**Introduction**

This document has been prepared to help those developing and checking Construction Phase Plans (CPPs) - slavish adherence to it is not required

CPPs may be prepared for individual projects, groups of projects that will be managed in a similar way or all the work under a particular programme that will be delivered by an individual principal contractor (PC). Think of CPPs as manuals outlining how work may be safely done. Whilst CPPs are supported by work package plans (WPPs) and task briefing sheets (TBSs) if you find yourself putting the same information into several WPPs it probably should be in the CPP. Similarly if you put the same information into several TBSs it probably should be in the relevant WPP. The higher the level of document information is contained within the less time we’ll spend writing, checking and reviewing it.

When thinking about what should be in a CPP ask yourself if the information you’re considering will be helpful to people on site and is the CPP the best place for it to be provided. For example the Life Saving Rules do not belong in any of these documents. They are an initiative in their own right and should be covered in site induction and on site notice boards.

Parts, or all, of the PC’s processes or similar documents should not be replicated within the CPP. What should be provided is details of *how* these processes will be implemented, *who* will be responsible for what, and so on. Unhelpful or nebulous statements such as “Welfare facilities will be provided as outlined in standard x/y/z” or “Accidents shall be reported in accordance with process x/y/z” must be avoided as they add nothing and are of no help to people on site. Names of responsible people must be provided throughout; meaningless entries such as ‘TBA’ are not acceptable.

When considering whether an element is adequate or not it doesn’t matter if it’s not structured or phrased the way you would have said it - all that matters is does it address the main principals of the issue. Semantics or typographical errors are irrelevant and do not make anything inadequate; you may however point these out in a covering e-mail although the contractors engineering manager (CEM) should have dealt with these ahead of submission.

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| **Project(s)/Programme :** |  | **Contractor :** |  |
| **CPP Title :** |  | **CPP Number :** |  |

| **Item** | **Adequate?** | **Comments** |
| --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Introduction** |
|  | This is a very brief introduction on what the CPP is about and will not often change |  |  |  |  |
| **Planning for the construction phase** |
|  | Project(s)/Programme specific health and safety goals - these should be detailed and something the project or programme can influence - long lists of vague aspirations are not required |  |  |  |  |
|  | Project(s)/Programme description and details - only an overview should be provided here, most of the detail of the works will be in WPPs |  |  |  |  |
|  | Any line open operations - this should explain how ALO operations will be managed and who will be responsible for what. Detailed plans will be provided in the relevant WPPs |  |  |  |  |
|  | Temporary works - outline how temporary works will be managed and who will be responsible on site for these activities  |  |  |  |  |
|  | Construction phase plan review - ensure the frequency of review is appropriate considering the rate of change of conditions on site and the duration of the works |  |  |  |  |
| **Working together** |
|  | Changes to key personnel - detail here the mechanism for changing anyone named in this document |  |  |  |  |
|  | CDM appointments - these details must be established and known by the time the CPP is prepared |  |  |  |  |
|  | Network Rail project(s)/programme organisation - if the CPP is for multiple projects detail here the NR leads for the work. Differences or more detail can be provided in the relevant WPPs |  |  |  |  |
|  | Principal contractor’s delivery organisation - if the CPP is for multiple projects detail here the PC’s leads for the work. Differences or more detail can be provided in the relevant WPPs |  |  |  |  |
|  | Communication during the construction phase - outline how communication will take place and who will do it. Details should be practical and not overly elaborate |  |  |  |  |
|  | Exchange of design information - outline how design information will be exchanged and who will do it. Details should be practical and not overly elaborate |  |  |  |  |
|  | Changes to design - outline how design changes will be managed and who will be responsible for what. Details should be practical and not overly elaborate |  |  |  |  |
| **Hazard management** |
|  | Work involving particular risks - only include risks that exist in the project(s)/programme - delete others. Detail here your approach to managing these risks and how the risks will be controlled. The specific controls that will be employed in each situation are not needed here, they will be provided in the relevant WPPs and TBSs |  |  |  |  |
|  | Significant construction health and safety risks - do not include detail on everyday hazards and risks that competent designers, contractors, maintainers etc. will readily appreciate and routinely address. Significant risks are those that are odd, unusual, unexpected or difficult to manage |  |  |  |  |
| **Organise** |
|  | Brief outline of work methodology - this is a high level outline of your approach to key issues on the project(s)/programme not a detailed method statement. Method statements will be provided in the relevant WPP |  |  |  |  |
|  | Management of work package plans - outline how you will manage the preparation, submission and approval of WPPs including who will be responsible for doing what |  |  |  |  |
|  | Schedule for the production of work package plans - prepare a schedule, ideally in tabular form, containing key dates for the preparation, submission and approval of all WPPs |  |  |  |  |
|  | Site emergency arrangements - contractors must evaluate all foreseeable emergency situations and detail here what will happen in each type of event and who will be responsible for ensuring it does. ALL details relating to emergency situations must be contained in the CPP, nothing should be left to the supporting WPPs or TBSs. WPPs or TBSs may include details where a different approach to that detailed in the CPP is expedient or the risks merit a greater level of control or response |  |  |  |  |
|  | Safety and environmental event reporting and recording - outline the on-site mechanism for reporting events and who will be responsible for each aspect of the mechanism |  |  |  |  |
|  | Site rules - these should be short, punchy and written as clear instructions. Routine, generic or vague aims should not be included |  |  |  |  |
|  | Induction - outline how induction briefings will be managed on site and who will be responsible for providing them. Keep in mind that ‘one size fits all’ briefings are seldom effective. The content of the briefings is not required |  |  |  |  |
|  | Welfare - detail the welfare facilities that will be provided and where they will be located. Include details of how often they will be cleaned, replenished and inspected and who will be responsible for doing each task |  |  |  |  |
|  | Monitoring arrangements - this should include routine monitoring by site based staff and less frequent monitoring by head office staff and 3rd parties. The frequency of each item of monitoring must be provided along with details of who will do the monitoring and who will be responsible for ensuring any findings are addressed. Checklists or other documents used as prompts during each aspect of the monitoring are not required |  |  |  |  |
|  | Management reporting arrangements - detail the routine reporting arrangements that will be implemented on the project(s)/programme including the frequency of each and who will be involved in and responsible for meetings, preparing reports etc. |  |  |  |  |
| **Health and safety file** |
|  | Describe the arrangements for identifying and gathering information needed for the health and safety file including who will be responsible for the information, where it will be stored and at what stages it will be handed over |  |  |  |  |

**Reviewed by SPM :**

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| --- | --- | --- |
| Print name : | Signature : | Date : |

**Accepted by PM:**

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| Print name : | Signature : | Date : |

**Remember - all the information in a CPP, WPP or TBS must be site specific, clear and useful for the people on site**