| **Project:**    **Submission Date: Review By:**    **Reg 12 (1) Submission – Principal Contractor** | | | | |
| --- | --- | --- | --- | --- |
| **Ref** | **Topic** | **Key Words** | **Compliant**  **(Y/N/NA)** | **Comments** |
| **1.0 Description Details** | | | | |
| 1.1 | Project Description | Enabling Works  Site Clearance / Demolition  Infrastructure Works  Main Works |  |  |
| 1.2 | Programme Details | Start Date  Intermediate Stage Dates  Finish Date |  |  |
| 1.3 | Project Team Details | Client  Designers  Principal Designer  Principal Contractor  Contractors/Suppliers  Others |  |  |
| 1.4 | Extent and Location of Existing Records and Plans | Existing Drawings  Asbestos Surveys ./ Management Plans  Condition Surveys  Soil Surveys  Services  H&S Files |  |  |

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| **2.0 Management Of The Work** | | | | |
| **Ref** | **Topic** | **Key Words** | **Compliant**  **(Y/N/NA)** | **Comments** |
| 2.1 | Management Structure and Responsibilities | Management Structure / Organisation Chart  Company H&S Manager  Contracts Manager  Project Manager  Site Manager  Fire Safety Co-ordinator |  |  |
| 2.2 | Health and Safety Aims / Goals for the Project | Statutory Requirements  Performance Standards |  |  |
| 2.3 | Arrangements for Monitoring and Review | H&S Inspections / Frequency  H&S Meetings / Frequency  Safety Method Statements  Incident incl. Accidents / Near Misses  Construction Phase Plan |  |  |
| 2.4 | Arrangements for Co-operation between the Project Team on Site and Co-ordination of their Work | H&S Meetings  Frequency of Contact |  |  |
| 2.5 | Arrangements for Consultation with Workforce | Safety Meetings  Frequency of Contact |  |  |
| 2.6 | Arrangements for Handling Design Changes and Exchange of Design Information | Site Meetings  Project Reviews  Relevance to Health and Safety |  |  |
| **Ref** | **Topic** | **Key Words** | **Compliant**  **(Y/N/NA)** | **Comments** |
| 2.7 | Arrangements for Selection and Control of Contractors and Suppliers | Competence and Resource Checks  Material Safety Data Sheets  COSHH  Risk Assessments / Method Statements  Plant Selection  Operator Training |  |  |
| 2.8 | Arrangements for Exchange of H&S Information | Site Meetings  Project Reviews |  |  |
| 2.9 | Arrangements for Security | Securing the Site  Excluding Unauthorised Persons  Surveillance |  |  |
| 2.10 | Arrangements for Site Induction and On-site Training | Induction  H&S Training  Toolbox Talks  Specific Awareness Training  CSCS, CPCS, CISRS |  |  |
| 2.11 | Arrangements for Welfare Facilities from the Start of Construction | Detailed Provisions  Maintenance Arrangements  Requirements of Schedule 2 of CDM 2015 |  |  |
| **Ref** | **Topic** | **Key Words** | **Compliant**  **(Y/N/NA)** | **Comments** |
| 2.12 | Arrangements for Reporting and Investigating Incidents incl. accidents and near misses | Responsibilities for Reporting Including Reporting to HSE  Responsibilities for Investigating |  |  |
| 2.13 | Arrangements for Risk Assessments and Method Statements | Responsibilities for Preparing  Responsibilities for Approving  Communication |  |  |
| 2.14 | Site Rules | Communication  Visitor arrangements |  |  |

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| **3.0 Fire And Emergency Arrangements** | | | | |
| **Ref** | **Topic** | **Key Words** | **Compliant**  **(Y/N/NA)** | **Comments** |
| 3.1 | Fire and Emergency Procedures | Communication  Fire & Emergency Plan  Alarm, Escape Routes, Assembly Point  Other Emergency Situations |  |  |
| 3.2 | Arrangements for First Aid | Qualified Persons  Cover During Shift Work  Location of First Aid Boxes / Facilities |  |  |
| **4.0 Arrangements for Controlling Significant Risks** | | | | |
| **Ref** | **Topic** | **Key Words** | **Compliant**  **(Y/N/NA)** | **Comments** |
| 4.1 | Site Establishment | Site Clearance  Fencing and Hoardings  Erection of Site Huts  Connections to Services  Traffic Implications  Public Safety  Security |  |  |
| 4.2 | Further Significant Risks arising from Initial Works Activities |  |  |  |
| 4.3 | Risks identified within Pre-construction Information |  |  |  |
| 4.4 | Specific Site Risks listed in Schedule 3 of the CDM 2015 |  |  |  |
| **5.0 Health and Safety File** | | | | |
| **Ref** | **Topic** | **Key Words** | **Compliant**  **(Y/N/NA)** | **Comments** |
| 5.1 | Arrangements for the Collection and Gathering of Information | Responsibilities  Collating  Storage  Passing to Principal Designer / Client |  |  |

**Assessment of the Principal Contractor’s Construction Phase Plan Report**

|  |  |
| --- | --- |
| **Initial Construction Phase Plan**  **Review By <insert>** | |
| Project: |  |
| Principal Contractor: |  |
| Scope Of Review: | This review has been carried out by <insert> acting as principal designer in accordance with the Construction (Design and Management) Regulations 2015. |
| Basis Of Review: | The principal contractor’s Construction Phase Plan submitted to the principal designer on <insert> |
| Summary Of Review: | The attached checklist summarises the principal designer’s comments. <Attach the completed checklist> |
| Conclusion: | <The reviewer should select from the following:  Either  ‘The principal contractor has prepared a Construction Phase Plan which complies with Regulations 12(1) and (2) and the client can be satisfied that the requirements of Schedule 2 (minimum welfare facilities for construction sites) will be complied with during the construction phase. Consequently the duties imposed on the client by Regulations 4(2) (a) and (b) and 4(5) (a) a have been discharged.’ |
| Or  ‘The principal contractor has not prepared a Construction Phase Plan which complies with Regulations 12(1) and (2)  and/or  The client cannot be satisfied that the requirements of Schedule 2 (minimum welfare facilities for construction sites) will be complied with during the construction phase.  Consequently the duties imposed on the client by  Regulations 4(2) (a) and (b) and 4(5) (a) cannot be discharged.  It is, therefore, not in order for the client to permit the construction phase of the project to start.  The principal contractor has been asked to submit additional detail and, on receipt of this information, a further review will be carried out and the client advised accordingly.’> |