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CONSTRUCTION PHASE HEALTH & SAFETY PLAN

Construction Phase Plan

COMPLETED EXAMPLE · FICTIONAL PROJECT

A completed plan for a fictional single-storey rear extension to an occupied home, prepared under the Construction (Design and Management) Regulations 2015 and shown at revision 1.2.

PROJECT NAME	PROJECT REFERENCE
Single-storey rear extension	**KCL-26-014**
PRINCIPAL CONTRACTOR	**SITE ADDRESS**
Kestrelmoor Construction Ltd	**4 Sallowby Grove, Harrogate, North Yorkshire** Fictional address. No postcode is used in this example.

VERSION	DATE ISSUED	PREPARED BY	STATUS
1.2	17/07/2026	D. Firth, Site Manager	Current

All project, organisation and personal details in this example are fictional and provided for training and illustrative purposes only. This is not a plan for a real project and must not be used as one.

01 DOCUMENT MAP

About this example

FICTIONAL EXAMPLE

All project, organisation and personal details in this example are fictional and provided for training and illustrative purposes only.

It shows one proportionate way to complete the Aptoris Construction Phase Plan template for a small domestic project, at revision 1.2, part-way through the works. Names, companies, the address, email addresses (*.example*) and phone numbers (a range reserved for fictional use) are invented. Any resemblance to a real person, business or project is unintended.

It is not a plan for your project. Every entry must be replaced with your own project's information, risks and arrangements, assessed by the people responsible for the work. It is not legal advice and does not show that any other project complies with CDM 2015. Where it mentions a real public service, the project team must confirm the details before work starts.

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02 FRONT MATTER

Document Control

This plan is a live document. It is reviewed as the work progresses and reissued when the work, the team or the risks change.

Revision history

Version	Date	Author	Summary of changes	Status
1.0	22/05/2026	D. Firth	First issue before the site was set up. Reviewed with the Principal Designer and issued to the clients and the first contractors.	Superseded
1.1	03/07/2026	D. Firth	Scaffold handed over on 02/07/2026: scaffold inspection regime added to sections 12 and 16. Roofing contractor's RAMS added to the register.	Superseded
1.2	17/07/2026	D. Firth	Revised before the existing rear wall is opened: temporary works design TW-01 rev B, kitchen closure arrangements for the household and re-briefing of everyone on site.	**Current**

Distribution

Name	Organisation	Role	Version issued
Rachel and Owen Thwaite	Domestic clients	Clients (summary of arrangements affecting the home)	1.2 · 17/07/2026
Sophie Arden	Harlowmere Architecture Ltd	Principal Designer	1.2 · 17/07/2026
Helen Marsh	Kestrelmoor Construction Ltd	Contracts Manager	1.2 · 17/07/2026
Supervisors of each contractor	Contractors on site	Briefed at induction and re-briefing	1.2 · 20/07/2026
Site copy	Welfare unit, driveway	Available to everyone on site	1.2 · 17/07/2026

HOW THIS PLAN IS CONTROLLED

Only the current version is kept in the welfare unit; superseded copies are marked and filed by the Site Manager. Changes are explained at the Monday coordination meeting and, where they affect the household, to the clients in person.

03 PROJECT SETUP

Project Information

The essential facts about the project: what is being built, where, when, and whether it is notifiable.

Project name	Single-storey rear extension
Project reference	KCL-26-014
Site address	4 Sallowby Grove, Harrogate, North Yorkshire Fictional address. No postcode is used in this example.
Start on site	08/06/2026 (site set-up)
Completion	21/08/2026 (planned)
Duration of works	11 weeks · 55 working days
Working hours	Monday to Friday, 08:00–17:00. Saturdays are not worked unless agreed in advance with the clients and neighbours.
Approx. project value	Not recorded (optional)

Project description

Single-storey rear extension, approx. 24 m², to an occupied 1970s semi-detached house. The household (two adults and two children) stays in the home throughout. The works include removal of the existing conservatory, excavation and trench-fill concrete foundations (approx. 1.0 m deep), drainage alterations, blockwork to DPC and ground-bearing slab, a timber-frame superstructure, a warm flat roof with a cold-applied liquid waterproofing membrane, opening up the existing rear wall for a new steel beam on temporary props, electrical and plumbing alterations, and internal finishes.

