



States of Guernsey Health and Safety Executive

The Health and safety at Work (General)(Guernsey) Law 1979
The Health and Safety at Work (General) (Guernsey) Ordinance, 1987
Guernsey Construction (Design and Management) Approved Code of Practice 2020

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Construction Phase Plan (Guernsey CDM 2020)

<p>Under the Guernsey Construction (Design and Management) Approved Code of Practice 2020 a construction phase plan is required for every construction project. This does not need to be complicated.</p> <p>If you are working for a domestic client, you will be in control of the project if you are the only contractor or the principal contractor.</p> <p>You will be responsible for:</p> <ul style="list-style-type: none"> • preparing a plan • organising the work and • working together with others to ensure health and safety 	<p>You could be a builder, plumber or other tradesman, doing small-scale routine work such as:</p> <ul style="list-style-type: none"> • installing a kitchen or bathroom • structural alterations, eg chimney breast removal • roofing work, including dormer windows • extension or loft conversion <p>A simple plan before the work starts is usually enough to show that you have thought about health and safety.</p> <p>If the job will last longer than 500 person days or 30 working days (with more than 20 people working at the same time) it will need to be notified to HSE https://gov.gg/F10 and it is likely to be too complex for this simple plan format.</p>
<p>The list of essential points below will help you to plan and organise the job, and work together with others involved to make sure that the work is carried out without risks to health and safety.</p>	
<p style="text-align: center;">Plan</p> <p>Make a note of the key dates, eg:</p> <ul style="list-style-type: none"> • when you'll start and finish • when services will be connected/disconnected • build stages, such as groundwork or fitout. <p>You will need to find out information from the client about the property, eg:</p> <ul style="list-style-type: none"> • where the services and isolation points are • access restriction to the property • if there is any asbestos present 	<p style="text-align: center;">Working together</p> <p>It may be useful to record the details of anybody else working on the job, including specialist companies and labourers.</p> <p>Explain how you will communicate with others (eg via a daily update), provide information about the job, coordinate your work with theirs and keep them updated of any changes, eg:</p> <ul style="list-style-type: none"> • to site rules • to health and safety information • what you will do if the plan or materials change or if there are any delays • who will be making the key decisions about how the work is to be done
<p style="text-align: center;">Organise</p>	
<p>Identify the main dangers on site and how you will control them, eg:</p> <ul style="list-style-type: none"> • the need for scaffolding if working at height • how structures and excavations will be supported to prevent collapse • how you will prevent exposure to asbestos and building dust 	<ul style="list-style-type: none"> • how you will keep the site safe and secure for your client, their family and members of the public. <p>Make sure that there are toilet, washing and rest facilities. Name the person responsible for ensuring the job runs safely. Explain how supervision will be provided.</p>
PLAN	Your name/company:
	Name and address of client:
	Contact details of designer:

	What is the job:		
	Is there anything the client has made you aware of?		
	Key dates: Start: Other:		Finish:
	Where are your toilet, washing, and rest facilities?		
WORKING TOGETHER	Who else is on site – and their contact details?		
	Who will be the principal contractor?		
	How will you keep everyone on site updated during the job?		
	What are the site rules?		
	Site Inductions?		
ORGANISE	What are the main dangers on site, eg:	Hazard is Present	What controls do you have?
	Falls from height Make sure ladders are in good condition, at the correct angle and secured Prevent people and materials falling from roofs, gable ends, working platforms and other open edges using guardrails, midrails and toeboards		
	Collapse of excavations Shore excavations: either cover or barrier excavations to stop people and plant falling in		
	Collapse of structures Support structures (such as walls, beams, chimney breasts and roofs) with props: ensure props are installed by a competent person		
	Exposure to building dusts Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask		
	Exposure to asbestos If you suspect that asbestos might be present, don't start work until a demolition/refurbishment survey has been carried out Make sure everyone on the site is aware of the results		
	Activities or workers requiring supervision Who will be supervising		
	Electricity Turn off electricity supply and other services before drilling into walls Do not use excavators or power tools near suspected buried services		
	Risks to members of the public, client and others Keep the site secure to prevent unauthorised access; net scaffolds, use rubbish chutes		
	Other Dangers on site		

Data Protection - How we collect and use information



The States of Guernsey Health and Safety Executive processes personal data for the purpose of enforcing Health & Safety at work and associated legislation. The personal data collected will vary depending on your business with us, but will be no more than is required for that legitimate and lawful purpose. We may obtain information about you from third parties for any lawful purpose in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017 ("DPL"). We may also share your personal data with certain other organisations if the DPL allows us to. All the personal data held by The States of Guernsey Health and Safety Executive will be processed in accordance with the DPL. If you wish to know more about the information we have about you, or about the way we use it, you can check our website page www.gov.gg/hse