Construction Phase Plan

Prepared under regulation 12 of the Construction (Design and Management) Regulations 2015. Structure based on HSE guidance L153, Appendix 3.

1. Project description

Summarise the project and list the information you received from the client and principal designer.

Project name and address	
Client (name, contact)	
Principal designer	
Principal contractor	
Other contractors	
Start date and planned duration	
Notifiable to HSE (F10)? Date notified	
Description of the work	
Existing hazards from pre-construction information (services, asbestos, access, neighbours, ground conditions)	

2. Management of the work

Name the people responsible and how contractors will work together.

Site manager / person in charge	
Health and safety responsibilities (who does what)	
Arrangements for cooperation and coordination between contractors	
Site rules	
Working hours and deliveries	

3. Site induction, consultation and communication

Every worker must receive a site-specific induction.

Site induction content and who delivers it	
Toolbox talks and briefings (frequency)	
How workers are consulted on health and safety	
Record of signed inductions kept at	

4. Welfare facilities (Schedule 2, CDM 2015)

Welfare must be in place from the start of the construction phase.

Toilets	
Washing facilities (hot and cold water, soap, drying)	

Drinking water	
Rest area and facilities for eating	
Changing rooms and storage for clothing	
Available from (date)	

5. Emergency arrangements

Fire precautions and assembly point	
First aid: first aiders and kit location	
Rescue plan (work at height, confined spaces, excavations)	
Emergency contacts	
Nearest A&E (address)	

6. Accident reporting

How accidents and near misses are reported	
RIDDOR reporting responsibility	
Investigation arrangements	

7. Control of significant site risks

For each risk, state the control measures, the responsible person and the RAMS / COSHH reference.

Work at height	
Excavations and buried services	
Lifting operations	
Hazardous substances (COSHH) and dust	
Site traffic, plant and pedestrian segregation	
Demolition / structural alterations	
Asbestos	
Noise and vibration	
Electrical safety and temporary supplies	
Public protection and site security	
Other project-specific risks	

8. Permits to work

Activities requiring a permit (hot works, permit to dig, confined spaces, electrical isolation, work at height)	
Authorised permit issuers	

9. Health and safety file

Only required on projects with more than one contractor.

Information contractors must provide	
Format and deadline	

Sent to (principal designer)	

10. Review and sign-off

Prepared by (name, role)	
Date	
Reviewed by	
Next review date / triggers for review	
Signature	

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