F10 notification check

Test (CDM 2015, regulation 6)	This project	Met?
Scheduled to last longer than 30 working days	55 working days	Yes
…and more than 20 workers working simultaneously at any point	Planned peak: 6 workers (week 7)	No
Or: scheduled to exceed 500 person-days	Estimated 232 person-days (see breakdown)	No

Result: not notifiable to HSE. Both parts of the first test must be met, and the person-day estimate is well below 500. Checked by D. Firth on 18/05/2026 from the programme and labour plan; re-checked at each revision. A construction phase plan is still required.

Person-day estimate behind the F10 check

Week	Main activity	Workers × days	Person-days
1	Site set-up, welfare, segregation, conservatory removal	3 × 5	15
2–3	Excavation, trench-fill foundations, drainage	4 × 10	40
4	Blockwork to DPC and slab; scaffold erected	4 × 5 + 2 × 2	24
5–6	Timber frame and roof deck	4 × 10	40
7	Liquid roof membrane; rear wall opened, steel installed	4 × 5 + 2 × 3	26
8–9	First fix, windows and doors; scaffold struck	5 × 10 + 2 × 1	52
10	Plastering and second fix	4 × 5	20
11	Decoration, snagging, handover	3 × 5	15
	Total		**232**

Planning estimate prepared from the programme and each contractor's labour figures. If the programme or labour changes significantly, the F10 check is repeated and this table updated.

Pre-construction information used

- Architectural drawings and specification (Harlowmere Architecture Ltd, issue C)
- Structural calculations and drawings, including temporary works design TW-01 rev B (Ravenhowe Structural Design Ltd)
- Designers' risk information: existing drainage near the rear wall, the occupied home, roof edge work
- Refurbishment and demolition asbestos survey of the areas to be disturbed: report RD-2605-114 (no asbestos-containing materials identified in those areas)
- Underground services drawings for the plot and the clients' record of garden cabling

04 PROJECT SETUP

Project Team & Duty Holders

Everyone with a CDM 2015 duty on this project, and the key site contacts.

Duty holder matrix

CDM role	Company	Named contact	Telephone
Client (domestic)	Rachel and Owen Thwaite	rachel.thwaite@mail.example	07700 900412
Principal Designer	Harlowmere Architecture Ltd	Sophie Arden sophie.arden@harlowmere.example	07700 900237
Designer (architectural)	Harlowmere Architecture Ltd	Sophie Arden	07700 900237
Designer (structural and temporary works)	Ravenhowe Structural Design Ltd	Kwame Mensah kwame.mensah@ravenhowe.example	07700 900259
Principal Contractor	Kestrelmoor Construction Ltd	Helen Marsh (Contracts Manager) helen.marsh@kestrelmoor.example	07700 900154
Contractor: groundworks	Holmscar Groundworks Ltd	Supervisor named in RAMS RA-02	07700 900301
Contractor: scaffolding	Skelmore Scaffolding Ltd	Supervisor named in RAMS RA-03	07700 900318
Contractor: roofing	Fellacre Roofing Ltd	Supervisor named in RAMS RA-05	07700 900326
Contractor: electrical	Quarlow Electrical Ltd	Supervisor named in RAMS RA-07	07700 900344
Contractor: plumbing and heating	Copperbeck Plumbing & Heating Ltd	Supervisor named in RAMS RA-08	07700 900352

Key site personnel

Site Manager	First aiders	Fire marshal
Daniel Firth 07700 900186 daniel.firth@kestrelmoor.example	Daniel Firth (EFAW) Liam Burrows, chargehand (EFAW) 07700 900193	Daniel Firth Liam Burrows when the Site Manager is off site

DOMESTIC CLIENT ARRANGEMENTS

This is a domestic project with more than one contractor. The clients appointed Harlowmere Architecture Ltd as Principal Designer and Kestrelmoor Construction Ltd as Principal Contractor in writing (letters dated 14/04/2026). There is no written agreement for the Principal Designer to carry out the client duties, so the client duties in regulations 4(1) to (7) and 6 are carried out by Kestrelmoor Construction Ltd as Principal Contractor (regulation 7(1)(b)), in addition to its own duties. The clients have been told what this means for them, including providing information about the house.

