



ROBICOM
The Compliance Experts

CDM Action plan CDM FILE EXAMPLE

Section 1a: Project details

Overview:

Job name:	CDM FILE EXAMPLE
Your name / company:	Robicom Limited
Email address:	info@robicom.co.uk
Client name:	CDM EXAMPLE FILE
Client address:	Fictional house London HA256G
Job address:	Fictional house London HA256G
Start date:	Unknown date
End date:	Unknown date
Other key dates:	
Project start date:	Unknown date

This job includes the following tasks:

- Single storey extension
- Ground works
- Single storey new build
- Installing windows, doors or conservatories

Section 1b: Additional job details

Client has made us aware of:

- Asbestos present
- Party Wall Act agreement
- Structural problems
- Skip to be on public highway
- Animals, children, elderly, disabled or infirm present

Working on the job with us:

- Work colleagues

Person responsible for job safety: Robicom limited

Everyone on site updated via:

- Phonecalls, video calls, email, WhatsApp

Toilet, washing (basin with hot and cold running water) and rest facilities:

- Agreement to use existing client facilities

Section 2: Trades and tasks

Relevant tasks or trades which will be undertaken on this job:

- General building work or maintenance
- Ground works / drainage / foundations / screeding
- Brickwork, block work
- Roof work and installing upper floors
- Plastering, rendering, dry-lining
- Carpentry work (internal and external)
- Plumbing and heating
- Electrical work
- Painting, decorating and internal finishing

Section 3a: Activities and risks

Activities:

Client advised: Asbestos present

Risks:

Client advised risk: Exposure to asbestos can cause four main diseases: Asbestos-related lung cancer (which is almost always fatal), Mesothelioma, Asbestosis and Diffuse pleural thickening

You will need to: **!STOP!**

Asbestos can be found in any building built before the year 2000 and causes around 5000 deaths every year

If possible, you should plan for work to avoid disturbing any asbestos, but if not possible, you must not start work unless you have the correct instruction, information and training to do it safely

You may need to use a licensed contractor and can find more information on the HSE's asbestos web pages at www.hse.gov.uk/asbestos

The HSE also have a FREE 'Beware Asbestos' PDF that includes asbestos photos www.hse.gov.uk/asbestos/assets/docs/beware-asbestos-reference-cards.pdf

Activities:

Client advised: Party Wall Act agreement

Risks:

Client advised risk: Delays, legal disputes, additional costs, causing structural problems

You will need to:

You must comply with any Party Wall Act agreement in place

Building owners should check if an agreement is needed if the work involves:

- Working on an existing wall or structure shared with another property
- Building a free standing wall or a wall of a building up to or astride the boundary with the neighbouring property
- Excavating near a neighbouring building

Activities:

Client advised: Structural problems

Risks:

Client advised risk: Sudden or partial collapse or weakening of the structure or nearby structures

You will need to:

Assess if your work will have an impact on any existing or nearby structure and if unsure seek professional advice

Monitor during your works and stop immediately if you suspect the structure is being affected

Removing parts of the structure, undermining foundations, loading out materials, vibration from breakers and plant can affect or damage the structure

Activities:

Client advised: Skip to be on public highway

Risks:

Client advised risk: Skip being struck by vehicles, cyclists, pedestrians, fire/arson or fly tipping

You will need to:

Ensure the skip hire company is aware that the skip is to be sited on a public highway

The skip will have to comply with local authority / highways requirements such as its maximum size, location on the road and any cones, lights or signage needed

Activities:

Client advised: Animals, children, elderly, disabled or infirm present

Risks:

Client advised risk: Work or poor housekeeping causing unplanned inconvenience, injury or harm

You will need to:

Physically segregate your work area where possible

Discuss any concerns or requirements (children, access etc.)

Make your work area safe when unattended and at the end of your shift

Lock away all harmful substances, paint, tools etc.

Store materials so they can't topple over or fall on people

Keep shared areas tidy and free of trip hazards

Section 3c: Organise - health risks

Activities:

Working on a building which was built before the year 2000

Risks:

Exposure to asbestos can cause four main diseases: Asbestos-related lung cancer (which is almost always fatal), Mesothelioma, Asbestosis and Diffuse pleural thickening

You will need to: **!STOP!**

Asbestos can be found in any building built before the year 2000 and causes around 5000 deaths every year

If possible, you should plan for work to avoid disturbing any asbestos, but if not possible, you must not start work unless you have the correct instruction, information and training to do it safely

You may need to use a licensed contractor and can find more information on the HSE's asbestos web pages at www.hse.gov.uk/asbestos

The HSE also have a FREE 'Beware Asbestos' PDF that includes asbestos photos www.hse.gov.uk/asbestos/assets/docs/beware-asbestos-reference-cards.pdf

Activities:

Cutting, sawing, drilling, breaking out, chasing, sanding/rubbing down or sweeping up which creates harmful dust or working in a dusty workplace

Risks:

Health risk: Breathing in harmful construction dust leading to lung diseases such as silicosis

