

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2003: THE HEALTH AND SAFETY PLAN DURING THE CONSTRUCTION PHASE

CDM Sheet No 5

Introduction

This information sheet gives guidance on the major issues that could be included in the health and safety plan for the construction phase that are required under the Construction (Design and Management) Regulations 2003 (CDM Regulations).

The CDM Regulations are aimed at improving the overall management and co-ordination of health, safety and welfare throughout construction projects to reduce the large numbers of serious and fatal accidents and cases of ill health which occur every year in the construction industry.

The CDM Regulations place duties on all those who can contribute to the health and safety of a construction project. Duties are placed upon clients, designers and contractors and the Regulations create a new duty holder – the planning supervisor. They also introduce new documents - health and safety plans and the health and safety file.

The **client** has to appoint:

- a **planning supervisor** to co-ordinate and manage health and safety during the design and early stages of preparation; and
- a **principal contractor** to co-ordinate and manage health and safety issues during the construction work.

One of the duties placed on the **planning supervisor** is to ensure that a **pre-tender stage health and safety plan** is prepared before arrangements are made for the principal contractor to carry out or manage construction work. For more information on the pre-tender stage health and safety plan, read CDM Sheet No 4. The **principal contractor** is then required to develop the health and safety plan before work starts on site and keep it up to date throughout the construction phase.

The degree of detail required in the health and safety plan for the construction phase and the time and effort in preparing it should be in proportion to the nature, size and level of health and safety risks involved in the project. Projects involving minimal risks will call for simple, straightforward plans. Large projects or those involving significant risks will need more detail.

What should the health and safety plan cover for the construction phase?

The health and safety plan should set out the arrangements for securing the health and safety of everyone carrying out the construction work and all others who may be affected by it.

It should deal with:

- the arrangements for the management of health and safety of the construction work;
- the monitoring systems for checking that the health and safety plan is being followed;
- health and safety risks to those at work, and others, arising from the construction work, and from other work in premises where construction work may be carried out.

What should go in the construction phase health and safety plan?

Not all information relating to the project may be available to fully develop the health and safety plan before the start of construction. This could be because not all the design work may have been completed or many of the subcontractors who will be carrying out the work have yet to be appointed. However, site layout drawings covering the project at different stages, completed design information and the pre-tender stage health and safety plan will be valuable in developing the health and safety plan so that:

- the general framework is in place (including arrangements for welfare); and
- it deals with the key tasks during the initial work packages where design is complete.

For projects where a significant amount of design work will be prepared as construction proceeds, specific arrangements for dealing with this work may need to be set out in the health and safety plan. This is important to ensure that the health and safety aspects of the design work are considered and dealt with properly by designers and the planning supervisor. This will particularly occur under the various design and build and management contracting forms of procurement.

The health and safety plan will need to be added to, reviewed and updated as the project develops, further design work is completed, information from the subcontractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise, etc.

What should the health and safety plan start with?

The health and safety plan can usefully open with:

- a description of the project;
- a general statement of health and safety principles and objectives for the project;
- information about restrictions which may affect the work (eg, neighbouring buildings, utility services, vehicular and pedestrian traffic flows and restrictions from the work activities of the client).

What arrangements should be set out in the health and safety plan for managing and organising the project?

These can include:

1 Management

- the management structure and responsibilities of the various members of the project team, whether based at site or elsewhere;

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- arrangements for the principal contractor to give directions and to co-ordinate other contractors.

2 Standard setting

- the health and safety standards to which the project will be carried out. These may be set in terms of statutory requirements or higher standards that the client may require in particular circumstances.

3 Information for contractors

- means for informing contractors about risks to their health and safety arising from the environment in which the project is to be carried out and the construction work itself.

4 Selection procedures

The principal contractor has to make arrangements for ensuring that:

- all contractors, the self-employed and designers to be appointed by the principal contractor are competent and will make adequate provision for health and safety;
- suppliers of materials to the principal contractor will provide adequate health and safety information to support their products;
- machinery and other plant supplied for common use will be properly selected, used and maintained; and that operator training will be provided.

