

## Construction Phase Plans for Event Organisers

The revised **Construction, Design and Management (CDM) Regulations** came in to force on 6<sup>th</sup> April 2015. One of the main changes is that this legislation will now apply to the events' industry.

This is aimed to be an initial interpretation of what is required because more guidance will be issued by the HSE and the events' industry over the coming months.

The objectives of the legislation are as we interpret them are to bring construction industry disciplines to the events' industry.

Under CDM there are several roles which apply – firstly the **Client** – the **Event Organiser or Promoter** - who will have overall responsibility for ensuring that all construction aspects are planned, coordinated and managed safely.

It's all really an exercise in communication with the various contractors providing structures for an event.

If more than one contractor will be involved, the **Client** will need to appoint (in writing) a **Principal Designer** and a **Principal Contractor**.

A **Principal Designer** is required to plan, manage and coordinate the planning and design work of all construction work on the event site.

A **Principal Contractor** is required to plan, manage and coordinate the construction work on the event site.

Construction activities at an event may include: setting up a stage, seating, lighting columns, speaker towers, marquees and any other temporary structures.

The above mentioned will only apply to very large events where there are a significant number of temporary structures and therefore a significant risk of injury to persons.

A **Construction Phase Plan** should be included as part of the organiser's overall **Event Management Plan** to be considered by the Safety Advisory Group for Events (SAGE). For smaller events a paragraph in the **Event Management Plan** detailing how a structure will be put up/taken down and the construction work managed safely will suffice.

Please note that this is for guidance only at this stage. As Bath & North East Somerset Council does not enforce the Construction, Design and Management (CDM) Regulations, further information can be obtained from the **Health & Safety Executive in Bristol – Tel 0117 988 6000 (Construction Division)** or use their on line advice form – see link.

<http://webcommunities.hse.gov.uk/connect.ti/advice/answerQuestionnaire?qid=593891>

The following is taken from the HSE's leaflet on what to include in a **Construction Phase Plan**:-

### **Plan, Organise, Work Together**

#### **Plan**

Make a note of the key dates:

- when you'll start and finish;
- when services will be connected/disconnected;
- building stages – set up/take down

You will need to find out information from the client about the site:

- where the services and isolation points are;
- access restrictions to the site

#### **Working together**

It may be useful to record the details of anybody else working on the job, including specialist providers.

Explain how you will communicate with others, provide information about the job, coordinate your work with theirs and keep them updated of any changes:

- 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.

#### **Organise**

Identify the main dangers on site and how you will control them:

- the need for safe access if working at height;
- how structures will be supported to prevent collapse;
- how you will prevent exposure to any hazardous substances;
- how you will keep the site safe and secure for your client, those working on site including other contractors and members of the public.
- 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.

## Construction Phase Plan for Event Organisers – suggested format & common hazards

|                         |   |                        |                  |
|-------------------------|---|------------------------|------------------|
| <b>Plan</b>             | Your name/company   |                        |                  |
|                         | Name and address of Client  |                        |                  |
|                         | Contact details of the Principal Designer   |                        |                  |
|                         | What is the job?  |                        |                  |
|                         | Is there anything the client has made you aware of?   |                        |                  |
|                         | Key dates: Start Finish Other   |                        |                  |
|                         | Where are your toilet, washing and rest facilities?   |                        |                  |
| <b>Working Together</b> | Who else is on site – and their contact details?  |                        |                  |
|                         | Who is the Principal Contractor?  |                        |                  |
|                         | How will you keep everyone on site updated during the job?  |                        |                  |
| <b>Organise</b>         | <b>What are the main dangers on site?</b>   | <b>Hazard Present?</b> | <b>Controls?</b> |
|                         | <b>Falls from height</b> <ul style="list-style-type: none"> <li>✓ Prevent people and materials falling from structures.</li> <li>✓ Make sure access equipment is in good condition and that ladders are at the correct angle and secured.</li> </ul>              |                        |                  |
|                         | <b>Collapse of structures</b> <ul style="list-style-type: none"> <li>✓ Support structures.</li> <li>✓ Ensure that they are installed by a competent person.</li> </ul>  |                        |                  |
|                         | <b>Exposure to hazardous substances/or physical factors</b> <ul style="list-style-type: none"> <li>✓ Dusts.</li> <li>✓ Chemicals.</li> <li>✓ Noise.</li> <li>✓ Vibration.</li> <li>✓ Manual handling/lifting.</li> </ul>  |                        |                  |
|                         | <b>Activities or workers, contractors requiring supervision</b> <ul style="list-style-type: none"> <li>✓ Who will be supervising?</li> </ul>  |                        |                  |
|                         | <b>Electricity</b> <ul style="list-style-type: none"> <li>✓ Be aware of power sources.</li> <li>✓ Use only IP rated cables &amp; connections.</li> <li>✓ Do not use excavators or power tools near suspected buried services - use plans and scanners.</li> </ul> |                        |                  |
|                         | <b>Risks to members of the public, the client and others</b> <ul style="list-style-type: none"> <li>✓ Keep the site secure to prevent unauthorised access.</li> </ul>   |                        |                  |
|                         | <b>Other dangers on site</b> <ul style="list-style-type: none"> <li>✓ Movement of vehicles- need to segregate vehicles &amp; pedestrians.</li> </ul>  |                        |                  |

**Footnote: Notifying construction projects**

Although this is unlikely to apply to events in B&NES, event organisers should note the following criteria.

For some construction work (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work), you need to notify HSE of the project as soon as possible before construction work starts. In practice, you may request someone else to do this on your behalf.

**5<sup>th</sup> May 2015**