

The information below is an extract within the guidance provided by L153 – ‘Construction (Design & Management) Regulations 2015 and identifies the requirements for the construction phase plan and the actions that each duty-holder needs to take in relation to them.

What is a Construction Phase Plan?

A construction phase plan 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](#).

The plan must record the arrangements for managing the significant health and safety risks associated with the construction phase of a project. It is the basis for communicating these arrangements to all those involved in the construction phase so it should be easy to understand and be as simple as possible.

In considering what information is included, the emphasis is that 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 documents that get in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.

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

- a description of the project such as key dates and details of key members of the project team;
- the management of the work includes:
 - 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;
- the control of any of the specific site risks listed in [Schedule 3](#) where they are relevant to the work involved.

What must Duty-Holders do?

The Client

The client must ensure a construction phase plan is drawn up **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.

For single contractor projects, it is the contractor who is responsible for ensuring that the plan is drawn up.

The client must ensure that the principal contractor (or, where relevant, the contractor) is provided with all the available relevant information they need to draw up the plan, for example the pre-construction information.

The client must also ensure that:

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

The Designer

The designer has no specific duty in relation to the construction phase plan. However, the designer must take all reasonable steps to provide with the design sufficient information about aspects of the design to help contractors (including principal contractors) to comply with their duties.

This should include information about the risks that designers have been unable to eliminate through the design process and the steps designers have taken to reduce or control those risks. They must continue to cooperate with contractors and principal contractors as the construction phase progresses to ensure that they are kept up to date with any design changes.

The Principal Designer

The principal designer must help the principal contractor to prepare the construction phase plan by providing any relevant information they hold. This includes:

- the pre-construction information given to them by the client and which they have an important role in pulling together and providing and
- any information given to them by designers about the risks that designers have been unable to eliminate through the design process and the steps they have taken to reduce or control those risks.

Before the start of the construction phase, the principal designer should regularly check that the principal contractor has the necessary information to prepare the plan.

They must continue to liaise with the principal contractor as the construction phase progresses to share any information that is relevant to the planning and management of the construction phase.

The Principal Contractor

For projects involving more than one contractor, the principal contractor must take the lead in preparing, reviewing, updating and revising the construction phase plan. 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 principal designer in doing this. The client's duty is to ensure that the plan is drawn up and the principal designer's duty is to help the principal contractor by providing any relevant information they hold (see paragraph 10 of this Appendix). This information should include:

- the pre-construction information that the client must provide to every designer and contractor involved in the project and which the principal designer will have been involved in preparing; and
- any information provided by designers about the risks that designers have been unable to eliminate through the design process and the steps they have taken to reduce and control them.

The principal contractor 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 (PPE), 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, for example, it might be necessary to have translations of the site rules available.

The principal contractor must ensure that the construction phase plan 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.

The Contractor

For projects involving more than one contractor, the contractor must follow the parts of the construction phase plan 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.

For single contractor projects, the contractor has the responsibility for ensuring that a construction phase plan 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 any designers involved in the project and take account of sources of relevant information such as the pre-construction information

Schedule 3 - Work Involving Particular Risks?

The following work activities have been identified within the Schedule that requires specific consideration for a Construction Phase Plan.

- Work which puts workers at risk of burial under earth-falls, 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;
- 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;
- Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999;
- Work near high voltage power lines;
- Work exposing workers to the risk of drowning;
- Work on wells, underground earthworks and tunnels;
- Work carried out by divers having a system of air supply;
- Work carried out by workers in caissons with a compressed air atmosphere;
- Work involving the use of explosives;
- Work involving the assembly or dismantling of heavy prefabricated components