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Appendix A – Construction Phase Plan (CPP)

Construction Phase Plan for Plot

Key Contact Details			
Person	Name	Phone number	Email
Nominated Person			
Plot Owner			
Emergency Contact			



DECLARATIONS

I, the above Nominated Person, confirm I will implement this CPP fully at all times:

Signature: _____ **Date:** _____

On behalf of GDHVC, I confirm this Plan is sufficiently well developed for construction to proceed.

Title: _____ **Date:** _____

Signature: _____

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The Construction Phase Plan (CPP) at Graven Hill

The Construction (Design and Management) Regulations 2015 (CDM 2015) for most construction work requires a CPP which covers how Health and Safety will be managed to successfully control risk and prevent damage to health. Self-Builders will, in most cases be exempt from this requirement if undertaking the work in person. However, Self-Builders who control the construction themselves may acquire, whether they intended it or not, legal duties under CDM 2015.

To protect the Health and Safety of Self-Builders, their families and all others who may be affected by their construction work, GHVDC require a sufficiently well-developed CPP to be produced by all Self-Builders, no matter their level of personal involvement in the actual construction work. If the Self-Builder appoints another party to produce the plan on their behalf, it remains the self-builder's responsibility to ensure it is completed fully and submitted to GHVDC in line with the required timescales.

This is the Self-Builder's plan, and it is the sole responsibility of the Self-Builder or their Nominated Person and any other person who is given responsibilities under the plan, to implement it at all times.

The plan is the key management document, along with the Fire Risk Control Plan (FRCP), in the safe completion of your journey embarked upon at Graven Hill:

Imagine Create Build Live

Your obligation is to:

- **Comply:** Ensure that the GHVDC Development Rules and CDM 2015 are fully considered in the preparation of your CPP.
- **Plan:** Prepare a concise CPP specific to your plot and build process that is an effective, living document to ensure work is planned so that it can be carried out without risk to health or safety.
- **Manage:** Implement the plan, to ensure co-operation and co-ordination between contractors and all others involved in the project.
- **Monitor:** Review, revise and check the plan is being implemented and work carried out safely without risk to Health and Safety.
- **Provide:** Anything required by the plan, such as; a secure site, suitable welfare facilities, suitable site inductions, procedures to appoint an On Site Controller.
- **Liase:** With contractors, the Principal Designer, GHVDC, workers, neighbours or anyone else who could be affected by the construction work or could affect your construction.

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Section 1: Description of Project		
Single House Build at Plot: <i>[Add address]</i>		
Construction Method: <i>Provide details of types of materials and basic construction methods to be used:</i>		
1.1	Construction Commencement Date:	
1.2	Anticipated Completion Date:	
1.3	Brief Description of Construction Plan: <i>(basic outline of main stages of construction with dates, e.g. when/ by whom to watertight shell, first fix, second fix etc)</i>	
Section 2: Key Project Persons		
2.0	WHO	Name, Address Telephone and Email
2.1	Plot Owner (Self- Builder)	
2.2	Nominated Person	
2.3	Principal Designer	
2.4	Principal Contractor	
2.5	Architect	
2.6	Structural Engineer	

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Section 4: Management of Work

In this section, set out how the project will be managed to ensure the risks to Health and Safety are properly controlled. Be clear and concise.

Note: Orange Text is mandatory and must remain.

4.1 Objectives

- To ensure that risk to the Health or Safety of any persons on or off plot are properly controlled.
- To have no accidents or near misses.
- *Add any further Health and Safety objectives below:*
-

4.2 Management Structure and Responsibilities

Key Personnel

Their Responsibilities

Nominated Person ('NP')

- Prepare this Plan, monitor its implementation, review it monthly and update as required to ensure it is relevant and effective.
- Ensure all other persons required to implement this plan are appointed, competent and sufficiently resourced.
- Keep the Self-Builder informed of anything that could adversely affect achieving the objectives set out section 4.1 above.
- Liaise with GHVDC promptly on any matters of Health and Safety.
- Liaise with all other necessary persons, for example; the Principal Designer, and in particular with neighbouring plots, to minimise risk and maximise Co-operation concerning Health, Safety and logistics.
- Set a good personal example by their attitude and behaviour and encourage a culture of Health and Safety as the paramount consideration.
- Ensure site inductions are undertaken.



