

CONSTRUCTION PHASE PLAN

{}{{CPP_TITLE}}{}}

{}{{CPP_LOGO_COVER_MIDDLE_IMG}}{}

{}{{CPP_COMPANY_NAME}}{}

{}{{CPP_COMPANY_A_BN}}{}{{CPP_COMPANY_ADDRESS_LINE1}}{}

{}{{CPP_COMPANY_ADDRESS_LINE2}}{}

{}{{CPP_COMPANY_CITY}}{}

{}{{CPP_COMPANY_POSTCODE}}{}

{}{{CPP_COMPANY_COUNTRY}}{}

Tel: {}{{CPP_COMPANY_PHONE}}{}

Email: {}{{CPP_COMPANY_EMAIL}}{}

CONTENTS

.....	1
1 KEY INFORMATION.....	4
2 SCOPE & PURPOSE.....	4
3 PROJECT INFORMATION & KEY CONTACTS.....	4
4 MANAGEMENT ARRANGEMENTS.....	6
3.1 CDM Roles & Responsibilities.....	6
3.2 Competence & Induction.....	6
3.3 Supervision & Monitoring.....	6
3.4 Communication & Coordination.....	6
3.5 Information Management.....	6
5 SITE LOGISTICS & SETUP.....	6
4.1 Site Layout.....	6
4.2 Traffic Management.....	6
4.3 Security.....	7
4.4 Welfare (Schedule 2).....	7
6 CONSTRUCTION METHOD & SEQUENCE (HIGH LEVEL).....	7
7 RISK MANAGEMENT & CONTROLS (KEY TOPICS).....	7
6.1 Working at Height.....	7
6.2 Lifting Operations (Cranes/Hoists).....	8
6.3 Temporary Works.....	8
6.4 Fire Safety in Construction.....	8
6.5 Services & Excavations.....	8
6.6 Hazardous Substances (COSHH).....	8
6.7 Noise, Vibration, Dust & Air Quality.....	8
6.8 Public Protection & Interfaces.....	8
6.9 Manual Handling & Ergonomics.....	8
6.10 Confined Spaces & Restricted Areas.....	8
6.11 Weather & Seasonal Risks.....	9
6.12 Occupational Health & Well-being.....	9
8 ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT.....	9
9 QUALITY MANAGEMENT.....	9
10 EMERGENCY PREPAREDNESS & FIRST AID.....	9
11 SITE RULES (DISPLAY AT ENTRANCE & INDUCTION).....	9
12 PERMITS TO WORK & AUTHORISATIONS.....	10
13 DESIGN MANAGEMENT & CHANGE CONTROL.....	10

14	SERVICES & UTILITIES MANAGEMENT.....	10
15	MATERIALS HANDLING & STORAGE.....	10
16	ACCESS, SCAFFOLDING & FAÇADE ACCESS.....	10
17	TESTING, COMMISSIONING & HANDOVER.....	10
18	PROGRAMME (HIGH-LEVEL - EXAMPLE PLACEHOLDER).....	11
19	RECORDS & DOCUMENTATION (MAINTAIN ON CDE).....	11
20	APPENDICES (PROJECT-SPECIFIC).....	11
	<i>Sign-Off (to be completed at start of works).....</i>	<i>11</i>

1 KEY INFORMATION

Written / Reviewed by	{{{CPP_WRITTEN_REVIEWED_BY}}}
Revision	{{{CPP_REVISION}}}
Anticipated Commencement Date:	{{{CPP_START_DATE}}}
Duration of Works:	{{{CPP_DURATION}}}
Project Number:	{{{CPP_PROJECT_NUMBER}}}
F10 Notification: (if applicable)	{{{CPP_F10_REF}}}
Site Address:	{{{CPP_SITE_A_BN}}} {{{CPP_SITE_ADDRESS_LINE1}}} {{{CPP_SITE_ADDRESS_LINE2}}} {{{CPP_SITE_CITY}}} {{{CPP_SITE_POSTCODE}}} {{{CPP_SITE_COUNTRY}}}
Insert Project Task / Activity	{{{CPP_TASK_ACTIVITY}}}

2 PROJECT INFORMATION & KEY CONTACTS

Create and keep current a contact tree with 24/7 details.

