

Appendix A

Construction Phase Plan

(CDM 2015, Health & safety at Work Act 1974)
*What you need to know as a busy builder working for
Northern Devon Healthcare NHS Trust*

Under the Construction (Design and management) regulations 2015 (CDM 2015) a construction phase plan is required for every construction project. This does not need to be complicated.

A **simple plan** before the work starts is usually enough to show that you have thought about health and safety.

If you are the only contractor or the Principal contractor you will be responsible for:

- ❖ preparing a plan
- ❖ organising the work
- ❖ Working together with others to ensure health and safety.

You could be a builder, plumber or other tradesman, doing small-scale routine work such as:

- ❖ installing a fire door or fitted units
- ❖ structural alterations e.g. forming openings
- ❖ work involving roof or high level access
- ❖ general refurbishment which even if small-scale can involve several trades

If the job will last longer than 500 person days or 30 working days (with more than 20 people working at the same time) it will need to be notified to HSE and it is likely to be too complex for this simple plan format.

The list of essential points below will help you to **plan** and **organise** the job and **work together** with others involved to make sure that the work is carried out without risks to health and safety. It will also help you to comply with CDM 2015. You can use the blank template on Page 2 to record your plan.

Plan

Make a note of the key dates e.g.:

- when you'll start and finish
 - when services will be connected/disconnected
 - build stages, such as groundwork or fit out
- You will need to find out information from the relevant client in the Trust/the person placing the order for the works:
- where the services and isolation points are
 - access restriction to the department/area
 - if there is any asbestos present, including survey, recent demolition and refurbishment
 - information on fire compartmentation in areas you are working

Working together

It may be useful to record the details of anybody else working on the job, including specialist companies and labourers.

Explain how you will communicate with the Trust Representative and others (e.g. via a daily update), provide information about the job, coordinate your work with theirs and keep them updated of any changes e.g.:

- to site rules
- to health and safety information
- what you will do if the plan or materials change or if there are any delays
- who will be making the key decisions about how the work is to be done

Organise

Identify the main dangers on site and how you will control them e.g.:

- The need for scaffolding if working at height;
- How you will prevent exposure to asbestos And building dust;
- How structures and excavations will be Supported to prevent collapse;
- How you will keep the site safe and secure For your client, members of the public, Patients and staff

make sure that there are toilet, washing and rest facilities

Name the person responsible for ensuring the job runs safely

explain how supervision will be provided

PLAN	Your name/company		Northern Devon Healthcare NHS Trust		
	Name and address of client contact within Trust who has placed order for the work				
	Contact details of architect or principal designer or estates officer acting as Principal Designer				
	Name of Ward Manager/Trust end user in control of work area/contact details				
	What is the job? Is there anything the client has made you aware of?				
	Key dates: Start		Finish	Other	
	Where are your toilet, washing and rest facilities?				
WORKING TOGETHER	Who else is on site – and their contact details?				
	Who will be the principal contractor?				
	How will you keep everyone on site updated during the job?				
ORGANISE	What are the main dangers on site, e.g.:		Hazard is present	What controls will you have in place?	
	Exposure to asbestos <ul style="list-style-type: none"> ❖ Inspect asbestos register for the area-have you signed? ❖ If you suspect that asbestos might be present, don't start work until a demolition/refurbishment survey has been carried out ❖ Make sure everyone on the site is aware of the results 				
	Access to work areas <ul style="list-style-type: none"> ❖ Delivery/storage of materials ❖ Routes to workplace/staff & materials 				
	Falls from height <ul style="list-style-type: none"> ❖ Make sure ladders are in good condition, at the correct angle and secured ❖ Prevent people and materials falling from roofs, gable ends, working platforms and other open edges using guardrails, mid-rails and toe-boards 				
	Risks to members of the public, patients, client and others <ul style="list-style-type: none"> ❖ Keep the site secure to prevent unauthorised access; net scaffold, use rubbish chutes and ensure warning signage is used 				
	Services & Service Disruption <ul style="list-style-type: none"> ❖ Check for electric supply, medical gasses & other services before drilling into walls ❖ Do not use excavators or power tools near suspected buried services 				
	Exposure to building dusts <ul style="list-style-type: none"> ❖ Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable well-fitting mask 				
	Activities or workers requiring supervision <ul style="list-style-type: none"> ❖ Who will be supervising? 				
	Managing Waste <ul style="list-style-type: none"> ❖ Separation of waste and skip location 				