

Toolbox Talk

Understanding project plans



What is a project plan?

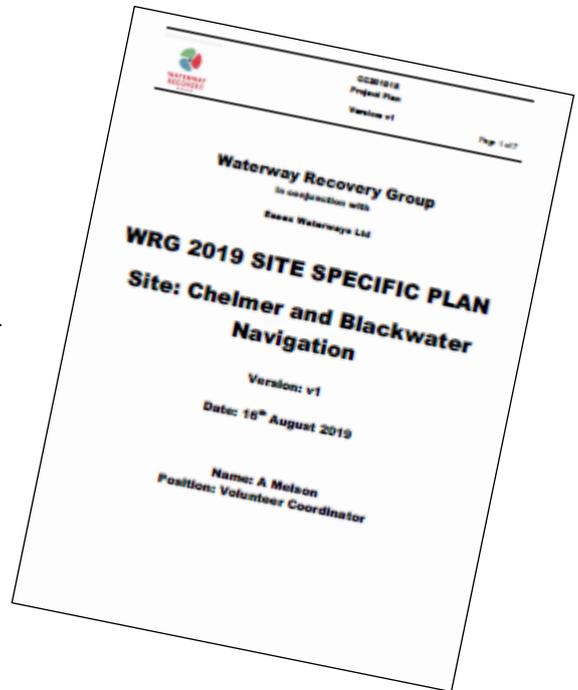
A project plan is a legal requirement under the Construction (Design and Management) Regulations (CDM), which refer to it as the construction phase plan.

The project plan must set out the arrangements for securing health and safety during the period construction work takes place and includes site rules and any specific measures.

It states what is to be done, who is going to do it and how you want it will be done safely. It defines the project deliverables and the milestones in achieving these. It identifies hazards on the site and how these will be controlled.

The project plan consists of three parts:

1. The site specific project plan.
2. Risk assessments.
3. Method statements.



The topics covered in the site specific plan are:

- Site description, including a site map and list of tasks.
- Site hazards.
- Logistics (who the Leader is, local restoration group contacts, first aiders, number of volunteers).
- Access and welfare arrangements.
- Emergency information.
- Accident and incident reporting.
- Details of overhead and underground services and ground conditions.
- Permissions.
- Environmental factors.
- Materials, plant and equipment on site.
- Reference to the risk assessment and a summary of their management.
- Personal Protective Equipment (PPE) to be used.
- Site rules.