

Construction Phase Plan Checklist

A proportionate prompt for checking that the plan explains how the construction phase will be planned, managed, monitored and coordinated before work starts and as the project changes.

Project and responsibilities

☐	Project scope, address, dates, phases and key constraints are current.	Notes
☐	Client, principal designer, principal contractor and key project contacts are named.	Notes
☐	Management, supervision, cooperation, communication and worker consultation are explained.	Notes
☐	The process for design information, changes and residual risks is defined.	Notes

Site arrangements

☐	Welfare is suitable and available from the start.	Notes
☐	Access, deliveries, traffic, storage, security and public protection are covered.	Notes
☐	Site rules, inductions, competence checks and contractor controls are proportionate.	Notes
☐	First aid, fire, emergency and rescue arrangements reflect the site and work.	Notes
☐	Inspections, permits, temporary works and assurance records are assigned.	Notes

Significant risks and review

☐	Project-specific higher-risk activities and interfaces are identified.	Notes
☐	RAMS and specialist plans are required at the right points in the programme.	Notes
☐	Hold points prevent work proceeding without essential information or approval.	Notes
☐	The plan has an owner, review triggers and a method for communicating revisions.	Notes
☐	Handover and health and safety file information requirements are understood.	Notes

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