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| **(A) Details** | Plan status – See reverse | A |[ ]  B |[ ]  C |[ ]
| Principal Contractor (PC) |  | PC Contact Name |  |
| Description of Works |  |
| Location |  |
| Person in Charge |  | Contact No. |  |
| Start Date dd/mm/yyyy |  | Finish Date |  |
|  |  |  |  |
| **(B) Document Appraisal – Construction Phase Plan (CPP)** |
| 1. **Description of Project/Works** – Does the CPP include:
 | Rating | Comments |
|  |  N/A | 0 | 1 | 2 |  |
| A suitable description of the project, details of programme and any important dates? |[ ] [ ] [ ] [ ]   |  |
| Details of the project team, including all CDM Dutyholders? |[ ] [ ] [ ] [ ]   |  |
| Extent and location of Pre-Construction Information, including existing records and plans which are relevant to health and safety on site? |[ ] [ ] [ ] [ ]   |  |
| 1. **Arrangements for the management of the Project/Works** – Does the CPP include:
 |
| Full management structure detailing responsibilities of each member of the project team (Dutyholders)? |[ ] [ ] [ ] [ ]   |  |
| Health and safety goals for the project and how will this be monitored and reviewed throughout the project? |[ ] [ ] [ ] [ ]   |  |
| Health and safety arrangements for the construction phase? |[ ] [ ] [ ] [ ]   |  |
| Suitable and sufficient site rules (do they meet requirements in the <SAF-MAN-SRs >?) |[ ] [ ] [ ] [ ]   |  |
| Details of how co-operation between the project team and on-site dutyholders co-ordinate their work? |[ ] [ ] [ ] [ ]   |  |
| How consultation with the workforce is achieved? |[ ] [ ] [ ] [ ]   |  |
| Details of the arrangements for the exchange of design information between client, designers, principal designers and contractors on site? |[ ] [ ] [ ] [ ]   |  |
| How are design changes handled during the project? |[ ] [ ] [ ] [ ]   |  |
| How competent contractors are selected and managed on site? |[ ] [ ] [ ] [ ]   |  |
| Details of the arrangements for the exchange of health and safety information between contractors on site? |[ ] [ ] [ ] [ ]   |  |
| Suitable arrangements in place for site security? |[ ] [ ] [ ] [ ]   |  |
| Details of the arrangements for site inductions? |[ ] [ ] [ ] [ ]   |  |
| Details of any on-site training provided? (if applicable) |[ ] [ ] [ ] [ ]   |  |
| Confirmation of welfare and first aid facilities? |[ ] [ ] [ ] [ ]   |  |
| Management arrangements detailing the reporting/investigating of incidents? (to include near misses) |[ ] [ ] [ ] [ ]   |  |
| Arrangements of risk assessments and safe systems of work appraisal? (to meet standards in <SAF-MAN-SRs>) |[ ] [ ] [ ] [ ]   |  |
| Detailed fire and emergency procedures? |[ ] [ ] [ ] [ ]   |  |
| 1. **Arrangements for controlling significant risks on site** (if applicable)
 |
| Suitable arrangements for delivery and removal of materials/plant/ waste/vehicles taking account of risks to University of Nottingham staff, students, public (site traffic management plan)  |[ ] [ ] [ ] [ ]   |  |

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|  | N/A | 0 | 1 | 2 | Comments |  |
| Management of existing services – water, electricity, gas and telecoms including overhead power lines and temporary installations |[ ] [ ] [ ] [ ]   |  |
| Details of use of adjacent land |[ ] [ ] [ ] [ ]   |  |
| Management of the stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures  |[ ] [ ] [ ] [ ]   |  |
| Process for the management of working at height to include supervisory arrangements and selection of access equipment  |[ ] [ ] [ ] [ ]   |  |
| Working with or near fragile materials (roofs etc) |[ ] [ ] [ ] [ ]   |  |
| Management of the assembly or dismantling of heavy, prefabricated components |[ ] [ ] [ ] [ ]   |  |
| Details of working near high-voltage cables |[ ] [ ] [ ] [ ]   |  |
