



Construction & Dismantle Phase Plan

This template is designed to assist you in complying with the Construction (Design and Management) regulations 2015 (CDM2015). It is to assist you in co-ordinating the build of your exhibition stand. When completed a copy of the Construction & Dismantle Phase Plan should be sent to the Organisers who will be operating the larger CDM site across the event. Please note that you are still required to submit to the Organisers a suitable and sufficient Risk Assessment and Method Statement. The **Construction & Dismantle Phase Plan** should be completed by the **Principal Designer** (which could also be the Principal Contractor).

1. CLIENT DETAILS

Exhibiting Company:

Stand Number:

Contact Name:

Email address:

2. PRINCIPAL DESIGNER

Company Name:

Contact Name:

Email address:

The **Principal Designer** would be the person or company who is in control of the 'designs' of the stand.

3. PRINCIPAL CONTRACTOR

[tick box] if same company as principal designer

Company Name:

Contact Name:

Email address:

The **Principal Contractor** would be the person or company who is in control of the 'build' of the stand.

Please ensure that you have declared who will actually be building the stand.

4. Pre-Construction information

Has the Exhibitor (Client) or Organiser shared the following with you:

- Exhibition timetable
- Rules and regulations
- Stand build regulations
- Emergency procedures
- Site Rules
- Other:

If you do not have one of the listed documents above please ask your client or the organiser for a copy of the exhibitors or contractors manual which contains this information. This information can also be obtained directly from Reed Exhibitions [Stand Check System](#).

5. Other Designers and Contractors

List all sub-contracted companies and freelance individuals that are working on the stand construction with you and what their involvement is:

Company Name/ Contact Name	Construction Task	Role (Designer or Contractor)
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Please use additional sheet if more Companies or Persons need to be listed.

Please describe how you have chosen your contractors working for you, detailing experience and training where relevant.

6. Roles and Responsibilities

Please indicate the Key Roles in the staffing structure identifying who is responsible for what. If necessary, please provide a separate organogram describing the team structure

	Name	Company
Who is the key decision maker (budget holder)?		
Who is the project manager?		
Who will be supervising onsite? (this could be more than one person)		
Other persons with key responsibilities to be listed here		

7. Dates that work will be undertaken

	Start Date	Finish date	*
Build-up phase			
Dismantling phase			

* (Handover to Client date for the build up phase)

NOTE: Construction as defined within CDM 2015 covers the time to dismantle the stand as well as build it.

List when services will be connected and disconnected

Service*	Connection	Disconnection
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*For example; Electrics, Rigging, Compressed Air, Water/ Waste

8. Notification of Project

If the construction of the stand involves more than 500 person days it needs to be notified directly to the Health and Safety Executive. Is the project notifiable?

NO YES If Yes, please confirm Date of Notification

9. Work to be undertaken:

Please indicate and describe the work to be undertaken during the build up AND breakdown:

- | | |
|---|--|
| <input type="checkbox"/> Construction & dismantling of modular stand system | <input type="checkbox"/> Installation/ removal of Carpet |
| <input type="checkbox"/> Construction & dismantling of timber walls | <input type="checkbox"/> Installation/ removal of Graphics |
| <input type="checkbox"/> Electrical Installation/ removal | <input type="checkbox"/> Installation/ removal of Rigging |
| <input type="checkbox"/> Erection & dismantling of steelwork | <input type="checkbox"/> Laying/ removal of platform floor |
| <input type="checkbox"/> Hot Work | <input type="checkbox"/> Painting, sanding or filling of walls |

The list above is not exhaustive; please describe all other construction work being undertaken:

10. Management & Communication

Please detail how the work will be managed safely by confirming which documents/ information you will compile.

- | | |
|--|---|
| <input type="checkbox"/> Construction & Dismantling Phase Plan | <input type="checkbox"/> Risk Assessment |
| <input type="checkbox"/> Event Safety Plan | <input type="checkbox"/> Site Inductions |
| <input type="checkbox"/> Fire and Emergency Procedures | <input type="checkbox"/> Site rules |
| <input type="checkbox"/> Method Statement | <input type="checkbox"/> Staff briefing |
| <input type="checkbox"/> Planning Meetings | <input type="checkbox"/> Welfare Facilities |
| <input type="checkbox"/> Other, please describe: | |

Please explain how you will communicate with all other parties involved in the stand construction. This includes your client, contractors and the event organiser. For example, written documentation and/ or verbal communication via meetings, briefings or tool box talks.

	Pre Show Written	Pre Show Verbal	Onsite Written	Onsite Verbal	Post Show Written	Post Show Verbal
Changes of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction & Dismantling Phase Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Safety Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Emergency Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Method Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Inductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welfare Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other, please describe:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Major risks or hazards

Following the completion of your risk assessment please identify the key dangers that pose the highest risk during the construction and dismantling of the stand and summarise how they will be controlled. A separate Risk Assessment should detail all risks involved in the stand construction and dismantling, including the items below, with further suitable and sufficient detail.

Danger (Risk)

Controls

Items that could be identified may include:

- Collapse of structures
- Control of lifting operations,
- Dust
- Electricity/ gas/ water installation/ connections
- Falls from height
- Hazardous substances
- Manual handling
- Mechanical equipment
- Noise and vibration

- Rigging
- Scaffold towers/ working at height
- Stability
- Storage of materials and work equipment
- Traffic routes/ segregation of vehicles and pedestrians
- Use of plant and equipment
- Use of power tools
- Waste management

Construction Phase Plan Completed by:

Date:

NOTE: This guidance/template is based on information issued by the Health and Safety Executive, AEO, AEV and ESSA. This guidance and supporting documents should be viewed as a summary for meeting minimum requirements and should at all times be used in conjunction with Health and Safety at Work Act, the [HSE's official L153 guidance](#) on CDM2015, and the HSE's exhibition specific guidance on CDM2015 (to be published in the near future). Following the guidance of this template is not compulsory, unless specifically stated, and you are free to compile and submit your Construction Phase Plan in your own format as long as the requirements of CDM2015 are met. If you do follow the guidance/template fully you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to their guidance on which this is based.