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	<ul style="list-style-type: none"> ➤ Ensure site rules (for your specific plot) are developed and adhered to at all times. ➤ Ensure GHVDC Rules and notification/consent application procedures are followed throughout the build process by all connected with the build. ➤ Ensure effective arrangements are in place so that an On Site Controller (OSC) is always appointed and present when there is work on site. ➤ Prepare, implement, monitor and review monthly the Fire Risk Control Plan. ➤ <i>List any other responsibilities for your NP below:</i> ➤
Principal Designer	<ul style="list-style-type: none"> ➤ Provide full pre-construction Health and Safety information to the Nominated Person. ➤ Liaise with the NP on any design changes made after commencement of construction. ➤ <i>List any other responsibilities for your Principal Designer below:</i> ➤
On Site Controller (OSC)	<ul style="list-style-type: none"> ➤ Monitor and supervise construction work being undertaken to ensure it is carried out safely in accordance with this plan, industry standards and Risk Assessments/Method Statements of contractors. ➤ Coordinate work to control on-site risk. ➤ Ensure a replacement OSC is appointed whenever the current OSC is absent from site, regardless of duration. ➤ Undertake site inductions.



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	<ul style="list-style-type: none"> ➤ Ensure site rules (for your specific plot) are developed and adhered to at all times ➤ Implement any emergency arrangements and requirements of the Fire Risk Control Plan. ➤ Liaise with the Nominated Person, GHVDC and any other person, including neighbouring plots, regarding Health, Safety and logistics. ➤ Ensure GHVDC Rules and logistical procedures are implemented. ➤ Ensure any matters of importance which help to maintain or improve Health and Safety on plot, are brought promptly to the Nominated Person's attention. ➤ Wear the OSC High Visibility vest provided by GHVDC or such other high visibility clothing as will clearly identify the OSC as the person in control of the site. ➤ <i>List here any other responsibilities of your OSC below:</i> ➤
<p>Workers</p> <p><i>Excludes Self-Builder or family/friends</i></p>	<ul style="list-style-type: none"> ➤ Work safely and in accordance with any method statements. ➤ Know who the OSC is at all times. ➤ Follow management instructions. ➤ Understand emergency arrangements. ➤ Bring any concerns to the attention of the OSC. ➤ <i>Add any others below:</i> ➤
<p>Self-Builder, family or friends</p>	<ul style="list-style-type: none"> ➤ If working on the plot, responsibilities as per workers above ➤ If visiting, follow the site rules for visitors ➤ Set a personal best example to others on the project



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	➤ <i>Add any others below:</i>
Add below any other people:	



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Section 5: Communication and Co-operation

In this section, set out how communication and co-operation between the construction team members will be achieved. This includes; the exchange of any relevant information between contractors and consultation with any workers on Health and Safety matters. Be clear and concise.

Examples are: weekly site meeting, daily worker briefings, weekly written reports from the OSC to the NP etc. These arrangements must be effective to ensure clarity and communication of the relevant Health & Safety information to those who require it.

Who From	Purpose	How it will be Achieved

Section 6: Management of Risk

Note: Orange text is mandatory and must remain

In this section, set out in general terms, how the risks from planned work activities will be effectively controlled. Greater detail will be contained in a contractor method statement which is often supplied separately and should not be included or repeated here. Be clear and concise.

6.1 Main Site Risks and their Control

	Risk	Control Measures
A.	Risk of: Fire	See Fire Risk Control Plan
B.	Risk from: Work at Height	<ul style="list-style-type: none"> ➤ Most work at height will be off an external scaffold that should be erected / dismantled by a competent person, with a recognised industry qualification and to NASC standards. It should be



		<p>inspected by a competent person, every 7 days when in use.</p> <ul style="list-style-type: none"> ➤ Internal work at height will be carried out from either a podium or tower scaffold except where impracticable. ➤ <i>List your other general controls below:</i> ➤
C.	Risk of: Person/object or vehicle being struck by another vehicle	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
D.	Risks arising: From site deliveries	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
E.	Risk from: A falling object	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
F.	Risk from: Manual Handling. This includes; lifting, pushing, pulling, materials or equipment.	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
G.	Risk of: Slips, trips and falls	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
H.	Risk from: Dust exposure	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
I.	Risks from: Work involved in the assembly or dismantling of heavy prefabricated components. E.g. Prefabricated trusses, panel component systems	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
J.	Risk from: Work within confined spaces. e.g. basements or lofts	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
K.	<p>List any other risks associated with your build:</p> <ul style="list-style-type: none"> ➤ Risk 1: ➤ Risk 2: 	<ul style="list-style-type: none"> ➤ <i>List your controls for each risk identified:</i> ➤



