**Guidance**

Where Thames Water acts as the client for construction under CDM, you must ensure the construction phase plan is suitable before work commences on site. This template provides you with guidance as to the content of a well managed project construction phase plan.

This is a LIVE document and must be subject to regular review throughout the lifecycle of the project records of which should be retained and readily retrievable.

Note: the information provided will be relevant to the scale and complexity of the project:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title:** |  | **Project Manager:** |  |
| **Project Reference:** |  | **Principal Designer:** |  |
| **Date:**  |  | **Principal Contractor:** |  |
| **Completed by:** |  | **Next planned review:** |  |

|  | **Section** | **Guidelines for assessment** | **Assessment** | **Comments/Actions required by whom by when.** |
| --- | --- | --- | --- | --- |
| **Pass** | **Fail** | **N/A** |
| **1.** | **Description of Project** |  |  |  |  |   |
| ***a*** | Project description and programme details including any key dates; | *Brief summary including title, location, what3words address, start/end dates, project description, programme milestones.* |  |  |  |  |
| ***b*** | Details of client, Principal Designer, designers, Principal contractor and other consultants; | *Contact details: name, address, telephone & email. Letters of appointment* |  |  |  |  |
| ***c*** | Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate. | *Location of and reference to documents providing information on existing environment, services information, survey Information, traffic systems & restrictions and ground investigations.* |  |  |  |  |
| **2** | **Management of the Work** |  |  |  |  |   |
| **a** | Management structure and responsibilities; | *Management structure and organisation chart, details of responsibilities assigned to appointed individuals and deputies.* |  |  |  |  |
| **b** | Health and safety goals for the project and arrangements for monitoring and review of health and safety performance; | *Goals and targets, monitoring strategy* |  |  |  |  |
| **c** | Arrangements for: |  |  |  |  |   |
| **c (i)** | Regular Liaison between parties on site; | *Details of co-ordination meetings.* |  |  |  |  |
| **c(ii)** | Consultation with the workforce; | *Communication from site management down and from workforce up to management* |  |  |  |  |
| **c(iii)** | The exchange of design information between the Client, Principal Designer, Principal Contractor and the workers on site. | *Progress/planning meetings, design, environmental and safety review meetings and recorded instruction.* |  |  |  |  |
| **c(iv)** | Handling design changes during the project; | *Discussion at design meetings, progress/planning meetings* *Change control in place* |  |  |  |  |
| **c(v)** | Selection and control of contractors; | *How subcontractors, consultants and self-employed persons will be selected and controlled.* |  |  |  |  |
| **c(vi)** | The exchange of health and safety information between contractors; | *Details of information supplied to other contractors and how their documentation will be managed* |  |  |  |  |
| **c(vii)** | Site security | *Details of proposed security measures based on risk assessment.* |  |  |  |  |
| **c(viii)** | Site Induction, | *Content, records of attendance, when it will be given.* |  |  |  |  |
| **c(ix)** | On site training, | *Minimum training required i.e. confined spaces, NRSWA, blue card, green card, responsibility for ensuring staff are adequately trained.* |  |  |  |  |
| **c(x)** | Welfare facilities and first aid; | *Welfare facilities relevant to risks, detailed layout plan of site offices & compound**Location of first aid boxes & names of first aidersAccess route to local A&E.* |  |  |  |  |
| **c(xi)** | Reporting and investigation of accidents and incidents including near misses; | *accident reporting procedure including near misses, injuries, RIDDOR**use of safeguard* |  |  |  |  |
| **c(xii)** | Production and approval of risk assessments and written systems of work; | *Responsibility for completing risk assessments and method statements,**management of contractors’ risk assessments and method statements**Liaison with TW* |  |  |  |  |
| **d** | Site rules (including drug and alcohol policy); | *Includes TW local site rules and minimum requirements Health and Safety Engaging with Contractors and Suppliers specification.* |  |  |  |  |
| **e** | Fire and emergency procedures. | *what3words address, Fire risk assessments, assembly points, Marshalls etc. covered in induction. Emergency Procedures*  |  |  |  |  |
| **3** | **Arrangements for controlling significant site risks** |  |  |  |  |   |
| **a** | safety risks including: |  |  |  |  |   |
| **a(i)** | Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site, | *Site Specific Hazard Risk Assessments to be carried out and included/adequately cross referenced.**Details of issue to workforce and subcontractors**Location of documents.* |  |  |  |  |
| **a(ii)** | Dealing with services - water, electricity and gas, including overhead powerlines and temporary electrical installations, |  |  |  |  |
| **a(iii)** | Accommodating adjacent land use, |  |  |  |  |
| **a(iv)** | Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures, |  |  |  |  |
| **a(v)** | Preventing falls, |  |  |  |  |
| **a(vi)** | Work with or near fragile materials, |  |  |  |  |
| **a(vii)** | Control of lifting operations, |  |  |  |  |
| **a(viii)** | Maintenance of plant and equipment, |  |  |  |  |
| **a(ix)** | Work on excavations and work where there are poor ground conditions, |  |  |  |  |
| **a(ix)** | Work on wells, underground earthworks and tunnels, |  |  |  |  |
| **a(x)** | Work on or near water where there is a risk of drowning, |  |  |  |  |
| **a(xi)** | Work involving diving, |  |  |  |  |
| **a(xii)** | Work in a caisson or compressed air working, |  |  |  |  |
| **a(xiii)** | Work involving explosives, |  |  |  |  |
| **a(xv)** | Traffic routes and segregation of vehicles and pedestrians, |  |  |  |  |
| **a(xvi)** | Storage of materials (particularly hazardous materials) and work equipment, |  |  |  |  |
| **a(xvii)** | Any other significant safety risks; |  |  |  |  |
| **b** | health risks, including: |  |  |  |  |  |
| **b(i)** | Removal of asbestos, | *Site Specific Hazard Risk Assessments to be carried out and included/adequately cross referenced.Details of issue to workforce and subcontractors.**Location of documents.* |  |  |  |  |
| **b(ii)** | Dealing with contaminated land, |  |  |  |  |
| **b(iii)** | Manual handling, |  |  |  |  |
| **b(iv)** | Use of hazardous substances, particularly where there is a need for health monitoring, |  |  |  |  |
| **b(v)** | Reducing noise and vibration, |  |  |  |  |
| **b(vi)** | Work with ionising radiation, |  |  |  |  |
| **b(vii)** | Exposure to UV radiation (from the sun), |  |  |  |  |
| **b(viii)** | Other significant health risks. |  |  |  |  |
| **4** | **The health and safety file** |  |  |  |  |   |
| **a** | Layout and format; | *To follow HSI 21* |  |  |  |  |
| **b** | Arrangements for the collection and gathering of information; | *who will collate, when and how* |  |  |  |  |
| **c** | Storage of information. | *Details of who is responsible for ensuring H&S File is compiled and continually updated during the project.*  |  |  |  |  |
| **5** | **Health & Safety Plan** |  |  |  |  |   |
| **a** | Review of H&S Plan during Construction Phase | *Frequency of reviews, distribution of revised H&S Plan, names of those who are responsible for undertaking the review.* |  |  |  |  |

