

	<h1 style="color: orange;">CDM 2015 - Construction Phase Plan</h1> <p>(Event/production template for simple projects)</p>
PLAN	<p>Client details: The production company</p>
	<p>Principal Designer details: The production company</p>
	<p>Principal Contractor details: The production company</p>
	<p>Description of work/ project: Two storey set build using timber, scaffolding, plaster and finishing products.</p> <p>Key dates:</p> <p>Occupation of the studio: 25th May Planned completion of construction: 26th May Shooting dates: 27th to 28th May Strike completion date: 28th May</p>
WORKING TOGETHER / ORGANISE	<p>Key members of the project team during construction and their role / responsibilities <i>(Insert name, role and summary of responsibilities)</i></p> <p>(Name) Unit Production Manager – Oversees design and build of the set (Name) Unit Manager – Liaison between production and department heads – makes sure relevant information is passed to the right people (Name) Studio Manager – Passes on studio rules, access arrangements etc to production. (Name) Production Designer – Agrees any changes to the design. Signs off the set when it is completed. (Name) Gaffer – Manages the installation of temporary electrical supplies and associated rigging (Name) Construction Manager – Manages the set build (Name) Head of Department Rigger - Oversees the in-house rigging team (Name) SFX (Special Effects) supervisor – manages installation of SFX into the set</p>
	<p>How the work will be managed safely <i>(Include details of the site rules, arrangements to ensure cooperation between project team members and coordination of their work (eg regular site meetings), site inductions, welfare facilities and fire and emergency procedures. Also include arrangements for the control of any specific risks such as falls from height / collapse of structures/ handling heavy components)</i></p> <p>Key Arrangements:</p> <ol style="list-style-type: none"> 1. Information about site layout and arrangement for access has been provided to contractors in advance. Information includes site rules, venue fire and emergency arrangements. In the event of an evacuation, each HoD will confirm head count / carry out roll call for their team. 2. A stage walkthrough for HoDs will be carried out on first occupation and at key stages of the build. HoDs will make sure relevant health and safety information is passed onto their teams in the form of a suitable prestart induction. 3. Any structural alteration will be agreed/signed-off between the Unit Production Manager and HoD carrying out the alterations. 4. Welfare arrangements – toilets and a rest room are located in a designated room within the main studio building. 5. First aid arrangements – a nurse and medical room is available onsite.

Key safety risks on this project are:

1. Movement of plant, vehicles and machinery – departmental arrangements for training, use, maintenance etc. will be followed to make sure pedestrians and vehicles can circulate safely. Banks persons (spotters) with radios will be used for vehicle reversing. Load-in areas will be marked / segregated with barriers. Workers will wear high visibility tabards in plant / vehicle operation areas.
2. Work at height – departmental work at height arrangements will be followed. HoDs will implement arrangements to make sure suitable fall prevention/mitigation measures are in place and that only competent persons are allowed to work at height. No persons allowed below work at height.
3. Collapse or partial collapse of structures - temporary structures will be designed incorporating a sequential method of erection / construction that must be complied with. HoD Rigging will make sure that the completed structure is inspected by a structural engineer prior to hand over and use.
4. Lifting operations will be planned by HoDs and carried out safely by competent staff.
5. Cutting and machining timber – machine guarding in place, fixed dust capture at the point of cutting will be used. Personal RPE will be provided. Only competent individuals selected by the Construction Manager will be allowed to use cutting equipment.