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	➤ Risk 3:	
<p>In addition, you must state below any risks that are applicable to your site as listed within Schedule 3 of CDM 2015 which is available here:</p> <p>http://www.hse.gov.uk/pUbns/priced/l153.pdf</p> <ul style="list-style-type: none"> ➤ Risk 1: ➤ Risk 2: ➤ Risk 3: 		<ul style="list-style-type: none"> ➤ <i>List your controls for each risk identified:</i> ➤

6.2 Risk Assessment Verification

Contractors with 5 or more employees are required to produce written Risk Assessments and Method Statements (RAMS) demonstrating how they will undertake the work safely and provide these to the NP and OSC. It is usual to require RAMS to be submitted well in advance to the NP. It is not good practice to have written RAMS submitted on the day of work.

Contractors with fewer than 5 employees must, as a minimum, verbally explain to the NP or OSC how they will undertake the work safely. Ideally this should also be done in advance of the proposed works.

The NP and or OSC will need to use this information (the RAMS) in order to plan and coordinate site safety.

Self-Builders acting as NP must have sufficient understanding of the risk assessment process and principles to carry out this role.

The NP/OSC is not expected to be expert in the details of the contractor's work, but, have sufficient knowledge to be satisfied the RAMs have applied the principles of risk prevention. These principles can be found in Appendix 1 of this document: <http://www.hse.gov.uk/pUbns/priced/l153.pdf>

A Self-Builder does not have to submit a RAMS for their own work if they are acting as NP. However, if the Self-Builder is not the NP, the Self-Builder may be required to submit RAMS for their work, if requested by the NP.

Where a Self-Builder is not required by the NP to submit RAMS they are still required to liaise with the NP and OSC and work in safe manner.

It is always the responsibility of the contractor to have safe systems of work.



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<p>➤ <i>Set out here, your procedures on how and when RAMS will be obtained, reviewed and recorded:</i></p>	<p>➤</p>



Section 7: Site Arrangements

Note: Orange text is mandatory and must remain

In this section, set out arrangements for welfare, induction, security, first aid and emergency response.

<p>7.1</p>	<p>Induction</p> <p>A typical site induction would include as a minimum:</p> <ul style="list-style-type: none"> ➤ emergencies and first aid arrangements. ➤ The main site risks 	<ul style="list-style-type: none"> ➤ An induction briefing sheet covering the briefing contents will be created by the NP or other person to be used during inductions. ➤ Every person visiting the site will receive an induction appropriate to their reason for being on the site. ➤ A written record will be kept of the date, time and name of all persons inducted or re-inducted. ➤ Persons who revisit site will require re-induction if; <ul style="list-style-type: none"> ➤ It is more than two months since visited or ➤ There has been a significant change on site (e.g. layout) that requires a revised induction ➤ <i>Add here any other of your induction requirements:</i> ➤
<p>7.2</p>	<p>Site Security</p>	<ul style="list-style-type: none"> ➤ The site will be kept secure at all times. ➤ When no one is present it will be locked with a padlock. ➤ Boundary fence panels will be double clipped together. ➤ All boundary fencing will be checked weekly to ensure secure and stable. ➤ Damaged panels will be replaced without delay.



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		<ul style="list-style-type: none"> ➤ Any appropriate steps will be taken if there is an increased risk identified (e.g. notification or evidence of unauthorised entry to this or other plots, children becoming resident nearby) ➤ Add here any additional requirements for your plot: ➤
7.3	Site Rules	<ul style="list-style-type: none"> ➤ Set out in Appendix 2 to this document, your site rules. These rules must also be displayed visibly on a board at the front of your plot.
7.4	Welfare	<ul style="list-style-type: none"> ➤ Adequate welfare facilities will be available at all times to meet standards set out in CDM 2015 Schedule 2 available here: http://www.hse.gov.uk/pUbns/priced/l153.pdf. HSE Construction Information Sheets 59 & 62 also provide more guidance on this: http://www.hse.gov.uk/pubns/cis59.htm http://www.hse.gov.uk/pubns/cis62.pdf ➤ Explain here, your welfare arrangements:
7.5	First Aid	<ul style="list-style-type: none"> ➤ An adequately stocked First Aid Box will be kept at a suitable marked location. ➤ List here any additional first aid requirements that may be appropriate for your site or as required to comply with the Health and Safety (First Aid) Regulations 1981 which can be found here: http://www.hse.gov.uk/pUbns/priced/l74.pdf
7.6	Emergency Arrangements	<ul style="list-style-type: none"> ➤ A single page of your site emergency procedures must be prepared using the template provided at appendix 1 of this plan: ➤ It will incorporate measures that form part of the Fire Risk Control Plan and incident reporting procedure so there is a single, clear set of information and instructions available on site.
7.7	Incident Reporting	<ul style="list-style-type: none"> ➤ Suitable arrangements must be in place to ensure any incident is reported to the NP and, if appropriate, GHVDC and other authorities. ➤ These arrangements will form part of Emergency Arrangements sheet at Appendix 1 of this plan.



