



CONSTRUCTION PHASE PLAN (CPP)

Please send in your own CPP if you have it. If not you may use this blank template.
FOR COMPLETION FOR ALL STANDS CARRYING OUT CONSTRUCTION

Please complete and return this form to Meggie Goodridge - Health and Safety Manager
 Mobile: 07977106617 Tel: 01403 711047 Email: plsa@acex.co.uk by **4 May 2018**

EXHIBITING COMPANY (Client)	
Stand Number	
Contact Name & Email address	
THE CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS 2015	
The organiser is responsible for the overall construction of the event and will complete the necessary paperwork but also, for the purpose of the CDM Regulations, <u>every stand build</u> with construction upon it (space or shell) is must complete a CCP for the build & breakdown of the stand. This must carried be completed by either the client (the exhibitor); the principal designer (the stand designer) or the principal contractor (The build contractor)	
The exhibitor may be all of these or may delegate this to the stand designer/contractor who may also be the same company	

1/ PRINCIPAL CONTRACTOR tick box if same company as principal designer

Principal contractor company name	
Contact Name	
Email address	

2/ PRINCIPAL DESIGNER

Principal designer company name	
Contact Name	
Email address	

3/ PRE-CONSTRUCTION INFORMATION

Has the organiser or exhibitor (client) shared the following information with you.

- Exhibition timetable Site rules & regulations Stand build regulations
 Emergency procedures Welfare arrangements Other (please specify)

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4/ OTHER DESIGNERS & CONTRACTORS – Please list all sub-contractor companies used

Company name	Construction task (<i>eg carpet fitter</i>)	Role (<i>designer or contractor</i>)

Can you say why /how you have chosen these contractors

5/ ROLES & RESPONSIBILITIES – Please indicate the staffing structure for responsibilities

Who is the key decision maker (budget holder)	Name	Company
Who will be project manager	Name	Company
Who will be site supervisor	Name	Company
Others – please specify	Name	Company

6/ DATES THE WORK WILL BE UNDERTAKEN

Build phase – start	Build phase – finish
Breakdown phase – start	Breakdown phase – finish



EXHIBITING COMPANY (CLIENT)	Stand Number
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7/ **NOTIFICATION OF PROJECT TO HSE** (more than 500 person days) Yes No

8/ WORK TO BE UNDERTAKEN

Please tick to indicate the type of work to be undertaken during the build and breakdown.

Construction, erection, dismantling or installation of:-

- Modular stand system Timber walls Timber ceiling or roof Steel work
- Electrical installation Carpet Graphics Rigging
- Laying platform floor Painting sanding filling walls Mobile scaffold/ MEWP
- Machinery or vehicle installation Other (please specify)

9/ MANAGEMENT & COMMUNICATION

Please indicate how the work will be managed by confirming which documents/methods will be used

- CCP (Construction Phase Plan) Risk Assessment Method Statement
- Site Induction/Safety Briefing Planning Meetings Staff Briefing
- Other (please specify)

10/ MANAGEMENT & COMMUNICATION

Please indicate how you will communicate to other parties in the stand construction process- this includes – designers, organisers, contractors and others. Please tick

	Pre show written	Pre show verbal	On Site written	On Site verbal	Post Show written	Post Show Verbal
Exhibition timetable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site rules and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand build regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency & procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Method statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welfare arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)						

11/ MAJOR RISKS OR HAZARDS

Following completion of your risk assessment, please bullet point the key dangers that cause the highest risk and summarize how they will be controlled.

RISK

CONTROL

<i>eg – working at height</i>	<i>eg Use of lifting company; use of class 1 ladders; staff training & tool box talks</i>
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12/ CONSTRUCTION PHASE PLAN COMPLETED BY:

Please print

Name	Date