05 MANAGEMENT

Management Arrangements

How health and safety is organised, coordinated and monitored, and how the team works together.

Health & safety goals	No one harmed. The household and neighbours kept apart from the works. Every worker inducted before starting. The plan reviewed at each change of phase.
Cooperation & coordination	Coordination meeting every Monday at 08:00 in the welfare unit with every contractor on site that week. The Site Manager keeps a two-week look-ahead programme on the welfare unit wall. Trades are sequenced so nobody works below roofers or scaffolders, and no other trade works in the kitchen while the rear wall is being opened.
Consultation with workers	Toolbox talk after the Monday meeting on the week's main risk. Workers raise concerns with the Site Manager or their supervisor at any time; concerns and the action taken are noted in the site diary and reported back at the next meeting.
Exchange of design information	The Principal Designer issues drawings through Harlowmere's document register and tells the Site Manager about any residual design risk. Questions go back to the designer in writing before the work continues. Example: on 14/07/2026 the existing lintel was found to differ from the drawings; work on the opening stopped until Ravenhowe issued TW-01 rev B.
Principal Designer liaison	Weekly call between the Site Manager and the Principal Designer while design work continues. The Principal Designer stays appointed until the design work is complete and the health and safety file information is passed on.
Communication with the household	The clients are told every Friday which work in the coming week affects the home: noise, service isolations, the kitchen closure and deliveries. Concerns from the household go straight to the Site Manager.
Right to stop work	Anyone may stop work they believe is unsafe. This is explained at induction and repeated in toolbox talks. Work does not restart until the Site Manager has reviewed it.
Reviewing this plan	See section 16. The Site Manager owns the plan; the Contracts Manager reviews each revision.

06 MANAGEMENT

Site Rules

Project-specific rules that apply to everyone on site. They are explained at induction and displayed in the welfare unit.

- Sign in at the welfare unit on arrival and sign out when you leave. Nobody starts work before their site induction.
- Hard hat, hi-vis, safety boots and gloves in the works area. Eye protection and RPE as set out in the task RAMS.
- **This is an occupied family home.** The household uses the front door and front path only. Keep the side gate to the rear works area locked; it is never left open, even briefly.
- Do not enter the house except where the work requires it and the Site Manager has arranged it with the clients. Workers do not use the house toilet or kitchen.
- At breaks and at the end of each day: plant immobilised with keys removed, excavations covered or fenced, tools and materials secured, ladders removed or boarded.
- Deliveries by booking only, unloaded on the driveway under the control of the banksman. Nothing is stored or unloaded on the public footpath.
- No hot work is planned. Any hot work needs a written permit from the Site Manager first.
- No smoking or vaping anywhere on the property. No alcohol or drugs. Mobile phones are not used while operating plant.
- Working hours are 08:00–17:00, Monday to Friday. Keep noise down and do not play music that can be heard by neighbours.
- Report every injury, near miss or unsafe condition to the Site Manager the same day.

PROJECT-SPECIFIC RULE: OPENING THE REAR WALL (20–24/07/2026)

While the existing rear wall is propped and opened, the kitchen is closed to the household and sealed with dust screens. Only Kestrelmoor operatives briefed on TW-01 rev B work in the kitchen. Props must not be adjusted, struck or used as a step by anyone; only the Site Manager can authorise their removal.

07 MANAGEMENT

Site Induction Arrangements

No worker starts construction work until they have received a site-specific induction.

Induction content

- Project overview, site layout and the plan of the segregated works area
- Site rules and PPE
- Significant risks relevant to their work, and the controls
- Living alongside the household: routes, the locked gate, behaviour around children
- Emergency and fire procedures, assembly point
- Welfare facilities
- First aid and accident reporting
- Permit arrangements (temporary works loading and hot work, if ever needed)
- How to raise a concern and the right to stop work
- Where this plan is kept

Induction delivered by	Location and duration
Daniel Firth (Site Manager); Liam Burrows when the Site Manager is off site	Welfare unit before first start, approx. 20 minutes, using the site plan and this document

Records	Each induction is recorded in the site induction record (section 17), signed by the worker and the person giving it.
Visitors	Escorted at all times and given a short safety briefing. Delivery drivers stay with their vehicle on the driveway.
Re-briefing	Given when the work, risks or arrangements change. On 20/07/2026 everyone on site was re-briefed on the wall-opening sequence and the kitchen closure (recorded in the site diary).