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		<ul style="list-style-type: none"> ➤ The requirements of RIDDOR 2013 Regulations must be complied with. Refer to the following guidance sheet: http://www.hse.gov.uk/pubns/indg453.pdf ➤ GHVDC will be informed immediately of any incident that results in: ➤ The request for attendance, or attendance by: <ul style="list-style-type: none"> (1) any public body (e.g. fire, police, ambulance, Health and Safety Executive, local authority), or (2) Any other person or organisation to undertake repairs/investigations or mitigation (e.g. repair gas leak)
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Appendix A1: Site Emergency Arrangements

State below the emergency arrangements for your site. The information below is purely a guide for your assistance as to what should be covered in this section and may be adopted or amended to suit your own specific site.

1. Stop, Think and Act

Any person on site shall immediately bring to the OSC's attention anything that has or could lead to a major event. For example; death or serious injury, escape or spillage of dangerous gases or liquids, fire, actual or potential collapse of all or parts of any structure on site and near misses of a serious nature.

IF IN DOUBT, REPORT IT TO THE ON SITE CONTROLLER

The OSC, or if the OSC is unavailable, any person on site must:

- Assess situation, and decide whether to do any of the following:
 - a. Apply First Aid to casualty (if qualified to do so).
 - b. Evacuate the site to a place of safety.
 - c. Call the relevant emergency services.
 - d. Advise neighbouring plots of any risk to them.
 - e. Call the Health and Safety Executive if required by RIDDOR (see item 4 below).
 - f. Call GHVDC and the NP to advise them of the event.
 - g. List any other actions

If in any doubt always contact the emergency services on 999

Add any additional requirements:

2. Medical Emergency

In the case of a medical emergency, if there is a First Aider, they should administer appropriate First Aid. Alternatively, in the case of clearly minor injuries, it may be appropriate to call the local GP surgery.

In serious cases, the OSC should call the emergency services by dialling **999**.

Be aware that the full extent of injuries may not always be apparent, such as in the case of a head injury. If in any doubt call the emergency services by dialling **999**.

Site First Aiders are: xxxxxxxxxxxxxxxxxxxxxxxxx (or state there is no first aider)



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Nearest GP Surgery:
The Health Centre, Coker Close, Bicester OX26 6AT Tel: 01869 249333

Nearest Hospital:
John Radcliffe Hospital Headley Way Headington, Oxford, OX3 9DU Tel: 0300 3047777

Add any additional requirements / information:

3. Fire

Insert here, the emergency arrangements included within your FRCP.

4. Incident Reporting

The RIDDOR 2013 Regulations require certain incidents to be reported to the Health and Safety Executive by the person in control of a construction site. This should be the NP or OSC.

Some incidents must be reported by telephone to the HSE (see number below) as soon as possible. These include: fatalities, serious injuries and structural collapses.

RIDDOR requires other specific events to be reported to the HSE online. See: <http://www.hse.gov.uk/riddor/report.htm>

The first priority in any emergency will be to manage the incident and then decide if HSE need be informed.

5. Emergency Contacts List

Organisation	Emergency	Telephone Details
Ambulance	Medical	999
Environment Agency	Environmental	0800 80 70 60
Fire	Fire	999
Police	Fatality	999
Health and Safety Executive	RIDDOR incident which needs to be immediately reported to the HSE. To check if it needs to be reported see: http://www.hse.gov.uk/riddor/report/htm	0345 300 9923 (Mon-Fri 8.30-5pm)



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Gas	Gas leak	0800 111 999 If this fails, call 999
Electrical	Dangerous Electric Supply (not power cut)	0800 072 7282 If this fails, call 999
Nominated Person	To inform if any of the above incidents occur on site.	(add)
GHVDC	To inform if any of the above incidents occur on site.	01869 396070



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Appendix A2: Site Rules

Number	Rule
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

