) before starting work.
If unsure	Stop and call the Site Manager. If a residual risk score is 15 or more (VERY HIGH), the task does not start until the Site Manager has checked the controls on site.

Critical — must read

A residual risk score of 15 or more (VERY HIGH) means the task does not start until the Site Manager has checked every control on site. If a control cannot be put in place, the task does not go ahead.

For Work at Height, planning must cover emergencies and rescue, proportionate to the risk (WAHR 2005 reg. 4).

PPE listed in Appendix A is what the named tasks call for where a risk remains after the other controls. Equivalent or better PPE may be used in its place; nothing weaker.

Scope of Works

Legal basis and guidance: CDM 2015 reg. 13(1) · MHSW 1999 reg. 3 · HSWA 1974 s.2

1.1 Project description

Project	SAMPLE – Office refurbishment
Address	10 Sample Street, Sampletown, SA1 2BB
Start date	01/12/2026
End date	29/01/2027
Workers on site at the same time (max.)	8

1.2 Tasks on this project

The tasks on this project are listed below. They drive the Risk Assessment sections (§3–§5) and the Method Statement (§6).

Working on podium steps | Installing new lighting | Suspended ceiling works

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Sample Construction Ltd
SAMPLE – Office refurbishment · 10 Sample Street, Sampletown
Risk Assessment & Method Statement · Version 3 · Issued 11/11/2026

Electrical — Risk Assessment

5

Legal basis and guidance: Electricity at Work Regulations 1989 (EAWR 1989) | HSE guidance (not law): HSG85 · GS38

5.1 Hazards & controls

Hazard	Who at risk	Controls	Risk (l×s=r)	Residual (l×s=r)
Contact with live electricity during new luminaire installation – death	User	ELECTRICAL WORK: only a competent person may carry out electrical work (EAWR 1989 reg 16); a JIB or ECS card, or NICEIC or NAPIT registration, is accepted as evidence of competence. 1. Luminaires and fittings lifted and fitted using the manual handling controls in this RAMS. 2. Safe isolation: isolate the installation, lock it off and put a caution notice (DO NOT SWITCH ON) at the point of isolation (EAWR 1989 regs 12–13; as recommended by HSE in HSG85 paras 49–55). 3. Test GS38-compliant voltage indicator: verify NO VOLTAGE BEFORE touching – test on EACH conductor. 4. Reconfirm: check indicator on known live parts BEFORE and AFTER test – confirms indicator functionality. 5. Isolation confirmed to the person in charge before work starts – on the Electrical Isolation Certificate for each isolation (HSE HSG85 paras 47–60: isolation, and a permit-to-work where it would help safety); everyone working nearby told which circuits stay live. 6. If unsure, stop and ask the competent electrical supervisor before continuing. 7. Services which must remain live: fully marked and briefed BEFORE work. 8. Safety footwear (BS EN ISO 20345:2022+A1:2024). Insulated gloves and arc-rated face protection only for the live work that EAWR 1989 reg 14 allows.	4 × 5 = 20	1 × 5 = 5

LOW (1–3) MEDIUM (4–8) HIGH (9–14) VERY HIGH (15–25)

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Appendix B. Operative Sign-off

I confirm I have been briefed on this RAMS, I understand the hazards and controls relevant to my work, and I will follow the controls and procedures set out. I will stop work and notify the Site Manager if conditions change.

Name	Company	Date	Competence (if held)	Signature

This acknowledgement may be signed on paper or electronically.

Record keeping: this signed RAMS and the operative acknowledgement page is kept with the project records; health records, where the law requires them, are kept for at least 40 years (COSHH 2002).

Prepared by — Sam Sample, for Sample Construction Ltd (Principal Contractor)

Name	Signature	Date / time

Reviewed and approved on site — Site Manager: Sid Sample

Name	Signature	Date / time

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CDM 2015

Construction Phase Plan

Issued: 11/11/2026
Review: 20/12/2026
Version: 3
F10: No

Legal basis and guidance: CDM 2015 reg. 12 · CDM 2015 Schedule 3 · MHSW 1999 reg. 3 · HSWA 1974 s.2–3 · L153

How to use

When	Before the construction phase begins (CDM 2015 reg. 12 — Principal Contractor duty). Update whenever scope, workforce, or site conditions change materially.
How	Complete every section. The plan must be site-specific — generic content is non-compliant. Share relevant extracts with all contractors and workers at induction. Keep on site throughout the construction phase.
Who signs	Principal Contractor (Director / Site Manager) prepares and signs. Shared with Client, Principal Designer, and all contractors.
If unsure	Refer to HSE L153 "Managing health and safety in construction" and CITB CDM 2015 guidance. For notifiable projects (longer than 30 working days with more than 20 workers working simultaneously at any point, or more than 500 person-days), the Client must notify HSE (F10) as soon as practicable before the construction phase begins (CDM 2015 reg. 6).

