Appendix C Construction Phase Plan Checklist

Construction Phase Plan Checklist

Project Name:	Limes Building	**Project No:**	Bowmer & Kirkland
Date:	07/04/2025	**Revision:**	001

No.	Information	In place & adequate?		Comments
		Y	N	
1.0	**Description of Project**			
1.1	Project description and programme details, including any key dates	Y		Part 1 includes summary of works to be undertaken, Dates include start date, duration and completion date.
1.2	Details of Client, Principal Designer, Designers, Principal Contractor and Sub-contractors	Y		Part1 details a Project directory, including Duty holders and provides details of Client, PC, PD and statutory authorities
1.3	Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate	Y		Part 2 includes reference to PCI information
2.0	**Management of Work**			
2.1	Management structure and responsibilities	Y		Part 2 details Management Structures and responsibilities with named B&K individuals
2.2	Health and safety goals for the project and arrangements for monitoring and review of health and safety performance	Y		Part 2 details H&S goals aligned with OHSAS 45001
2.3	Arrangements for:			
2.3.1	Regular liaison between parties on site	Y		Part 2 includes details of liaison on site with sub-contractor representatives and daily briefings
2.3.2	Consultation with the workforce	Y		Part 2 details consultation with the workforce, including daily activity briefs, Toolbox Talks and operative feedback.
2.3.3	The exchange of design information between the client, designers, principal designer and contractors on site	Y		Part 2 details communication, coordination and the passage of information between the PC, Client team, PD and subcontractors.
2.3.4	Handling design changes during the project	Y		Part 2 details the procedures manual and handling design changes.
2.3.5	The selection and controls of Sub-contractors	Y		Part 2 Details the selection and controls of contractors,

Appendix C Construction Phase Plan Checklist

				B&K SPF 124
2.3.6	The exchange of health and safety information between contractors	Y		Part 2 includes details for the Procedures Manual which identifies arrangements for regular liaison and consultations on site.
2.3.7	Site security	Y		Part 2 includes details for the Procedures Manual which identifies arrangements for site security and the requirement for signing in, methods of securing buildings
2.3.8	Site induction	Y		Part 2 includes details for the Procedures Manual which identifies arrangements for the format and content of the induction.
2.3.9	Onsite training	Y		Part 2 includes details for the Procedures Manual which identifies arrangements for training requirements, including qualifications for specific site roles.
2.3.10	Welfare facilities and first aid	Y		Part 2 includes details for the Procedures Manual which identifies arrangements for welfare requirements with operative numbers included and the corresponding WC requirements.

Appendix C Construction Phase Plan Checklist

No.	Information	In place & adequate?			Comments
		Y	N		
2.3.11	The reporting and investigation of accident and incidents including near misses	Y			CPP provides details regarding reporting & investigation of incidents.
2.3.12	The production and approval of risk assessments and written systems of work	Y			Part 2 includes details for the Procedures Manual which identifies arrangements for collation of contractors Risk Assessments and method statements, review and approval process.
2.4	Site rules (including drug and alcohol policy)	Y			Part 2 includes details for the Procedures Manual which identifies arrangements for site rules.
2.5	Fire and emergency procedures	Y			Document includes Emergency Arrangements and details Fire procedures and the production of FRA.
3.0	**Arrangements for controlling significant site risks**	**In place & adequate?**			
		Y	**N**	**n/a**	
3.1	Safety risks, including				
3.1.1	Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site	Y			Part 2 Arrangements for Controlling significant risks
3.1.2	Dealing with services – water, electricity and gas, including overhead power lines and temporary electrical installations	Y			Part 2 Arrangements for Controlling significant risks
3.1.3	Accommodating adjacent land use	Y			Part 2 Arrangements for Controlling significant risks
3.1.4	Stability of structures whilst carrying out construction/ refurbishment/ demolition work, including temporary structures and existing unstable structures. Construction Phase Plan must provide details of temporary works management arrangements as per BS5975:2008 including identification of Temporary Works Co-ordinator, Designer and inspection regime	Y			Part 2 Arrangements for Controlling significant risks
3.1.5	Preventing falls	Y			Part 2 Arrangements for Controlling significant risks
3.1.6	Work with or near fragile materials	Y			Part 2 Arrangements for Controlling significant risks
3.1.7	Control of lifting operations	Y			Part 2 Arrangements for Controlling significant risks
3.1.8	The maintenance of plant and equipment	Y			Part 2 Arrangements for Controlling significant risks
3.1.9	Work on excavations and work where there are poor ground conditions	Y			Part 2 Arrangements for Controlling significant risks
3.1.10	Work on wells, underground earthworks and tunnels			N/A	
3.1.11	Work on/near water where there is risk of drowning			N/A	
3.1.12	Work involving diving			N/A	

3.1.13	Work in a caisson or compressed air working			N/A	
3.1.14	Work involving explosives			N/A	

Appendix C Construction Phase Plan Checklist

No.	Information	In place & adequate?			Comments
		Y		N	
3.1.15	Traffic routes and segregation of vehicles and pedestrians	Y			Part 2 Arrangements for Controlling significant risks
3.1.16	Storage of materials (particularly hazardous materials) and work equipment	Y			Part 2 Arrangements for Controlling significant risks
3.1.17	Demolition plan for works involving demolition (where required)				N/A - Part 2 Arrangements for Controlling significant risks
3.1.18	Any other significant safety risks	Y			Part 2 Arrangements for Controlling significant risks
3.2	Health risks, including				
3.2.1	The removal of asbestos				N/A
3.2.2	Dealing with contaminated land	Y			Part 2 Arrangements for Controlling significant risks
3.2.3	Manual handling	Y			Part 2 Arrangements for Controlling significant risks
3.2.4	Use of hazardous substances, particularly where there is a need for health monitoring	Y			Part 2 Arrangements for Controlling significant risks
3.2.5	Reducing noise and vibration	Y			Part 2 Arrangements for Controlling significant risks
3.2.6	Work with ionising radiation			N/A	
3.2.7	Exposure to UV radiation (from the sun)			N/A	
3.2.8	Exposure to mercury			N/A	
3.2.9	Any other significant health risks				
4.0	**The Health and Safety File**				
4.1	Layout and format	Y			Details included in PCI and UoM EPM's.
4.2	Arrangements for the collection and gathering of the information	Y			Details included in PCI and UoM EPM's.
4.3	Storage of information	Y			Details included in PCI and UoM EPM's.