

Constuction Phase Plan Guidance

Project:	Innov8 Job No:	
Received:	Reviewed:	

Comment	✓ Or ✗
1. Management	
1.1. Is the project correctly defined (title, description of the works)?	[]
1.2. Is the management structure defined?	[]
2. Standard setting	
2.1. Are Health and Safety standards defined (e.g. HASAWA 1974)	[]
2.2. Do these meet the client's requirements?	[]
3. Information for contractors	
3.1. Are means of informing contractors about risk defined (e.g. start meetings, inductions)? Consider potential language problems.	[]
4. Selection procedure	
4.1. Are sub-contractor and supplier selection procedures described?	[]
4.2. Are methods of selecting, using, and maintaining plant & equipment defined?	[]
4.3. Is provision of training for plant operatives defined (e.g.CITB cards)?	[]
5. Communications and co-operation	
5.1. Are means of communications described (e.g. distribution of the CPHSP)?	[]
5.2. Are arrangements for management meetings described?	[]
5.3. Are arrangements for dealing with design work during construction phase described?	[]
6. Activities with risk to Health and Safety	
6.1. Are arrangements for producing risk assessments and method statements defined?	[]
6.2. Are control measures set out for the following:	
6.2.1. storage and distribution of materials?	[]
6.2.2. movement of vehicles on site (separation from pedestrian routes)?	[]
6.2.3. control and disposal of waste?	[]
6.2.4. provision and use of common means of access and work places	[]
6.2.5. provision and use of common plant?	[]
6.2.6. provision and use of temporary services?	[]
6.2.7. temporary support structures	[]
6.2.8. commissioning and permit to work systems?	[]
6.2.9. protection from falling materials?	[]
6.2.10. exclusion of unauthorised persons?	[]
7. Emergency procedures	
7.1. Are emergency procedures defined (e.g. Fire Safety Plan)?	[]

- 8. RIDDOR**
8.1. Are arrangements for reporting accidents defined? []
- 9. Welfare**
9.1. Are arrangements for welfare facilities defined (toilets, eating, dry areas)? []
- 10. Information and training for people on site**
10.1. Have arrangements been made for the following to be provided?
10.1.1. health and safety information []
10.1.2. health and safety training? []
10.1.3. information about the project? []
10.1.4. project specific awareness training? []
10.1.5. tool-box talks []
10.1.6. display of statutory notices (e.g. Form F10)? []
- 11. Consultation with people on site**
11.1. Are arrangements for consulting and co-ordinating views of others defined? []
- 12. Site rules**
12.1. Are the Site Rules described
12.2. Are arrangements for disseminating Site Rules defined? []
- 13. Health and Safety File**
13.1. Are arrangements for passing information to the CDM Coordinator described? []
- 14. Arrangements for monitoring**
14.1. Are arrangements for monitoring and auditing procedures on site defined? []

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