Role	Organisation	Name	Phone	Email
Client				
Principal Designer				
Principal Contractor				
Contracts Manager				
Project Manager				
Site Manager				
H&S Lead				
Temporary Works Coordinator (TWC)				
Appointed Person (Lifting)				
Fire Safety Coordinator				
First Aiders (day/night)				
Out-of-hours On-Call				
Security Provider				
Neighbour Liaison				
Local A&E Hospital				

3 SCOPE & PURPOSE

{{{AI_SCOPE_NARRATIVE}}}

- {{{AI_WORK_LIST}}}

4 MANAGEMENT ARRANGEMENTS

4.1 CDM ROLES & RESPONSIBILITIES

- Client: ensure suitable PD/PC appointments, provide pre-construction information (PCI), allow sufficient time/resources.
- Principal Designer: plan, manage and monitor pre-construction; coordinate design risk management; maintain the Health & Safety File.
- Principal Contractor: plan, manage and monitor construction; produce and maintain this CPP; coordinate trades; ensure site welfare and inductions.
- Designers/Contractors: eliminate/reduce/control risks; cooperate and share information; provide RAMS and competence evidence.

4.2 COMPETENCE & INDUCTION

- {{{include_competence_plant_height_1}}}
- {{{include_competence_plant_height_2}}}
- Daily briefings/TBTs by supervisors; RAMS signed before starting.

4.3 SUPERVISION & MONITORING

- Minimum SSSTS for working supervisors; SMSTS for site managers.
- Formal weekly H&S inspections and monthly audits. Close-out of actions tracked in an issues log.
- KPIs: AFR, near misses, inspections closed, quality ITP completion, environmental incidents.

4.4 COMMUNICATION & COORDINATION

- Daily coordination meeting (PC, trade leads, logistics, H&S).
- Weekly design coordination (PD/Designers/PC) including residual risks review.
- Look-ahead planning: 2-week and 6-week rolling programmes.

4.5 INFORMATION MANAGEMENT

- Drawing control via CDE (e.g., Common Data Environment).
- RFI/TQ process with response SLAs.
- Latest issue only at point of work.

5 SITE LOGISTICS & SETUP

5.1 SITE LAYOUT

- Hoarding line, gates, turnstiles, access/egress, fire assembly point(s), muster routes.

- Pedestrian/vehicle segregation with barriers; banksman controlled gates.
- {{include_heavy_logistics_laydown}}
- Wheel-wash and road-sweeping plan.

5.2 TRAFFIC MANAGEMENT

- {{include_public_traffic_mgmt_1}}
- One-way system where practicable; speed limit 5 mph on site.
- Banksman for all reversing; no reversing into public highway.
- {{include_public_traffic_mgmt_2}}

5.3 SECURITY

- {{include_secure_perimeter_hoarding}}
- Visitors by appointment; sign-in/out; site pass visible at all times.

5.4 WELFARE (SCHEDULE 2)

- Toilets, wash facilities, drinking water, changing/drying rooms, canteen and rest areas sized to peak workforce; regular cleaning regime.
- Heating/lighting/ventilation suitable for all seasons.

6 CONSTRUCTION METHOD & SEQUENCE (HIGH LEVEL)

{{AI_CONSTRUCTION_SEQUENCE}}

7 RISK MANAGEMENT & CONTROLS (KEY TOPICS)

{{AI_RISK_MANAGEMENT}}

8 ENVIRONMENTAL & SUSTAINABILITY MANAGEMENT

- Environmental Management Plan (EMP) covering: waste, water, energy, ecology, archaeology, contamination and pollution prevention.
- Waste: segregation, licensed carriers, duty of care notes, diversion from landfill targets.
- Pollution Prevention: silt control, bunded fuel stores, spills procedure, no uncontrolled concrete washout.
- Energy & Carbon: metered temporary supplies, NRMM register, generator right-sizing, low-carbon logistics, consolidate deliveries.
- Biodiversity/Arboriculture: protection of trees (RPA), nesting birds checks as required.
- Sustainability targets (e.g., BREEAM/Net Zero pathways) with evidence capture.

9 QUALITY MANAGEMENT

- ITPs with hold/witness points; material approvals; sample panels/mock-ups.
- First-of-type inspections; benchmarking rooms/floors.
- Calibration of test equipment; snag prevention walks; digital QA records.