08 ON-SITE PROVISION

Welfare Arrangements

Welfare facilities are in place from the first day on site and maintained until the works are complete.

Facility	Provision and location
Toilets	Flushing toilet in the mobile welfare unit on the driveway, serviced weekly by the hire company. Workers do not use the house toilet.
Washing facilities	Basin with hot and cold running water, soap and paper towels in the welfare unit, beside the toilet.
Drinking water	Bottled-water dispenser and cups in the welfare unit, restocked by the Site Manager.
Rest and break area	Heated canteen area in the welfare unit with a table and seating for six, kettle and microwave.
Changing and storage	Drying room and lockable storage in the welfare unit for clothing and PPE.
Power to the unit	Dedicated RCD-protected supply from the house, installed and tested by Quarlow Electrical Ltd before the unit was used.

Agreed with the clients	Position of the unit on the driveway agreed with the clients in writing (email, 20/05/2026). It leaves the front door and front path clear and does not block the delivery area.
In place	Delivered and working on 08/06/2026, before any construction work started. Planned removal after handover.
Checks	The Site Manager checks the unit is clean, stocked and working as part of the daily walk-round.

09 ON-SITE PROVISION

Emergency Procedures

What to do in a fire or other emergency, how the alarm is raised, where people assemble and who is in charge.

Raising the alarm	Assembly point
Shout "FIRE" and sound the air horn kept by the welfare unit door. Tell the household if the fire could affect the house.	Front garden, beside the boundary wall to Sallowby Grove, clear of the driveway.

Fire prevention and equipment	No hot work planned: the roof uses a cold-applied membrane. Waste cleared to the skip daily; no burning. Petrol for the disc cutter kept in an approved container in the lockable store, away from the house. One 6 L foam and one 2 kg CO_2 extinguisher at the welfare unit door; one 6 L foam at the rear compound gate.
Escape routes for the home	The works do not obstruct the household's escape routes. The front door and hallway are kept clear at all times. The kitchen's rear door is out of use during the works, which the clients have agreed.
Emergency coordinator	Daniel Firth, Site Manager · 07700 900186 (Liam Burrows when the Site Manager is off site · 07700 900193)
Out-of-hours contact	Helen Marsh, Contracts Manager · 07700 900154
Gas and electricity	Gas emergency or pipe strike, even with no leak: leave the area, call the National Gas Emergency Service on 0800 111 999. Power cut: 105. Electrical strike: keep everyone clear and call 999.

IN AN EMERGENCY

Dial 999. Give the site address, 4 Sallowby Grove, Harrogate, and say that vehicle access is from the street via the driveway. The Site Manager sends someone to the street to meet the ambulance or fire service.

Nearest A&E: Harrogate District Hospital, Emergency Department (open 24 hours), Lancaster Park Road, Harrogate HG2 7SX. Details checked on nhs.uk by the Site Manager before the site was set up; the route is posted in the welfare unit.

10 ON-SITE PROVISION

First Aid Arrangements

Who provides first aid, where the kit is, and how cover is kept throughout the works.

Name	Company	Qualification	Certificate expiry
Daniel Firth	Kestrelmoor Construction Ltd	Emergency First Aid at Work (EFAW)	03/2028
Liam Burrows	Kestrelmoor Construction Ltd	Emergency First Aid at Work (EFAW)	11/2027

First-aid kit location(s)	Eye wash and burns
BS 8599-1 workplace kit in the welfare unit; travel kit in the Kestrelmoor site van	Eye wash station in the welfare unit. Wet cement or concrete on skin: wash off with plenty of clean water and report it.

Cover	One of the two first aiders is on site whenever work is taking place. If neither can be, work does not start until cover is arranged.
Shared arrangement	Each employer must make sure first-aid provision is in place for its own workers. All contractors have agreed in writing that Kestrelmoor's first aiders and kit cover everyone on site; each contractor confirms this at induction.
Needs assessment	Kestrelmoor's first-aid needs assessment considered the small workforce, the work activities and the distance to emergency services. It is reviewed if the workforce or the work changes.