Critical — must read

The CPP must be relevant to this project and proportionate to its risks (HSE L153, Appendix 3).

For notifiable projects, the Client must notify HSE (F10) as soon as practicable before the construction phase begins (CDM 2015 reg. 6).

The CPP is reviewed, updated and revised from time to time so that it stays sufficient for the work on site (CDM 2015 reg. 12(4)).

Project Description

Legal basis and guidance: CDM 2015 reg. 12(1)–(2): The Principal Contractor must draw up a Construction Phase Plan before setting up a construction site (where there is only one contractor, that contractor must do so — reg. 15(5)–(6)). The plan must set out the health and safety arrangements and site rules for the project.

This Construction Phase Plan describes the health and safety arrangements, site rules, and specific measures to be taken during the construction phase of the project identified below. It is prepared under CDM 2015 Regulation 12 and shared with all duty holders and contractors engaged on the project.

Any material design information supplied subsequently by the Principal Designer is incorporated by review and CPP revision (see §9.2).

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Emergency Arrangements

4

Legal basis and guidance: CDM 2015 regs. 30–32 + Regulatory Reform (Fire Safety) Order 2005: The Principal Contractor must make arrangements for dealing with foreseeable emergencies (fire, injury, dangerous occurrence) and ensure all on site know how to raise the alarm, where to assemble, and who is responsible for calling emergency services.

4.1 Emergency contacts

Role	Name	Phone
Site Manager	Sid Sample	07700 900104
First Aider (primary)	Fiona Example	07700 900105
Fire Marshal	Frank Example	07700 900106
Emergency services	999 (Ambulance / Fire / Police)	—
Non-emergency medical	NHS 111	—
Utility emergencies	Gas 0800 111 999 · Electricity (power cut or damaged cable) 105	—

4.2 Emergency procedure — 7 steps

In the event of fire, serious injury, or any dangerous occurrence, the following procedure applies. All operatives are briefed on this procedure at site induction and during relevant toolbox talks.

#	Action
1	RAISE THE ALARM — shout "Fire!" / "First aid!" / activate the fire alarm point. Alert others in the immediate area.
2	MAKE THE AREA SAFE only if it takes a few seconds and is safe — isolate power, stop plant, remove ignition sources. Never delay the alarm, the 999 call or your escape. Do NOT put yourself in danger.
3	CALL 999 — state the emergency, the site address and postcode (10 Sample Street, Sampletown, SA1 2BB), and the nature of the incident. Stay on the line until the operator has all they need.
4	EVACUATE to the muster point (Site entrance) via the nearest safe route. Do not run. Do not re-enter the building or work area until the Site Manager says it is safe.
5	ACCOUNT for all persons at the muster point — Site Manager checks against the sign-in register. Report missing persons to emergency services immediately.
6	MEET EMERGENCY SERVICES at the site gate. The Site Manager or nominated deputy provides: location of incident, nature of hazards, casualty details, site access plan.
7	RECORD & REPORT — the Site Manager completes the Accident / Incident Report. Notify HSE under RIDDOR where applicable (see Section 10). Do not disturb the scene before HSE investigation unless life-safety requires it.

NOTE: Full RIDDOR reporting procedure — including the HSE telephone number for fatalities / specified injuries / dangerous occurrences and the submission deadlines — is set out in §10.

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Principal Contractor Sign-off

SIGN

This Construction Phase Plan has been prepared under CDM 2015 regulation 12 by the Principal Contractor for the project described on the cover page. The named signatory confirms that the Plan is site-specific, proportionate to the risks, and will be reviewed and revised as the construction phase develops.

Principal Contractor	Sample Construction Ltd
Signatory (name)	Sam Sample
Signing for	Principal Contractor
Date issued	11/11/2026
Version	3
Next scheduled review	20/12/2026

Signature

Name	Signature	Date / time

NOTE: This document may be signed by hand or electronically.

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COSHH Assessment

v3 Date: 11/11/2026

Substance: EVERBUILD EVERFLEX CONTRACT AC50 Acoustic Sealant & Adhesive

CAS: See product SDS section 3 Signal: Warning

Legal basis and guidance: COSHH 2002 reg. 6 · COSHH 2002 reg. 7 · MHSW 1999 reg. 3 · HSWA 1974 s.2 · EH40/2005 (4th ed.) · L5

How to use

When	Before any hazardous substance is used, handled, stored or transported on site. One COSHH Assessment per substance.
How	Check Sections 1 and 2 against the manufacturer's Safety Data Sheet. Complete Section 3 with site-specific data, review the control measures in Section 5 and confirm the checks in Section 9.
Who signs	Assessed by: the competent person preparing the RAMS (Site Manager / H&S Advisor). Reviewed by: workers exposed to the substance.
If unsure	Consult the Safety Data Sheet (SDS) from the manufacturer. If the Safety Data Sheet does not answer your question, seek competent advice. Never use a substance without a completed COSHH Assessment.

