[Web address: nature.scot/peatlandaction](http://www.nature.scot/PeatlandACTION)

Construction Phase Health and Safety Plan (CPP)

Best practice guide

# What is a Construction Phase Plan?

A Construction Phase Plan (CPP) is a document that must record the:

* health and safety arrangements for the construction phase;
* site rules; and where relevant,
* specific measures concerning work that falls within one or more of the categories listed in Schedule 3 of CDM 2015.

It records the arrangements for managing the significant health and safety risks for the construction phase of a project. This is the basic tool for communicating these arrangements to everyone involved, so it should be simple and easy to understand.

What information should we include? Consider:

* if it is relevant to the project,
* has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase; but
* is still proportionate to the scale and complexity of the project and the risks involved?

The plan should not include excessive documents. Here are examples of what not to include: generic risk assessments, records of how decisions were reached, and detailed safety method statements.

The following list of topics should be considered when drawing up the plan:

1. A description of the project such as key dates and details of key members of the project team;
2. The management of the work including:

* the health and safety aims for the project,
* the site rules,
* arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings,
* arrangements for involving workers,
* site induction,
* welfare facilities; and
* fire and emergency procedures.

1. The control of any of the specific site risks listed in Schedule 3 (Annex 1) where they are relevant to the work involved.

# What must duty holders do?

## The Client

The Client (usually a Landowner or their Agent) must ensure a CPP is drawn up (by the Contractor) before the construction phase begins. For projects involving more than one Contractor, the Principal Contractor is responsible for drawing up the plan or for making arrangements for it to be drawn up.

The Client must provide the Contractor with all the available relevant information they need to draw up the plan, e.g. the Pre-Construction Information (PCI). The Contractor is then responsible for drawing up the CPP plan or for making arrangements for it to be drawn up.

The Client must also ensure that:

* when it is drawn up, the plan adequately addresses the arrangements for managing the risks; and
* the Contractor regularly reviews and revises the plan to ensure it takes account of any changes that occur as construction progresses and continues to be fit for purpose.

## The Designer

The Designer has no specific duty in relation to the CPP. However, the Designer must take all reasonable steps to provide sufficient information about the design to help the Contractor comply with their duties.

They should provide to the Contractor,

* the PCI given to them by the Client and which they have an important role in pulling together and providing information about the site; and
* information about the risks (Annex 1) that have not been eliminated through the design process and the steps taken to reduce or control those risks.

They must continue to cooperate with the Contractor as the construction phase progresses to ensure that they are up to date with any design changes.

## The Principal Designer

Where there are several bodies involved in the work design, a ‘Principal Designer’ should be appointed. The Principal Designer will work as the Designer does (as above), but also with the other Designers. The Principal Designer must help the Contractor (or Principal Contractor if there are several) to prepare the CPP by providing any relevant information they hold.

Before the start of the construction phase, the Principal Designer should regularly check that the Contractor has the information needed to prepare the plan. They must continue to liaise with the Contractor as the construction phase progresses to share any information relevant to the planning and management of the construction phase.

## The Contractor

The Contractor has the responsibility for ensuring that a CPP is drawn up. They must either draw up a plan themselves, or make arrangements for it to be drawn up, as soon as practicable before setting up the construction site. In preparing the plan they must cooperate with the Client and Designer and take account of sources of relevant information such as the PCI and details of any design risks and controls that they provide.

For projects involving more than one Contractor, the Contractor must follow the parts of the CPP prepared by the ‘Principal Contractor’ that are relevant to their work. The Contractor should also liaise with the Principal Contractor to pass on their views on the effectiveness of the plan in managing the risks.

## The Principal Contractor

For projects involving more than one Contractor, the Principal Contractor must take the lead in preparing, reviewing, updating and revising the CPP. They must draw up the plan or make arrangements for it to be drawn up during the pre-construction phase and before the construction site is set up.

The Principal Contractor should expect help from both the Client and Designer in doing this and must also liaise with the Contractors to ensure that the plan takes into account their views on the arrangements for managing the construction phase.

Where the plan includes site rules, the rules should cover (but not be limited to) topics such as personal protective equipment, parking, use of radios and mobile phones, smoking, restricted areas, hot works and emergency arrangements. The rules should be clear and easily understandable. They should be brought to the attention of everyone on site who should be expected to follow them. The Principal Contractor should also consider any special requirements, e.g. it might be necessary to have translations of the site rules available.

The Principal Contractor must ensure that the CPP is appropriately reviewed, updated and revised from time to time. The plan is a working document and will need to be reviewed regularly enough to address significant changes to the risks involved in the work or in the effectiveness of the controls that have been put in place. This means that the Principal Contractor must monitor how effective the plan is in addressing identified risks and whether it is being implemented properly. Ensuring the plan remains fit for purpose must also involve co-operating with:

* the Contractors who are most likely to see if the arrangements for controlling health and safety risks are working; and
* the Principal Designer and Designers when changes in designs during the construction phase have implications for the plan.

# Annex 1 Specified Risks from Schedule 3 of CDM 2015

Where any of these risks exist on the project, the CPP must address them:

1. “Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.
3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999.
4. Work near high voltage power lines.
5. Work exposing workers to the risk of drowning.
6. Work on wells, underground earthworks and tunnels.
7. Work carried out by divers having a system of air supply.
8. Work carried out by workers in caissons with a compressed air atmosphere.
9. Work involving the use of explosives.
10. Work involving the assembly or dismantling of heavy prefabricated components.”