11 ON-SITE PROVISION

Accident & Incident Reporting

How accidents, incidents and near misses are recorded, investigated and reported, including RIDDOR.

Reporting process

1. **Make safe:** look after the injured person and secure the area.
2. **Record:** enter it in the accident book (kept with the first-aid kit) the same day.
3. **Notify:** tell the Site Manager immediately, and the injured person's employer.
4. **Report:** if it is RIDDOR-reportable, the responsible person reports it to HSE within the required timescale.
5. **Learn:** the Site Manager investigates proportionately and shares the lessons at the next Monday meeting.

Person responsible for reporting	RIDDOR reporting
The Site Manager is told immediately. The injured worker's employer is normally the responsible person and makes any RIDDOR report. For an incident involving a member of the public, including the household, the Site Manager confirms who the responsible person is under RIDDOR. Where Kestrelmoor is the person in control of the relevant work premises, Kestrelmoor makes the report. The Site Manager checks reports are made.	Online at hse.gov.uk/riddor. Deaths and specified injuries are reported without delay; most other reportable incidents within 10 days; over-seven-day injuries within 15 days.

Near misses	Recorded in the site diary and discussed at the Monday meeting. Example: 01/07/2026, an unsecured roof-deck sheet moved in the wind. Sheets are now strapped at the end of each day.
Household	The clients have been asked to tell the Site Manager about any incident or concern involving the household and the works.

12 RISK & CONTROLS

Significant Site Risks

The significant risks for this project and how they are controlled. Task-level detail is in the contractors' RAMS (section 14). Residual risk uses Kestrelmoor's own rating method.

Hazard	Key control measures	Residual risk
Removing the conservatory	The house was built before 2000, so a refurbishment and demolition asbestos survey of the areas to be disturbed was carried out before work started (report RD-2605-114): no asbestos-containing materials identified there. The results were shared with every contractor. If anything suspicious is found, work stops and the Site Manager is told. Glazing removed whole by hand with cut-resistant gloves and sleeves. Dwarf wall broken out by hand tools with eye protection. Waste straight to the skip.	Low
Existing services	Services drawings checked. Area scanned with a cable avoidance tool before digging, and trial holes dug by hand. Garden lighting cable isolated and removed by Quarlow Electrical before excavation. Existing drain near the rear wall exposed by hand and diverted as designed. Gas service is at the front of the house, away from the works. No overhead lines. Circuits and pipes in the rear wall isolated and rerouted before the wall is opened.	Low
Excavations (approx. 1.0 m)	Trench-fill foundations dug by a 1.5 t mini-excavator; nobody enters the trench, and concrete is placed from the surface. Spoil and plant kept back from the edges. Trench next to the house dug in short lengths as designed, so the existing foundation is not undermined. Barriers around open excavations and covers at the end of each day. The Holmscar supervisor checks the trench sides and edges before work each day while it is open.	Low
Temporary works: opening the existing rear wall	Propping and needling designed by Ravenhowe Structural Design Ltd (TW-01 rev B). Props installed by trained Kestrelmoor operatives exactly to the drawing. Before the wall is cut, the Site Manager checks the installation against the design and signs the permit to load. Props stay until the steel is bedded and the engineer's curing period has passed; removal is authorised by the Site Manager. Props checked daily and maintained while in place.	Medium
Lifting and positioning the steel beam	One steel beam (approx. 3.6 m, approx. 120 kg) lifted with a hired material lift with current thorough examination, three operatives, under the lifting plan in RAMS RA-06. Route through the opening cleared beforehand. No manual lifting of the full weight.	Medium

