

CONSTRUCTION PHASE PLAN

CDM 2015 — MANAGEMENT

The health and safety arrangements and site rules for the construction phase — drawn up before the site is set up

KD-CDM-CP-001 Rev A0

CDM 2015 reg 12(1): the principal contractor draws up the construction phase plan (or arranges for it) during the pre-construction phase and before setting up the site. On a single-contractor project the same duty is the contractor's under reg 15(5). The client must ensure this plan is drawn up before the construction phase begins (reg 4(5)). The plan is proportionate: a two-week refurbishment does not need a hospital's plan — it needs a proportionate plan, honestly completed and reviewed when the job changes (reg 12(4)).

1 THE PROJECT

PROJECT NAME

PROJECT / JOB NUMBER

START DATE — END DATE

SITE ADDRESS

DURATION (WEEKS) PEAK WORKFORCE

DESCRIPTION OF THE WORKS

Notification (reg 6): the project must be notified to HSE by the CLIENT before the construction phase begins if it is scheduled to last more than 30 working days with more than 20 workers at any time, or to exceed 500 person-days — record the arithmetic and the decision on KD-CDM-NA-005. On a project for a domestic client the client's duties — this notification included — are carried out by the contractor or principal contractor (reg 7).

☐ Notifiable — F10 submitted by or for the client, and a copy displayed on site ☐ Not notifiable — below both reg 6 thresholds

F10 REFERENCE AND DATE SUBMITTED

WHERE THE COPY IS DISPLAYED

2 DUTY-HOLDERS AND THE SITE TEAM

Where more than one contractor is, or is reasonably foreseeable to be, working on the project, the client must appoint the principal designer and principal contractor IN WRITING (reg 5(1)). If the client has not appointed, the client carries those duties personally (reg 5(3)-(4)) — do not leave these boxes naming nobody. Sole contractor: write "sole contractor" against PC and carry the plan duty under reg 15(5).

DUTY / ROLE	NAME	COMPANY	PHONE / EMAIL

3 THE SITE AS FOUND — CONSTRAINTS AND EXISTING INFORMATION

SITE CONSTRAINTS THE WORK MUST LIVE WITH

PRE-CONSTRUCTION INFORMATION RECEIVED FROM THE CLIENT (REG 4(4))

ASBESTOS SURVEY REF AND DATE

INFORMATION STILL OUTSTANDING

4 MANAGEMENT ARRANGEMENTS FOR THE CONSTRUCTION PHASE

SUPERVISION AND DAILY MANAGEMENT

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APPOINTING AND CONTROLLING OTHER CONTRACTORS (REG 8)

COOPERATION AND INFORMATION FLOW (REGS 8(4), 13(3) AND 13(5))

CONSULTING THE WORKFORCE (REG 14)

TEMPORARY WORKS

MONITORING, INSPECTION AND REVIEW

5 SITE RULES (REG 12(2))

The rules below are the common core; strike out any that do not apply and add the rules this site needs. Site rules are part of this plan and every contractor must comply with them (reg 15(3)). The wall copy by the signing-in point is KD-CDM-SR-010.

- | | |
|--|---|
| ☐ No one starts work before completing the site induction and signing in | ☐ Hot works only under permit; no smoking or vaping except in the designated area |
| ☐ Minimum PPE beyond this point: hard hat, hi-vis, safety boots; task PPE per RAMS | ☐ Work areas left clean; waste to the right skip; routes kept clear |
| ☐ No task starts without accepted RAMS and, where required, a permit in force | ☐ Alcohol and drugs prohibited; impairment is a removal matter |
| ☐ Plant operated only by trained, authorised operators; keys controlled | ☐ Visitors sign in, are inducted or escorted, and wear PPE |
| ☐ No work at height outside the measures in the RAMS; no ladders as workplaces unless justified | ☐ All accidents, near misses and unsafe conditions reported to the site manager the same day |

RULES SPECIFIC TO THIS SITE

6 SITE SET-UP, SECURITY AND WELFARE

BOUNDARY, SECURITY AND PUBLIC PROTECTION

TRAFFIC, DELIVERIES AND PEDESTRIAN ROUTES

Welfare (reg 13(4)(c) and Schedule 2) must be in place from the first day, not from week three. Tick what is provided and say where it is:

- | | |
|--|---|
| ☐ Toilets — clean, ventilated and lit | ☐ Rest area — tables, seats with backs, kettle, means to heat food; provision for pregnant women and nursing mothers |
| ☐ Washing — hot and cold (or warm) running water, soap, drying; showers where the work requires | ☐ Changing and secure storage for clothing and PPE; drying facilities |
| ☐ Drinking water, marked, with cups or a fountain | |