5 Communications and co-operation

- means for communicating and passing information between the project team (including the client and any client's representatives), the designers, the planning supervisor, the principal contractor, other contractors, workers on site and others whose health and safety may be affected;
- arrangements for securing co-operation between contractors for health and safety purposes;
- arrangements for management meetings and initiatives by which the health and safety objectives of the project are to be achieved;
- arrangements for dealing with design work carried out during the construction phase, ensuring it complies with the duties on designers (CDM regulation 13) and resultant information is passed to the appropriate person(s).

6 Activities with risks to health and safety

Arrangements need to be made for the identification and effective management of activities with risks to health and safety, by carrying out risk assessments, incorporating those prepared by other contractors, and also safety method statements which result. These activities may be specific to a particular trade (eg, falsework) or to site-wide issues, and may include:

- the storage and distribution of materials;
- the movement of vehicles on site, particularly as this affects pedestrian and vehicular safety;
- control and disposal of waste;
- the provision and use of common means of access and places of work;

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- the provision and use of common mechanical plant;
- the provision and use of temporary services (eg, electricity);
- temporary support structures (eg, falsework);
- commissioning, including the use of permit-to-work systems;
- protection from falling materials;
- exclusion of unauthorised people.

Control measures to deal with these should be clearly set out, including protection of members of the public.

7 Emergency procedures

- emergency arrangements for dealing with and minimising the effects of injuries, fire and other dangerous occurrences.

8 Reporting of RIDDOR information

- arrangements for passing information to the principal contractor about accidents, ill health and dangerous occurrences that require to be notified to the Health and Safety at Work Inspectorate (HSWI) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 as applied to the Island.

9 Welfare

- the arrangements for the provision and maintenance of welfare facilities.

10 information and training for people on site

Arrangements need to be made by which the principal contractor will check that people on site have been provided with:

- health and safety information;
- health and safety training; and
- information about the project (eg relevant parts of the health and safety plan);

Arrangements also need to be made for:

- project specific awareness training;
- tool-box or task health and safety talks;
- the display of statutory notices.

11 Consultation with people on site

- arrangements that have been made for consulting and co-ordinating the views of workers or their representatives.

12 Site rules

- arrangements for making site rules and for bringing them to the attention of those affected. The rules should be set out in the health and safety plan. There may be separate rules for contractors, workers, visitors and other specific groups.

13 Health and safety file

- arrangements for passing on information to the planning supervisor for the preparation of the health and safety file.

14 Arrangements for monitoring

Arrangements should be set out for the monitoring systems to achieve compliance with:

- legal requirements; and
- the health and safety rules developed by the principal contractor through regular planned checks, and by carrying out investigations of incidents (whether causing injury, loss, or 'near miss') and complaints.

This may involve:

- co-operation and regular meetings between senior management and those who provide health and safety advice to them.

This may also involve monitoring of:

- procedures, eg contractor selection and the management of certain trades;
- on-site standards actually achieved compared with those set for the project;
- reviews throughout the project, as different trades complete their work and at its conclusion. This means that the lessons learnt in terms of the standards that were set and those actually achieved can be taken forward.

Further CDM information sheets

- No 1 The role of the client
- No 2 The role of the planning supervisor
- No 3 The role of the designer
- No 4 The pre-tender stage health and safety plan
- No 6 The health and safety file

The source of the information in this document is the Health and Safety Executive's Construction Sheet No 43. It is current as of September 2004 and has been prepared by the Health and Safety at Work Inspectorate. This document does not replace any other HSWI guidance or affect any existing enforcement procedures. Copies of the document are available in electronic format from the Inspectorate.

Further guidance on Isle of Man health and safety legislation is available from the Health and Safety at Work Inspectorate, Murray House, Mount Havelock, Douglas, IM1 2SF, telephone 685952, via email WorkSafe@dlge.gov.im or from our website at www.gov.im/dlge.