Hazard	Key control measures	Residual risk
Work at height: scaffold and roof edge	Independent scaffold by Skelmore Scaffolding Ltd, erected to a recognised design and handed over with a handover certificate. Inspected by a competent person before first use, at intervals of no more than 7 days, and after anything likely to affect its stability, such as high winds. Each report is copied to the Site Manager within 24 hours, kept on site until the construction work is complete, then retained for 3 months. Scaffold tag shows its status. Roof edge protected by the scaffold guard rails throughout the roof works. Ladders only for short-duration access, secured at the top.	Medium
Cold-applied roof membrane (chemical)	Hot work designed out for this project by choosing a cold-applied liquid membrane. Fellacre Roofing's COSHH assessment and the product safety data sheet are on site; skin and eye protection worn; containers kept closed in the lockable store. Stored away from ignition sources; fire arrangements in section 9 still apply. Applied only in dry weather. The clients keep nearby windows closed during application.	Low
Dust, including silica	Blocks and lintels cut with water suppression or on-tool extraction (H class). FFP3 masks, face-fit tested, for dusty tasks. Dust screens seal the kitchen during the wall opening. Dry sweeping avoided; the area is cleaned with an H-class vacuum.	Low
Occupied home and children	Works area fenced with Heras panels and the side gate locked. Plant immobilised and keys removed at every break. Excavations covered. Materials secured at the end of each day. Household routes kept separate from the driveway unloading area (see section 13).	Low
Electricity	Battery or 110 V tools. The supply to the welfare unit is RCD-protected and was tested before use. Existing circuits are isolated, locked off and proved dead before work near them.	Low
Manual handling	Blocks and plasterboard delivered to the rear on pallets by barrow or pallet truck. Two-person lifts for long or awkward items. Short carry distances planned when the compound was set up.	Low

SCHEDULE 3: WORK INVOLVING PARTICULAR RISKS

Schedule 3 was considered when the plan was drawn up (18/05/2026) and again at each revision, with the Principal Designer's information. Kestrelmoor does not consider that any category applies: the trench is about 1.0 m deep in stable ground and nobody enters it; work at height is from an inspected independent scaffold; there are no high-voltage lines, water, explosives, radiation or compressed-air work.

The single steel beam (approx. 3.6 m, approx. 120 kg) was assessed against item 10, the assembly of heavy prefabricated components. As a precaution, the specific measures for that task are recorded in this section: engineer-designed temporary props, the permit to load, the lifting method and the closure of the kitchen.

13 RISK & CONTROLS

Traffic Management

Keeping vehicles and pedestrians apart, on site and where the works meet the street and neighbours.

Site access and egress	From Sallowby Grove via the clients' driveway. Workers' vans park considerately on the street, a maximum of two, never across neighbours' driveways.
Vehicle and pedestrian segregation	Heras fencing separates the household's front path from the driveway unloading area. No reversing on the driveway without the banksman. Children are kept indoors or at the front of the house during deliveries; the clients have agreed to this.
Deliveries and unloading	Booked in advance and timed between 09:30 and 14:30, avoiding the school run. Unloaded on the driveway under the control of the banksman (Liam Burrows). Concrete is delivered by a mini-mix lorry onto the driveway; nothing is unloaded on the footpath.
Parking	The clients' car is moved to the street during the works.
Highway and footpath works	**N/A**: no skip, scaffold, materials or plant on the highway or footpath. The skip sits on the driveway. If anything ever needs to go on the highway, the necessary permission is obtained from the highway authority first and this plan is revised.

14 RISK & CONTROLS

RAMS Management

How contractors' risk assessments and method statements are submitted, reviewed, briefed and tracked. Reviewing a contractor's RAMS does not transfer that contractor's responsibility for planning and carrying out its work safely.

Submission and review	Each contractor sends its RAMS to the Site Manager at least 5 working days before starting. The Site Manager checks them against this plan and the design information, accepts them or returns them with comments, and makes sure they are briefed to the workers before the task starts. Briefings are signed and filed with the register.

RAMS register (at revision 1.2)

Ref	Activity	Contractor	Reviewed	Status
RA-01	Site set-up and conservatory removal	Kestrelmoor	01/06/2026	Accepted
RA-02	Excavation, foundations and drainage	Holmscar	02/06/2026	Accepted
RA-03	Scaffold erection, alteration and dismantling	Skelmore	26/06/2026	Accepted
RA-04	Timber frame and roof deck	Kestrelmoor	26/06/2026	Accepted
RA-05	Cold-applied roof membrane, with COSHH assessment	Fellacre	01/07/2026	Accepted*
RA-06	Opening rear wall and steel installation (TW-01 rev B)	Kestrelmoor	15/07/2026	Accepted
RA-07	Electrical first and second fix	Quarlow	15/07/2026	Accepted
RA-08	Plumbing and heating alterations	Copperbeck	—	In review

* First returned on 29/06/2026 for arrangements to keep the household's windows closed during application to be added; accepted after revision.

