

# CONSTRUCTION PHASE PLAN — SMALL WORKS

CDM 2015 — MANAGEMENT

The plan for the small job — a sole contractor or one or two trades, days or weeks, drawn up before work starts

KD-CDM-CP-002 Rev A0

Every construction project needs a construction phase plan before work starts — a kitchen strip-out included. On a single-contractor job the duty is the contractor's (reg 15(5)); with more than one contractor it is the principal contractor's (reg 12(1)) and the full plan (KD-CDM-CP-001) is the better tool. Keep this proportionate and honest: a small job needs a small plan, not a thick one. With more than one contractor on the job the client must appoint a principal designer and principal contractor in writing (reg 5(1)) — record them in section 4. And a commercial client, however small the job, must be aware of their duties before you start (reg 15(1)) — the brief for that is KD-CDM-CD-007.

## 1 THE JOB

|                        |                                |                |
|------------------------|--------------------------------|----------------|
| JOB NAME / DESCRIPTION | START — FINISH                 | PEOPLE ON SITE |
|                        |                                |                |
| SITE ADDRESS           | CLIENT                         |                |
|                        |                                |                |
| CONTRACTOR             | PERSON RUNNING THE JOB ON SITE | THEIR PHONE    |
|                        |                                |                |

Notifiable? Only if the work will exceed 30 working days with more than 20 workers at once, or 500 person-days (reg 6) — rare at this scale. If it is, the F10 goes in before work starts (on a domestic job, by you — reg 7), and the full plan is probably the right document.

## 2 THE WORK, IN ORDER, AND WHAT COULD HURT SOMEONE

One line per stage. Name the significant risks — the ones that could kill or maim on THIS job — and what controls each: your RAMS, a permit, or the specific precaution written here.

| STAGE OF THE WORK | SIGNIFICANT RISK | CONTROLLED BY (RAMS REF / PERMIT / PRECAUTION) |
|-------------------|------------------|------------------------------------------------|
|                   |                  |                                                |
|                   |                  |                                                |
|                   |                  |                                                |
|                   |                  |                                                |
|                   |                  |                                                |
|                   |                  |                                                |
|                   |                  |                                                |
|                   |                  |                                                |
|                   |                  |                                                |

Work involving particular risks (Schedule 3, all ten): burial under earthfalls, engulfment in swampland or falls from height aggravated by the work, its processes or the environment · hazardous chemical or biological substances · ionising radiation needing controlled or supervised areas · work near high-voltage lines · drowning risk · wells, underground earthworks and tunnels · divers with an air supply · compressed-air caissons · explosives · assembly or dismantling of heavy prefabricated components. If any of these is on this job it must appear above with its control — and think hard about whether this small-works plan is enough.

## 3 SITE ARRANGEMENTS

ACCESS, SECURITY, THE PUBLIC AND NEIGHBOURS

|  |
|--|
|  |
|--|

EXISTING SERVICES AND THE STRUCTURE

|  |
|--|
|  |
|--|

WELFARE (SCHEDULE 2)

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|--|
|  |
|--|

FIRST AID + NEAREST A&E

|  |
|--|
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|--|

SITE RULES FOR THIS JOB (REG 12(2))

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|  |
|--|

IF IT GOES WRONG

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|--|
|  |
|--|

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continued

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## 4 THE PEOPLE DOING THE WORK

Everyone on the job gets told what is in this plan before they start — that briefing is your site induction. Anyone you bring in must be up to the work (reg 8): you checked their card, their kit and their RAMS.

| NAME | TRADE | BRIEFED ON THIS PLAN (DATE) | SIGNATURE |
|------|-------|-----------------------------|-----------|
|      |       |                             |           |
|      |       |                             |           |
|      |       |                             |           |
|      |       |                             |           |
|      |       |                             |           |

## 5 PREPARED BY

I confirm this plan was drawn up before work started, covers the work described including its site rules, and will be updated if the job changes (CDM 2015 regs 15(5)-(6) as sole contractor, or regs 12(1)-(2) where I act as principal contractor).

| PRINTED NAME | ROLE | COMPANY | SIGNATURE | DATE |
|--------------|------|---------|-----------|------|
|              |      |         |           |      |

## R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check [kubitdocs.com](https://kubitdocs.com) for the current one before use.

| Rev | Date       | Class       | What changed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Authorised by                                                                 |
|-----|------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| D0  | 2026-08-31 | first-issue | First issue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | — not yet approved —                                                          |
| D1  | 2026-08-31 | material    | Actions the internal H&S director review. A site-rules field added — reg 12(2) names arrangements AND site rules, and the plan was deficient without one; the Schedule 3 summary now lists all ten categories instead of an abridged eight presented as the list; the declaration covers both legal routes (reg 15(5)-(6) sole contractor, regs 12(1)-(2) as principal contractor) and the note prompts the reg 5(1) appointments and the reg 15(1) client brief (KD-CDM-CD-007) on multi-contractor and commercial jobs; footer scope statement corrected from the flagship plan's to this document's own. | — not yet approved —                                                          |
| A0  | 2026-08-31 | review      | Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.                                                                                                                                                                                                                                                                                                                                                                                                                                     | Author — director, UK principal contractor, SMSTS. Not an independent review. |

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.