Critical — must read

COSHH Regulations 2002 require a suitable and sufficient assessment before any work with hazardous substances begins.

The assessment identifies the steps needed to prevent or adequately control exposure (COSHH 2002 regs 6 and 7).

If an exposure limit is exceeded or controls fail — STOP WORK immediately and reassess.

Substance Identification

Substance Name	EVERBUILD EVERFLEX CONTRACT AC50 Acoustic Sealant & Adhesive
Trade Name	EVERBUILD EVERFLEX CONTRACT AC50 Acoustic Sealant & Adhesive
CAS Number	See product SDS section 3
GHS Pictograms	GHS08 Health hazard
Signal Word	Warning
H-Statements	H361 Suspected of damaging fertility or the unborn child; EUH208 Contains a sensitising substance. May produce an allergic reaction
Routes of Absorption	Skin contact (may cause an allergic skin reaction)
Health Effects	From the SDS hazard statements (section 2): H361 Suspected of damaging fertility or the unborn child. Full details: product SDS section 11.
Safety Data Sheet	Obtain the current SDS from the supplier and keep a copy on site

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Control Measures

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Controls are listed in order of the hierarchy of control (Elimination → Substitution → Engineering → Administrative → PPE). Comply with all applicable measures.

Control Measures	Hygiene: wash hands and any skin the product has touched straight after use and before eating, drinking, smoking or using the toilet; no eating, drinking or smoking where it is used. New and expectant mothers: this product is suspected of damaging fertility or the unborn child (H361). Where women of child-bearing age work with it, the assessment includes the risk to a new or expectant mother and her baby, and her working conditions are altered, or she is suspended from the work, if the risk cannot be avoided (required by Management of Health and Safety at Work Regulations 1999 reg 16). Use a product without this classification where one will do the job (COSHH 2002 reg 7(2)). PPE — the last line of defence (PPE at Work Regulations 1992 reg 4(1)): Hands: Chemical-resistant, impervious gloves complying with an approved standard must be worn at all times when handling chemical products. Reference number BS EN ISO 374-1:2016+A1:2018. Follow manufacturer specifications. Skin: Protective clothing (e.g. Safety shoes acc. to EN ISO 20345, long-sleeved working clothing, long trousers). Eyes: Safety glasses with side-shields conforming to BS EN ISO 16321-1:2022+A1:2025
Additional Controls	Follow the handling precautions in the product SDS (section 7) and the exposure controls in section 8.

5.1 Respiratory protective equipment (RPE)

RPE Type Required	Not normally needed: no hazard statement points to breathing in dust, mist or vapour, and ventilation (Section 5) is the control. If a smell builds up or anyone has irritation of the nose, throat or chest, stop, ventilate and review this assessment.
Face-Fit Test Required	Only if a tight-fitting mask is used — then Yes: face-fit test to INDG479 before it is first worn (ACOP L5 para 160). Not needed when no mask is worn.

RPE is the LAST line of defence — engineering controls (LEV, wet methods, enclosure) must be implemented first.

Where RPE is required and uses a tight-fitting facepiece (FFP3, half-mask, full-face), a face-fit test in line with INDG479 is needed (ACOP L5 para 160).

Keep a record of each face-fit test (INDG479).

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Site Induction Record

Each person signs on the day of their own induction

Legal basis and guidance: CDM 2015 reg. 13(4)(a) · CDM 2015 reg. 15(9)(a) · MHSW 1999 reg. 13 · HSWA 1974 s.2(2)(c)

How to use

When	Before any person begins work on site for the first time — operatives, subcontractors, visitors, deliveries staying to work, designers visiting. No induction = no access.
How	Walk through the topics that apply to the inductee. Tick the box as each topic is covered. Ask the inductee to sign acknowledging they understood. Keep it with the site records for the project and for 3 years after (the Principal Contractor's own practice; no period is set by law).
Who signs	The Site Manager (Sid Sample), or a competent person the Site Manager appoints, conducts the induction. Every inductee signs the attendance table. The person who conducts it signs at the end.
If unsure	If the inductee does not speak English well enough to understand — arrange translator or pictogram-based induction. Escorted visitors only need to be told the main hazards and the controls that apply to them.

Critical — must read

CDM 2015 reg. 13(4)(a) requires the Principal Contractor to ensure that a suitable site induction is provided.

Induction should be recorded, so that the Principal Contractor can show that the CDM 2015 reg. 13(4)(a) duty was met.

Refresher inductions are appropriate where the site or its risks change materially (MHSWR 1999 reg. 13(3)).

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