



Health & Safety Policy

Construction Phase Plan (CDM 2015)

What you need to know as a busy builder

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a **construction phase plan** is required for every construction project.

This does not need to be complicated.

If you are working for a domestic client, you will be in control of the project if you are the only contractor or the principal contractor.

You will be responsible for:

- preparing a plan;
- organising the work; and
- working together with others to ensure health and safety.

You could be a builder, plumber or other tradesman, doing small-scale routine work such as:

- installing a kitchen or bathroom;
- structural alterations, eg chimney breast removal;
- roofing work, including dormer windows;
- extension or loft conversion.

A simple plan before the work starts is usually enough to show that you have thought about health and safety.

If the job will last longer than 500 person days or 30 working days (with more than 20 people working at the same time) it will need to be notified to HSE and it is likely to be too complex for this **simple plan** format.

The list of essential points below will help you to plan and organise the job, and work together with others involved to make sure that the work is carried out without risks to health and safety. It will also help you to comply with CDM 2015. You can use the blank template on page 2 to record your plan.

Plan

Make a note of the key dates, eg:

- when you'll start and finish;
- when services will be connected/disconnected;
- build stages, such as groundwork or fitout.

You will need to find out information from the client about the property, eg:

- where the services and isolation points are;
- access restriction to the property;
- if there is any asbestos present.

Working together

It may be useful to record the details of anybody else working on the job, including specialist companies and labourers.

Explain how you will communicate with others (eg via a daily update), provide information about the job, coordinate your work with theirs and keep them updated of any changes, eg:

- to site rules;
- to health and safety information;
- what you will do if the plan or materials change or if there are any delays;
- who will be making the key decisions about how the work is to be done.

Organise

Identify the main dangers on site and how you will control them, eg:

- the need for scaffolding if working at height;
- how structures and excavations will be supported to prevent collapse;
- how you will prevent exposure to asbestos and building dust;

- how you will keep the site safe and secure for your client, their family and members of the public.

- Make sure that there are toilet, washing and rest facilities.
- Name the person responsible for ensuring the job runs safely.
- Explain how supervision will be provided.

If you are unsure about how you can make your site safer, see www.hse.gov.uk/construction for more information and to download other Busy Builder sheets. See www.citb.co.uk for a free smartphone app CDM wizard.

Your name/company

Name and address of client

Contact details of architect or principal designer

What is the job?

Is there anything the client has made you aware of?

Key dates: Start Finish Other

Where are your toilet, washing and rest facilities?

Who else is on site – and their contact details?

Who will be the principal contractor?

How will you keep everyone on site updated during the job?

	Hazard is present:	What Controls do you have?
<p>What are the main dangers on site, eg:</p> <p>Falls from height</p> <ul style="list-style-type: none"> ■ Make sure ladders are in good condition, at the correct angle and secured ■ Prevent people and materials falling from roofs, gable ends, working platforms and other open edges using guardrails, midrails and toeboards 		
<p>Collapse of excavations</p> <ul style="list-style-type: none"> ■ Shore excavations; either cover or barrier excavations to stop people and plant falling in 		
<p>Collapse of structures</p> <ul style="list-style-type: none"> ■ Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person 		
<p>Exposure to building dusts</p> <ul style="list-style-type: none"> ■ Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask 		
<p>Exposure to asbestos</p> <ul style="list-style-type: none"> ■ If you suspect that asbestos might be present, don't start work until a demolition/refurbishment survey has been carried out ■ Make sure everyone on the site is aware of the results <p>Activities or workers requiring supervision</p> <ul style="list-style-type: none"> ■ Who will be supervising? 		
<p>Electricity</p> <ul style="list-style-type: none"> ■ Turn electricity supply and other services off before drilling into walls ■ Do not use excavators or power tools near suspected buried services 		
<p>Risks to members of the public, the client and others</p> <ul style="list-style-type: none"> ■ Keep the site secure to prevent unauthorised access; net scaffolds, use rubbish chutes 		
<p>Other dangers on site</p>		