

Construction Phase Plan Template

Project: []

Principal Contractor: []

Start date / duration: []

Document ref: []

Date issued: [DD/MM/YYYY]

Prepared by: []

Approved by: []

Client: []

Principal Designer: []

F10 notifiable? [] Yes [] No

Revision / version no.: []

Review date: [DD/MM/YYYY]

Reviewed by: []

Section 1 — Project description & key dates

Describe the project, the scope of the construction work and the key programme dates.

Section 2 — Management arrangements

Record how health and safety will be managed during the construction phase.

Arrangement	Details
Roles & responsibilities	
Supervision	
Competence checks	
Site induction	
Consultation with workers	

Section 3 — Site rules

Set out the rules that apply to everyone on site.

Section 4 — Welfare arrangements

Toilets, washing facilities, drinking water, rest areas and drying rooms (Schedule 2, CDM 2015).

Section 5 — Schedule 3 high-risk work

Tick each category of work involving particular risks (Schedule 3, CDM 2015) that applies, and record the controls.

- ☐ Risk of burial under earthfalls or engulfment (excavations, earthworks)
Controls: _____
- ☐ Work near or over water with a risk of drowning
Controls: _____
- ☐ Work near high-voltage overhead power lines
Controls: _____
- ☐ Work on contaminated land or with chemical / biological substances
Controls: _____
- ☐ Work in wells, tunnels, caissons or compressed-air atmospheres (confined spaces)
Controls: _____
- ☐ Work carried out by divers with a system of air supply
Controls: _____
- ☐ Work involving the use of explosives
Controls: _____
- ☐ Assembly or dismantling of heavy prefabricated components
Controls: _____
- ☐ Work at height from which a fall would cause serious injury
Controls: _____

Section 6 — Emergency procedures & fire

Fire precautions, emergency procedures, escape routes, alarms and assembly points.

Section 7 — Review record

The plan must be reviewed and revised as the work progresses.

Date	Reviewed by	Changes made	Signature

Section 8 — Sign-off

The construction phase plan must be prepared before the construction phase begins (regulation 12, CDM 2015).

Prepared by

Name

Signature

Date

Approved by

Name

Signature

Date