| Management of excavations and work where poor ground conditions are present |[ ] [ ] [ ] [ ]   |  |
| Details of work on wells, underground earthworks and tunnels |[ ] [ ] [ ] [ ]   |  |
| Management of exposure to workers to the risk of drowning  |[ ] [ ] [ ] [ ]   |  |
| Details of working with explosives |[ ] [ ] [ ] [ ]   |  |
| Full detailed plan of segregation for traffic/pedestrian routes which relate to site and University use  |[ ] [ ] [ ] [ ]   |  |
| Management for the storage of materials (especially hazardous materials) and work equipment (to include spill procedures) |[ ] [ ] [ ] [ ]   |  |
| Management of exposure risk to chemicals and biological substances |[ ] [ ] [ ] [ ]   |  |
| Management of ionising radiation requiring the designation of controlled or supplied areas |[ ] [ ] [ ] [ ]   |  |
| 1. **Management of health risks** – Does the CPP include:
 |
| Details of asbestos removal or management arrangements? |[ ] [ ] [ ] [ ]   |  |
| Dealing of contaminated land? |[ ] [ ] [ ] [ ]   |  |
| How will the risk from manual handling be controlled? |[ ] [ ] [ ] [ ]   |  |
| Use of hazardous substances, particularly where there is a requirement for health monitoring? |[ ] [ ] [ ] [ ]   |  |
| Suitable management of noise and vibration risks? |[ ] [ ] [ ] [ ]   |  |
| Exposure to UV radiation? (from the sun) |[ ] [ ] [ ] [ ]   |  |
| Details of management of any other significant health risks? |[ ] [ ] [ ] [ ]   |  |
| 1. **Details of the Health and Safety File** (When more than one contractor involved in the project/works)
 |
| Do these match the University’s specification for Health and Safety Files? |[ ] [ ] [ ] [ ]   |  |
| Arrangements for the collection and gathering of information? |[ ] [ ] [ ] [ ]   |  |
| Storage of information |[ ] [ ] [ ] [ ]   |  |
| 1. **Significant design and construction hazards**
 |
| Significant design assumptions and suggested work methods, sequences or other control measures |[ ] [ ] [ ] [ ]   |  |

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|  | N/A | 0 | 1 | 2 | Comments |  |
| Arrangements for co-ordination of ongoing design work and handling design changes |[ ] [ ] [ ] [ ]   |  |
| Information on significant risks identified during design |[ ] [ ] [ ] [ ]   |  |
| Material requiring particular precautions |[ ] [ ] [ ] [ ]   |  |
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| **(C) General comments on the Construction Phase Plan**  |
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| **(D) Plan Status** – Please select the appropriate status (also record on front page) |
| **STATUS A** |[ ]  **STATUS B** | [ ]   | **STATUS C** |[ ]
| Construction Phase Plan is suitably developed to allow works to proceed. Arrangements identified to be implemented, developed, monitored and reviewed | Construction Phase Plan isn’t suitable to allow works to proceed. Minor supplementary arrangements **MUST** be implemented. See comments below | Construction Phase Plan is **NOT** suitably developed to allow works to proceed. Further development required and re-assessment to be undertaken |
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| **(E) Comments** |
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| **(F) Authorisation of Construction Phase Plan** – the person in charge agrees that the CPP is sufficiently developed to allow project/works to proceed as defined by the Construction (Design and Management) Regulations 2015 |
| Person in charge signature |  | Date of appraisal |  |  |
|  |
| **For Information** – How to determine the ratings for the CPP |
| N/A | Not applicable to the project | 0 | No information provided |
| 1 | Unsatisfactory – Incorrect or only basic information | 2 | Satisfactory – Acceptable standard |