

SAFETY INFORMATION SHEET**PREPARATION OF A CONSTRUCTION PHASE PLAN
IN ACCORDANCE WITH THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

CAUTION

This document attempts to broadly set out the requirements of the Construction (Design and Management) Regulations 2015 as they apply to the production of a Construction Phase Plan (CPP). At the time of writing, the text of the Regulations has been published along with HSE Draft Guidance on the Regulations (January 2015). This Information Sheet will be revised in the light of later publications and the implementation of the Regulations.

The CPP is a document that records how health and safety will be managed for the construction phase of a project. It is the basis for communicating to all those involved in the construction phase of the project, so it should be easy to understand and as simple as possible.

In considering what information is included, the emphasis is that it:

- a. is relevant to the project
- b. has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase, but
- c. is still proportionate to the scale and complexity of the project and the risks involved.

The plan should not include documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.

The following list of topics should be considered when drawing up the plan:

- a. A description of the project such as key dates and details of key members of the project team.
- b. The management of the work, including:
 - the health and safety aims for the project
 - the site rules
 - arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings
 - arrangements for involving workers
 - site induction
 - welfare facilities
 - fire and emergency procedures.
- c. The control of any of the specific site risks relevant to the work involved.

For any clarification of this Information Sheet contact your company Safety Advisor or the LEIA Safety and Training Manager.

**Construction Phase Plan (Short version 3 sides)**

PROJECT DESCRIPTION
Job Name
Your Name/ Company
Client Name
Client address
Job Address
Anticipated Timescale
Who are the key members of the project team?
What are the arrangements for this plan to be reviewed, updated and revised?
PROJECT HEALTH AND SAFETY AIMS
<ul style="list-style-type: none">What are the health and safety aims for the project?
SITE RULES
<ul style="list-style-type: none">What are the rules for PPE, parking, radios, mobiles, smoking, restricted areas, hot works and other rules?Is it necessary to have translations of site rules available?How are site rules brought to the attention of everyone on site?
COOPERATION ARRANGEMENTS
<ul style="list-style-type: none">What are the arrangements to ensure cooperation between the project team members and coordination of their work?
WORKER INVOLVEMENT ARRANGEMENTS
<ul style="list-style-type: none">What are the arrangements for involving workers?

SITE INDUCTION
<ul style="list-style-type: none"> What are the arrangements for site induction?
WELFARE FACILITIES
<ul style="list-style-type: none"> What are the welfare facilities provided on site?
FIRE AND EMERGENCY
<ul style="list-style-type: none"> What are the fire and emergency procedures?
SPECIFIC MEASURES
<p><i>SCHEDULE 3 Regulation 12(2) Work involving particular risks:</i></p> <ol style="list-style-type: none"> Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the health or safety of workers or involving a legal requirement for health monitoring. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999 Work near high voltage power lines Work exposing workers to the risk of drowning. Work on wells, underground earthworks and tunnels Work carried out by divers having a system of air supply. Work carried out by workers in caissons with a compressed air atmosphere. Work involving the use of explosives. Work involving the assembly or dismantling of heavy prefabricated components.
What are the Specific Measures for the following activities?
Excavation work
Work at height
Lifting operations
Substances hazardous to health
High voltage power lines
Drowning risk e.g. work over water
Ionising Radiation work



Confined spaces e.g. tunnelling etc.
Diving
Compressed air in caissons
Explosives
Are there any other specific measures appropriate for inclusion in the CPP?
MONITORING AND REVIEW
<ul style="list-style-type: none">• What are the arrangements for monitoring effectiveness of this plan in addressing identified risks?• How does the PC cooperate with contractors to confirm that the plan remains fit for purpose and risk controls are working?