

	<h2 style="color: #e67e22;">CDM 2015 - Construction Phase Plan</h2> <p>(Event/production template for simple projects)</p>
PLAN	<p>Client details: Exhibitor</p>
	<p>Principal Designer details: Stand Build Contractor</p>
	<p>Principal Contractor details: Stand Build Contractor</p>
	<p>Description of work/ project: Building a 5m square stand, constructed of mixed materials with a truss box frame and custom built counter, plus a hanging banner.</p>
WORKING TOGETHER / ORGANISE	<p>Key dates:</p> <p>Build-up: : 25th & 26th April Stand dress: pm on 26th April Open period:: 27th & 28th April Breakdown: : end of the open period on 28th and 29th April</p>
	<p>Key members of the project team during construction and their role/ responsibilities <i>(Insert name, role and summary of responsibilities)</i></p> <p>(name) Project Manager – oversees the project including the design and build of the stand (name) Site Foreman – manages the stand build, dress & breakdown onsite. Liaises with the Mains Electrical Contractor onsite AV supplier & Rigger (name) Mains Electrical Contractor - manages installation of power to the stand (name) Onsite AV supplier – manages audio visual work for the stand (name) Onsite Rigger – manages installation of the hanging banner</p> <p>How the work will be managed safely <i>(Include details of the site rules, arrangements to ensure cooperation between project team members and coordination of their work (e.g. regular site meetings), site inductions, welfare facilities and fire and emergency procedures. Also include arrangements for the control of any specific risks such as falls from height / collapse of structures/ handling heavy components)</i></p> <p>Key Arrangements:</p> <ol style="list-style-type: none"> 1. Load-in briefing on morning of the 25th attended by all site workers to discuss work program, introduce key personal and provide induction to site. Includes the build timetable, site rules, venue fire and emergency arrangements. 2. Site rules distributed to all workers - copy attached to this plan. 3. Welfare arrangements – toilets and break room are located within the main venue site – sign posted. 4. Follow load-in plan to ensure gangways do not become obstructed with building materials. 5. Emergency arrangements and fire plan – follow venue fire and emergency evacuation instructions. Site Foreman will lead roll call for site staff. 6. First Aid arrangements – the venue will provide a nominated first aider. <p>Key safety risks on this project are:</p> <ol style="list-style-type: none"> 1. Falls from height – Site Foreman and the onsite Rigger will coordinate work to ensure

suitable fall prevention/mitigation measures are in place during installation of the banner above the stand.

2. Vehicle movements - Arrangements will be in place to make sure pedestrians and vehicles can circulate safely. Designated Load-in areas will be used and procedures for the safe on/off loading of materials followed. Workers will wear high visibility tabards in plant / vehicle operation areas.
3. Collapse or partial collapse of structure – stand will be designed, incorporating a sequential method of construction / deconstruction that must be complied with.
4. Electricity – A formal sign-off procedure will be administered by the Mains Electrical Contractor, before the stand is connected to the mains power supply.

Example