**Document Control**

|  |
| --- |
| **Distribution: hard/soft copy** |
| Prepared By | Name | Position | Date |
| * + - 1.
 | * + - 1.
 | * + - 1.
 | * + - 1.
 |
| * + - 1.
 | * + - 1.
 | * + - 1.
 | * + - 1.
 |
| * + - 1.
 | * + - 1.
 | * + - 1.
 | * + - 1.
 |
| * + - 1.
 | * + - 1.
 | * + - 1.
 | * + - 1.
 |
| Distributed to | Name | Position | Date |
| * + - 1.
 | * + - 1.
 | * + - 1.
 | * + - 1.
 |
| * + - 1.
 | * + - 1.
 | * + - 1.
 | * + - 1.
 |
| * + - 1.
 | * + - 1.
 | * + - 1.
 |  |

|  |
| --- |
| * + - 1. **Version Control: hard/soft copy**
 |
| * + - 1. Version
 | * + - 1. date Issued
 | * + - 1. Summary of change
 | * + - 1. Produced /Revised by
 |
| * + - 1.
 | * + - 1.
 |  | * + - 1.
 |
| * + - 1.
 | * + - 1.
 | * + - 1.
 | * + - 1.
 |
| * + - 1.
 | * + - 1.
 | * + - 1.
 | * + - 1.
 |

**The latest version of this document can be located at** *<insert location here>*