

<Project/Works Name>

Construction Phase Plan

SAF-FOR-CDM4<unique no.>

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| The Business Unit responsible for the project/works will maintain the official version of this document. Before referring to any printed copies, please ensure that they are up-to-date. |

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| **(A) Description of Project/Works** |
| 1 | Project/Works description and programme including any important dates |
|  |  |
| 2 | Details of the project/works team |
| Client | <Person in Charge of Project/Works> |
| University of Nottingham<Business Unit>University ParkNottinghamNG7 2RD |
| Principal Designer |  |
| Designer(s) |  |
| Principal Contractor |  |
| Contractor(s) |  |
| Other Consultants |  |
|  |  |
|  |  |

**Health and safety goals and arrangements for monitoring and reviewing performance**

The main objective is to ensure that adequate actions and precautions are taken to prevent harm being caused to those carrying out construction project/works and others who may be affected, including any subsequent maintenance works. The <Person in charge> will review the development of this construction phase plan and will ensure that the plan is adequate and sufficient before project/works start and throughout.

**Arrangements for the construction phase**

All stages of planning and management of construction project/works shall be undertaken giving due regard to health and safety, through liaison with and engagement of the relevant Business Units <contact> . The <Person in charge> will develop the construction phase plan and will confirm when the plan is adequate and sufficient for the construction project/works to commence.

**Site Rules**

All construction project/works will be subject to the University of Nottingham <Safety Rules for Contractors SAF-MAN-SRs> under the provisions of The Management of Health and Safety at Work Regulations 1999 (Management Regs) or The Construction (Design and Management) Regulations 2015 (CDM) and its updates. The observance of the <Safety Rules for Contractors> does not in any way relieve the contractor, employees or sub-contractors of their responsibilities under legislation or contractual obligations.

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| **(B) Before the project/works start – Management arrangements** |
|  | Yes | No | Date | Signature |
| Adequate Pre-Construction Information in place to allow this plan to proceed? |[ ] [ ]   |  |
| Management structure and responsibilities on site – Identify site manager and others with significant roles |
|  |  |
|  |  |  |  |  |
| **(C) On site arrangements** – Please provide relevant details |
| Co-operation between the project team on site and co-ordination of their work |  |  |
| Consultation with the workforce |  |  |
| The exchange of design information between the client, designers, principal designers and contractors on site |  |  |
| Handling design changes during the project |  |  |
| The selection and control of contractors |  |  |
| The exchange of health and safety information between contractors |  |  |
| Site security |  |  |
| Site induction |  |  |
| On-site training |  |  |
| Welfare facilities and first aid location(s) |  |  |
| The reporting and investigation of incidents including near misses |  |  |
| The production and approval of risk assessments and written systems of work |  |  |
| Fire and emergency procedures |  |  |

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| **(D) Management arrangements for controlling significant site risks** |
| **Safety risks** – *Please provide relevant details* |
| Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public |  |  |
| Dealing with services – water, electricity and gas, including overhead powerlines and temporary electrical installations |  |  |
| Accommodating adjacent land use |  |  |
| Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures |  |  |
| Preventing falls |  |  |
| Work with or near fragile materials |  |  |
| Work involving the assembly or dismantling of heavy, prefabricated components |  |  |
| Work near high-voltage cables |  |  |
| Work on excavations and work where there are poor ground conditions |  |  |
| Work on wells, underground earthworks and tunnels |  |  |
| Work exposing workers to the risk of drowning |  |  |
| Traffic routes and segregation of vehicles and pedestrians |  |  |
| Storage of materials (particularly hazardous materials) and work equipment |  |  |
| Work which puts workers at risk from chemical and biological substances |  |  |
| Work with ionising radiation requiring the designation of controlled or supplied areas |  |  |
| **Health risks** – *Please provide relevant details* |
| Management of asbestos |  |  |
| Dealing with contaminated land |  |  |
| Manual handling |  |  |
| Use of hazardous substances, particularly where there is a need for health monitoring |  |  |
| Reducing noise and/or vibration |  |  |
| Exposure to UV radiation |  |  |
| Any other significant health risks |  |  |

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| **(E) Health and Safety File** |
| **Layout and format** |
| * A brief description of the work carried out
* Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated equipment or buried services etc)
* Key structural principles (for example, bracing or sources of substantial stored energy including pre - or post-tensioned members) and safe working loads for floors and roofs
* Hazardous materials used (for example, special coatings)
* Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment)
* Health and safety information about equipment provided for cleaning or maintaining the structure
* The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services
* Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors)
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| Please send all relevant information to: | <Person in charge> |  |
| **Significant design and construction hazards** |
| Significant design assumptions and suggested work methods, sequences or other control measures |  |  |
| Arrangements for co-ordination of ongoing design work and handling design changes |  |  |
| Information on significant risks identified during design |  |  |
| Materials requiring particular precautions |  |  |
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| **(F) Comments and authorisation** |
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|  |  |
|  |  |
|  |  |
|  |  |
| **Authorisation** (Person in Charge) | Yes | No | Date | Signature |
| Is this plan adequate to allow works to proceed? |  |[ ] [ ]   |  |