

# Construction Phase Plan - Guidelines

Exhibitors need to ensure that their participation at an event is carried out safely.

The Construction, Design & Management (CDM) Regulations do not replace any existing law but are intended to provide a framework to help you ensure that your stand is constructed and dismantled safely and help you understand your obligations. Under CDM you are defined as the 'Client' and one of your responsibilities is to ensure a Construction Phase Plan is drawn up, communicated and held on file. Your Designer/Contractor can do this with you and will run alongside existing Risk assessments and Method statements that are required legally for the construction and dismantle phases.

As a guide, the Construction Phase Plan should include the following:

<b>Event</b>		
<b>Exhibitor</b>		
<b>Stand No</b>		
<b>Assessor Name</b>		
<b>Signed</b>		<b>Date</b>
<b>What has the venue/client made you aware of?</b>	<i>For example:-</i> <ul style="list-style-type: none"> <li>• Site rules</li> <li>• Aesthetic rules</li> <li>• Tenancy timetable</li> </ul>	
<b>Who else is working on the job with you?</b>	<i>What is the structure and who is responsible for what?</i>	
<b>Who is the principle contractor?</b>	<i>How have you chosen your contractors</i> <ul style="list-style-type: none"> <li>• What training have they had?</li> <li>• What do they need?</li> <li>• Are they experienced?</li> <li>• How will they be monitoring progress and safety?</li> </ul>	
<b>Is it notifiable to HSE?</b>		
<b>How will you communicate?</b>	<i>Confirm how you will communicate with your onsite staff the following and any additional information:-</i> <ul style="list-style-type: none"> <li>• Site rules</li> <li>• Changes to information</li> <li>• Risk Assessment</li> <li>• Method statement</li> <li>• How will you consult with your contractors?</li> <li>• Accidents and incidents</li> </ul>	
<b>What are your welfare arrangements?</b>	<i>Confirm what welfare is in place for your onsite staff. As a minimum this should include:-</i> <ul style="list-style-type: none"> <li>• Access to Toilets &amp; Washing facilities</li> <li>• Access to Drinking Water &amp; Boiling Water</li> <li>• Access to a Rest area/Seating</li> <li>• Access to food/catering outlet</li> <li>• Working hours, PPE &amp; Equipment</li> </ul>	
<b>What are the main dangers?</b>	<b>Hazards</b>	<b>Controls</b>
Falls from height		
Collapse of structures		
Other parties who may be at risk		
Waste		
Mechanical equipment		
Electric/gas/water		
Noise and vibration		
Stability		
Control of lifting operations		
Maintenance of plant and equipment		
Rigging		
Pyrotechnics, lasers, special effects		
Traffic routes/Moving traffic/Pedestrians		
Storage of materials and work equipment		
Manual handling		
Hazardous substances		
Other dangers?		
<b>A Risk assessment and Method statement must be undertaken for all identified areas of risk.</b>		