10 EMERGENCY PREPAREDNESS & FIRST AID

- Emergency Plan posted at key locations; include fire, medical, structural, environmental incidents and rescue from height/confined spaces.
- Assemblies/muster points; role of fire wardens and sweepers.
- Number/location of first-aid kits, AED, trained first aiders by shift.
- Nearest A&E: [Insert address, phone, travel time]
- Incident reporting, investigation and RIDDOR notification where applicable.

11 SITE RULES (DISPLAY AT ENTRANCE & INDUCTION)

1. All operatives and visitors must complete induction and sign in/out.
2. PPE minimum: safety boots, hard hat, hi-vis; task-specific PPE as RAMS require (eye/hearing, gloves, RPE, harness).
3. Zero tolerance for drugs/alcohol; random testing may be conducted.
4. No lone working for high-risk activities.
5. Good housekeeping; keep routes clear; segregate waste.
6. Only trained/authorised persons to operate plant/equipment.
7. Follow permits (hot works, roof work, excavation, confined space, live electrics).
8. Report hazards, near misses and incidents immediately.
9. Respect neighbours: noise, dust, language and conduct.
10. Smoking/vaping only in designated areas.

12 PERMITS TO WORK & AUTHORISATIONS

- Permit to Dig, Hot Works, Live Electrical Work/Isolation, Roof Work, Confined Space, Crane/Lifting, Working at Height (fragile surfaces), Temporary Works – Permit to Load/Strike.
- Register maintained by PC; only authorised issuers may sign permits.

13 DESIGN MANAGEMENT & CHANGE CONTROL

- Designers to submit Design Risk Assessments (DRAs) with each package.
- Residual risks logged and communicated at induction/briefings.
- Change control via TQ/RFI; impact assessed on safety, programme, cost, quality and environment.

14 SERVICES & UTILITIES MANAGEMENT

- Temporary power, water and lighting layouts; PAT regime and lock-out/tag-out (LOTO).
- Incoming utilities coordination; metering and isolation points; emergency shut-offs marked on plans.
- Battery charging stations with fire controls and ventilation.

15 MATERIALS HANDLING & STORAGE

- {{include_heavy_logistics_laydown}}

- Manual handling aids, trolleys, pallet trucks; lift cores kept clear.
- Storage of flammables (bunded/ventilated), gas cylinders (secured/segregated).
- Just-in-time deliveries where space is constrained.

16 ACCESS, SCAFFOLDING & FAÇADE ACCESS

- {{include_section_16_facade_1}}
- {{include_section_16_facade_2}}
- {{include_section_16_facade_3}}

17 TESTING, COMMISSIONING & HANOVER

- {{include_section_17_commissioning_1}}
- {{include_section_17_commissioning_2}}
- {{include_section_17_commissioning_3}}

18 PROGRAMME (HIGH-LEVEL – EXAMPLE PLACEHOLDER)

- Total duration: [e.g., 90–110 weeks depending on frame/envelope].
- Milestones: Site set-up → Piling complete → Frame to Level 10 → Watertight → First fix complete → Commissioning start → Practical Completion → Soft-Landings period.

19 RECORDS & DOCUMENTATION (MAINTAIN ON CDE)

- Induction records; RAMS approvals; training & competency matrix; plant/LOLER/PUWER certificates; temporary works register; inspection reports; test results; permits; incident logs; audits; environmental and waste transfer notes; design deliverables; ITPs; commissioning records; O&Ms; H&S File.

20 APPENDICES (PROJECT-SPECIFIC)

- A. Site Location Plan & Constraints Map
- B. Site Logistics Plan(s) by Phase
- C. Emergency Plan (incl. hospital route)
- D. Fire Strategy and Alarm Zones (by phase)
- E. Temporary Works Procedure & Register
- F. Traffic Management Plan
- G. Lifting Strategy & Sample Lift Plans
- H. Environmental Management Plan (incl. NRMM register)
- I. Waste Management Plan & Duty of Care
- J. Design Risk Register & Residual Risks
- K. Inspection & Test Plans (package index)
- L. Permit to Work Templates
- M. Training & Competency Matrix
- N. Neighbour/Stakeholder Engagement Plan

SIGN-OFF (TO BE COMPLETED AT START OF WORKS)

I confirm that I have read and understood the Construction Phase Plan and will implement its requirements.

Name

Role

Signature

Date

Note: This CPP is a live document. Update it whenever there is significant change in design, methods, sequence, resources, or risk profile.

Insert Project Task / Activity (AI CONTENT GETS ADDED HERE)