

Construction Phase Plan

A construction phase plan record covering the team, programme, site rules, welfare, significant risks, emergency arrangements and revisions.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is a planning record to be completed and maintained by the responsible contractor. It does not replace competent planning, task assessments, method statements or specialist designs.

HSE explains that CDM 2015 requires a construction phase plan for every construction project in Great Britain. It should be proportionate to the work and prepared before the construction phase begins. The contractor prepares it on a single-contractor project; the principal contractor does so where more than one contractor is involved.

2. Project and team

Description and extent of the construction work *

Describe the actual work, its boundaries and the people affected. Link the current drawings and identify anything still to be resolved before work starts.

Planned construction start

Planned completion

Contractor or principal contractor *

Principal designer, where appointed

Site manager and contact

Client contact

3. Site arrangements

Site rules, induction and supervision *

Welfare facilities and who maintains them *

Access, deliveries, segregation and security

How contractors coordinate activities and communicate changes

Site layout and welfare plan photos (photos: attach, or note the file names)

4. Significant risks

Significant risk (copy this block for each one)

Activity and location *

Hazard and who could be harmed *

Control measures and planning references *

Person responsible *

5. Emergencies and review

Emergency arrangements, assembly point and contacts *

First aid arrangements and contact

Changes that trigger a plan review

Plan revision and document references

Who was briefed and when

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.