WHERE THE WELFARE IS

PROVIDED AND MAINTAINED BY

7 INDUCTION, INFORMATION AND TRAINING (REGS 13(4)(A), 15(8)-(9))

Every person working on the site gets a suitable site induction before starting. This plan's induction covers, as a minimum:

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☐ The site rules in section 5 and the layout in section 6

☐ The significant risks in section 8 and the Schedule 3 work in section 9

☐ Fire and emergency procedures, alarms and the assembly point

☐ First-aid arrangements and how to report accidents and near misses

☐ Welfare locations and site working hours

☐ Who the site manager is, and how to raise a concern

INDUCTION DELIVERED BY

INDUCTION RECORDS KEPT WHERE

8 THE SIGNIFICANT RISKS ON THIS PROJECT, AND THE DOCUMENT THAT CONTROLS EACH

This is the heart of the plan. List the site's significant risks — not every risk, the ones that could kill or maim here — and name the RAMS or permit that controls each. A risk with no controlling document is a gap in the plan, not a line to leave blank.

ACTIVITY / SIGNIFICANT RISK	WHERE ON SITE / WHEN	CONTROLLING RAMS / PERMIT REF	BRIEFED (DATE)

9 WORK INVOLVING PARTICULAR RISKS (SCHEDULE 3)

CDM 2015 Schedule 3 lists the work the plan must specifically address wherever it appears on the project. Tick what this project involves; every tick must have a line in section 8 naming its controlling document.

- ☐ Risk of burial under earthfalls, engulfment in swampland or falling from height, particularly aggravated by the nature of the work or processes used, or by the environment
- ☐ Chemical or biological substances posing particular danger, or requiring health surveillance
- ☐ Ionising radiation requiring controlled or supervised areas
- ☐ Work near high voltage power lines
- ☐ Risk of drowning
- ☐ Wells, underground earthworks and tunnels
- ☐ Work by divers with a system of air supply
- ☐ Work in caissons with a compressed air atmosphere
- ☐ Work involving the use of explosives
- ☐ Assembly or dismantling of heavy prefabricated components

10 EMERGENCY PROCEDURES AND FIRST AID

FIRE AND EVACUATION

FIRST AIDERS AND KIT

NEAREST A&E

RESCUE AND SERIOUS-INCIDENT ARRANGEMENTS

11 THE HEALTH AND SAFETY FILE (REG 12(5)-(10))

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WHAT THIS PROJECT FEEDS INTO THE FILE, AND HOW

12 REVIEWING THIS PLAN (REG 12(4))

The plan is reviewed and revised so it stays relevant — when the design changes, when a new contractor or a Schedule 3 risk arrives, after an incident, and routinely through the job. Record every review here; "no change" is a finding worth recording.

DATE	REVIEWED BY	WHAT CHANGED (OR "NO CHANGE")	COMMUNICATED TO SITE HOW

13 PREPARED BY — FOR THE PRINCIPAL CONTRACTOR

I confirm this plan has been developed for this specific project before the construction phase, that it records the arrangements and site rules for the work described, and that it will be reviewed and revised as the project proceeds (CDM 2015 regs 12(1)-(4); reg 15(5) where sole contractor).

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE

14 SEEN BY — FOR THE CLIENT

The client must ensure the construction phase plan is drawn up before the construction phase begins (reg 4(5)). Signing records that the client has seen this plan; it does not transfer any principal contractor duty to the client, nor any client duty away from them.

PRINTED NAME	ROLE / POSITION	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 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. Citation corrections — the unauthorised-access duty re-cited from a non-existent reg 13(6) to reg 13(4)(b), and reg 13(3) added alongside 13(5) for contractor cooperation; reg 5(1) note now states the more-than-one-contractor condition; domestic clients addressed (reg 7 — duties pass to the contractor or principal contractor, notification included); temporary works arrangements field added (BS 5975); Schedule 3 paragraph 1 restored to the statutory wording; Schedule 2 gaps closed (ventilation, showers where the work requires, pregnant and nursing mothers); basis line widened to Parts 2 and 3; draft footer no longer prints an effective date.	— not yet approved —
D2	2026-08-31	material	Family review actions — smoking rule extended to vaping to match the site rules display edition; cross-references added to KD-CDM-NA-005 (notification), KD-CDM-SR-010 (site rules wall copy) and KD-CDM-IN-009 (induction records); duty-holder hyphenation standardised; footer scope statement now set per document across the family.	— 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.