

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

The construction phase health and safety plan should be compiled by the Principal Contractor and initially submitted to the client for review with tender submission. The plan should set out how health and safety is to be managed and the level of detail provided should be appropriate to the risks. This document should be revised and updated as work progresses and design details finalised.

AUTHOR		DATE		VERSION No.	
REVISED BY					

PROJECT DETAILS

Project Description <i>(Programme details, key dates, time required for mobilisation etc.)</i>			
Client Details	Name		
	Address		
	Contact Details	Telephone:	
Email:			
Principal Designer Details	Name		
	Address		
	Contact Details	Telephone:	
Email:			

Principal Contractor Details	Name	
	Address	
	Contact Details	Telephone:
Email:		
Any additional contacts relevant to the Scheme		
Details of existing records relevant to the H&S of the project <i>(i.e. relating to existing services, structures, constructions materials, survey data etc.)</i>		

MANAGEMENT OF WORK	
Management structure & responsibilities <i>(Individuals involved with the project, including details of their delegated responsibilities and contact information)</i>	
Health and safety goals for the project <i>(Including SMART objectives – Specific, Measureable, Achievable, Realistic, and Time bound), monitoring and review arrangements)</i>	

ARRANGEMENTS	
DETAILS OF ARRANGEMENTS AND COMMUNICATION IN PLACE FOR:	
Liaison between all parties including land owners, residents etc.	
Consultation with workforce	
Exchange of design information	
Handling design changes, approvals etc.	
Selection and control of contractors	
Exchange of health and safety information	
Site security and responsibility for it	
Site induction, record retention and verification	
On-site training, toolbox talks etc., record retention and verification	
Welfare facilities and first aid	
RIDDOR notifications to HSE and project team	
Production and approval of site information	
DETAILS OF ARRANGEMENTS AND PROVISIONS IN PLACE FOR:	

ARRANGEMENTS	
Basic site rules <i>(Such as PPE provision, use of mobile phones, lone working, work at height, use of work equipment, radios, electrical test and inspection, etc.)</i>	
Fire & emergencies <i>(Incl. designated fire assembly point(s), fire marshals, liaison arrangements with other interested parties, fire drills, test evacuations, fire inspections, fire precautions, permit to work systems, etc.)</i>	
ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS	
Traffic management <i>(Incl. deliveries, stockpiles and storage, pedestrian segregation, etc.)</i>	
Services <i>(Temporary and permanent arrangements)</i>	
Accommodating adjacent land use <i>(i.e. noise, dust, schools etc.)</i>	
Supporting existing and temporary structures	
Preventing falls	
Working with or near fragile materials	
Control of lifting operations	
Maintenance and statutory examinations of plant and equipment	

ARRANGEMENTS	
Excavation Work <i>(Incl. ground conditions)</i>	
Work on underground features	
Work on or near water	
Work involving diving	
Caisson or compressed air working	
Explosives	
Storage arrangements for hazardous materials substances and equipment	
Asbestos	
Contaminated land	
Manual handling	
COSHH <i>(Incl. storage, handling, use, transportation, spillages, emergency provisions etc.)</i>	
Noise and vibration	
Radiation	
Other significant risks:	

HEALTH AND SAFETY FILE	
Document type (paper, MS Word, PDF etc.) <i>(Incl. topic headings and file structure)</i>	
Arrangements for gathering information <i>(i.e. point of contact, email address, postal address etc.)</i>	
Method of storage <i>(i.e. memory stick, cloud, hard copy etc.)</i>	