

## Introduction

The CDM Regulations were substantially revised and reissued (6<sup>th</sup> April 2015, referred to in every day context as CDM 2015). The 2015 changes are substantial, with significant impact on duty holder roles, thresholds for appointments, requirements for Construction Phase Plans and Project Notification. This update Guide provides a framework for CDM 2015 duty holder compliance.

Reference documents mentioned can be found on our [Construction safety and CDM compliance intranet](#) page or <https://www.fife.gov.uk/CDM> for external contractors.

## The Construction Phase Plan (CPP)

The Construction Phase 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:

- a) is relevant to the project:
- b) has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase ; but
- c) is proportionate to the scale and complexity of the project and the risks involved.

A proportionate approach will mirror and apply the Fife Council recommended approach to pre-construction information as given within Guide **OHS-C-16.G8**. For simple, everyday works and repairs conducted in-house (or under direct in-house supervision) there is usually no requirement to produce a separate document – the elements of the CPP can be demonstrated by referring to existing arrangements and other documentation.

A construction phase plan is a document that must record the:

- a) health and safety arrangements for the construction phase;
- b ) site rules;
- c) specific measures concerning work methods, sequencing etc. developed to deal with Project-specific significant risks highlighted in the Client's pre-construction information
- d) where relevant, specific measures concerning work that falls within one or more of the categories listed at Appendix 1 below.

Note too that whilst there is no absolute requirement to create hard-copies of the CPP, or have the CPP available on-site, it is often prudent to do so – particularly for medium and larger complexity Projects.

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 made, training records, etc.

**Table 1: A proportionate approach to the development of the Construction Phase Plan**

Small scale, repetitive work	Medium complexity Projects	Larger, Complex Projects
<p>The proportionate approach described in <b>OHS-C-16.G8</b> for pre-construction information generally applies.</p> <p>Management arrangements can be referenced to existing in-Service Frameworks, Contract Terms etc.</p> <p>It is unlikely that any specific risk will be identified from any “design” and highly unlikely that any of the specified risk issues given at Appendix 1 will apply.</p> <p>Published Site Rules and the Council’s Contractor Rule Set will otherwise apply.</p>	<p>Some of the elements of the listed template approach in the right-hand column may apply, however wherever practicable every attempt should be made to limit the construction phase plan to a single document.</p> <p>This will usually be an expanded version of the Project Checklist <b>OHS-C-16.F2</b>, with attachments as required to cover specific issues (fire or other emergency procedure, key Project personnel contact details, etc.</p>	<p>A more traditional template may be adopted for larger Projects, providing comprehensive information to Clients or a larger construction workforce.</p> <p>Typical CPP template for larger, complex Projects will follow the format given within CDM2015 and the following list of topics should be considered when drawing up the plan:</p> <p>a) a description of the project such as key dates and details of key members of the project team;</p> <p>b) the management of the work includes:</p> <ul style="list-style-type: none"> <li>• the health and safety aims for the project;</li> <li>• the site rules;</li> <li>• arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings;</li> <li>• arrangements for involving workers;</li> <li>• site induction;</li> <li>• welfare facilities; and</li> <li>• fire and emergency procedures;</li> </ul> <p>c) reference and response to any specific risks arising from the design, site or environment as identified in the pre-construction information</p> <p>d) the control of any of the specific site risks listed in Schedule 3 of the Regulations (Appendix 1 of this document) where they are relevant to the work involved.</p>
<p>There will normally be NO REQUIREMENT for any separate document referenced as a Construction Phase Plan.</p>		
<p>Additional scrutiny may be required where this level of work is to be undertaken by an external contractor.</p>	<p>Additional scrutiny may be required where this level of work is to be undertaken by an external appointed contractor</p>	

## **Appendix 1: Specific Risks**

Listed below are the aspects of “work involving particular risks” as given in Schedule 3 of the CDM2015 Regulations. Where the Project involves one (or more) of these particular areas of risk they must be specifically detailed within the Contractor’s (or Principal Contractor’s) Construction Phase Plan (CPP).

### **Work involving particular risks**

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