

Construction phase plan template

The structure of a plan. Proportionate to the work — and the significant risks are the part that counts.

A plan is required for every project and must be proportionate to it. Write what is actually dangerous about this job in the significant risks section; a generic hazard list tells an inspector nothing and the people on site less. This is a structure to work within, not a substitute for competent advice.

PROJECT	SITE ADDRESS	CLIENT
PRINCIPAL CONTRACTOR	PREPARED BY	DATE / REVISION

DUTY HOLDERS

As CDM 2015 names them.

Client	
Principal designer	
Principal contractor	
Designer(s)	
Other contractors appointed	
Has the project been notified, and by whom?	

THE PROJECT

Description of the work	
Programme — start, duration, key dates	
Existing use of the site and what is adjacent to it	
Existing records, surveys and drawings relied on	
Asbestos survey — held, and its reference	
Existing services above and below ground	

MANAGEMENT ARRANGEMENTS

Who is in day-to-day charge on site	
How contractors are appointed and competence assessed	
How RAMS are obtained, reviewed and briefed	
How the plan is reviewed and changes communicated	
Site inspection regime, and who carries it out	
How incidents and near misses are reported	
Consultation with the workforce	

SITE RULES AND ARRANGEMENTS

	IN PLACE	N/A
Site induction for everybody before first access	☐	☐
Site boundaries, security and public protection	☐	☐