15 RISK & CONTROLS

Environmental Controls

How the project limits its impact on the household, neighbours and the environment.

Aspect	Control measures
Waste and duty of care	Skip on the driveway, emptied by a registered waste carrier whose registration has been checked; waste transfer notes kept in the site file. Plasterboard is kept separate.
Dust and air quality	Water suppression or on-tool extraction for cutting; dust screens to the kitchen; no dry sweeping.
Noise and vibration	Works 08:00–17:00 Monday to Friday; breaking out limited to 09:00–16:00. Both neighbours were told about the works and the Site Manager's contact details by letter on 26/05/2026.
Spillage and pollution	No concrete washout to drains: washout into a lined container. Spill kit at the store. Fuels and the roof membrane products kept in the lockable store.
Wildlife and trees	Conservatory roof and the boundary hedge checked for nesting birds before removal work (none found, 08/06/2026). No trees in the works area; the neighbour's hedge is protected behind the Heras line.

16 CLOSE-OUT

Monitoring & Review

How health and safety is checked on site and how this plan is kept up to date.

Monitoring activity	Frequency	Responsible
Site walk-round, including welfare and segregation	Daily	Site Manager
Documented site inspection (checklist and photos)	Weekly, Fridays	Site Manager
Scaffold inspection	Before first use, at intervals of no more than 7 days, and after events likely to affect stability	Competent person (Skelmore); report copied to the Site Manager within 24 hours, kept on site, then retained for 3 months after the work finishes
Excavation check (edges, sides, covers)	Daily while open, and after any event affecting stability	Holmscar supervisor
Temporary works check (TW-01 rev B)	Before loading, then daily while the props are in place	Site Manager
Plant and lifting equipment records	On delivery, and as the supplier's and legal inspection regime requires	Site Manager
Health and safety visit	Monthly	Contracts Manager

Review this plan when…

- the scope, programme, work methods or site arrangements change in a way that could affect health and safety (v1.2: opening the rear wall)
- a new contractor or significant risk is introduced (v1.1: scaffold handed over)
- design information changes (v1.2: TW-01 rev B after the lintel finding)
- an incident or near miss shows a gap in the controls
- the F10 check could change because of a programme or labour change

Next planned review	Before plumbing and heating work starts (RAMS RA-08), w/c 27/07/2026.

17 CLOSE-OUT

Project Sign-Off

Who prepared and reviewed this version of the plan, and the site induction record. CDM 2015 does not prescribe a signature format; this is Kestrelmoor's own record.

Plan prepared and reviewed (version 1.2)

Name	Position	Company	Date	Signature
Daniel Firth	Site Manager (prepared)	Kestrelmoor Construction Ltd	17/07/2026	*D. Firth*
Helen Marsh	Contracts Manager (reviewed)	Kestrelmoor Construction Ltd	17/07/2026	*H. Marsh*
Sophie Arden	Principal Designer (design information checked)	Harlowmere Architecture Ltd	16/07/2026	*S. Arden*

Site induction record (extract)

Name	Organisation	Date inducted	Signature
Liam Burrows	Kestrelmoor Construction Ltd	08/06/2026	*L. Burrows*
Aaron Pike	Kestrelmoor Construction Ltd	08/06/2026	*A. Pike*
Grant Wilby	Holmscar Groundworks Ltd	15/06/2026	*G. Wilby*
Jodie Hirst	Holmscar Groundworks Ltd	15/06/2026	*J. Hirst*
Craig Ennis	Skelmore Scaffolding Ltd	01/07/2026	*C. Ennis*
Martin Royce	Fellacre Roofing Ltd	20/07/2026	*M. Royce*
Priya Nair	Quarlow Electrical Ltd	20/07/2026	*P. Nair*
Tom Ashby	Kestrelmoor Construction Ltd	20/07/2026	*T. Ashby*

All project, organisation and personal details in this example are fictional and provided for training and illustrative purposes only.