You will need to:

Avoid creating dust

Maintain good ventilation

Use on-tool extraction systems

Dampen down or use wet cutting techniques

Use a vacuum rather than sweeping with a brush if possible

Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3). Workers should be 'face fit' tested before you issue them with respiratory protective equipment. For further information visit the HSE website: www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm



Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Activities:

Lifting and carrying heavy or awkward materials and equipment

Risks:

Health risk: Manual handling injuries and repetitive strains such as back pain

You will need to:

Think about ways to reduce the risk by:

- Use lifting aids (wheel barrow, hoist, sack barrow)
- Ordering materials cut to size
- Splitting the load if possible
- Ask someone to help with the lift

Activities:

Using hand held vibratory tools and equipment such as drills, breakers, grinders, cut-off saws, sanders, chasers

Risks:

Health risk: Permanent damage to nerves and blood supply to fingers, wrists and hands known as vibration white finger a form of hand arm vibration syndrome HAVS

You will need to:

Reduce the amount of time on the tools. There are legal limits for vibration exposure

Rotate the work with others

Keep your hands warm and dry

Keep drill bits, points and chisels sharp

When purchasing or hiring tools and equipment select those with low vibration ratings

TIP: Don't grip too tightly - let the tool do the work



If your hands tingle after using equipment it's an early warning sign. Repeated exposure can lead to permanent damage

Activities:

Using noisy tools, plant and equipment or working in a noisy work place

Risks:

Health risk: Permanent damage or loss to hearing / or ringing in ears known as tinnitus

You will need to:

There are legal limits for noise exposure.

Reduce exposure to noise where possible (use quieter equipment for example)

Wear hearing protection (i.e. ear plugs or ear defenders/muffs) every time you use noisy tools and equipment even for short periods or if you work in a noisy area

Activities:

Working outside in sunny weather

Risks:

Health risk: Over exposure to sun resulting in skin cancer

You will need to:

Cover up bare skin (keep your top on)

Use high factor sun cream

Drink plenty of fluids to avoid dehydration

Activities:

Using hazardous materials such as cement, solvents, paints, chemicals

Risks:

Health risk: Risk developing skin conditions such as dermatitis or cement burns and breathing in harmful fumes

You will need to:

Follow any hazard label instructions

Avoid contact with skin

Use the correct gloves

Wash any cement off your skin immediately

Maintain good ventilation

Wear suitable respiratory protection



Different types of respiratory protective equipment will protect against different hazards. Make sure you have the correct type

Section 3d: Organise - safety risks

Activities:

Working in a confined space such as a loft or basement

Risks:

Safety risk: Lack of oxygen, fire, excessive heat, falls

You will need to:

Use a secure tied ladder or other suitable access equipment and cover the hatch to prevent falls

Use a suitable number of strong, secured boards or staging over ceiling joists to create a stable working area

Ensure there is good ventilation and lighting

Check labels and data sheets for the controls to follow if using hazardous substances such as paints, solvents etc.

Activities:

Working off a ladder or step ladders

Risks:

Safety risk: Overreaching, losing balance resulting in falls, or unsecured ladder or step ladder toppling over

You will need to:

For ALL ladder work: Only use them for light work AND of a short duration i.e. ALL your work will take less than 30 minutes

Check the ladders or steps are in good condition before use

Ladders should be long or high enough to safely reach your point of work

Don't work off the top 3 rungs - keep these free as a hand hold

Secure ladders by tying both stiles to a secure point, or if not possible then use an effective ladder stability device

Check ladders are on a firm base and lean at the correct angle (1 unit out to 4 units up)

Use ALL ladders on firm level surfaces and use a suitable levelling device if it's not on level ground

Whilst on the ladder do not over-reach - keep your belt buckle (navel) within the stiles

Remember - '3 points of contact' on ALL ladders

On normal leaning ladders, consider the equipment you will be using and the location and use of proprietary attachments such as stabiliser legs, ladder 'stand-off' devices and clip on trays

On stepladders - If space allows, point the feet of stepladders towards the work to increase their stability

Activities:

Working on or erecting a mobile tower, trestles, scaffolding or other access equipment

Risks:

Safety risk: Falling off or collapse or overturning of equipment

You will need to:

Check what training or instruction You will need to: erect and use the equipment safely

Consider using modern trestle systems that have ladder access, guard rails and secure platforms rather than traditional trestles or band stands that can be unstable and don't have safety rails

Check that any scaffold is erected by trained and competent persons

Follow the manufacturer's instructions

Make sure the top and middle guard rails and toe-boards are fitted to any scaffolding or tower you or your staff use

Remember to erect and dismantle in the correct sequence to maintain a safe working platform by following the suppliers/manufacturer's instructions



Do not alter scaffolding unless you are authorised and competent to do so

Activities:

Working on or over exposed roof trusses, rafters, joists, staircases or open holes in floors

Risks:

Safety risk: Falls, dropping materials or equipment onto others

You will need to:

First consider working in ways which prevent falls

Fix covers over ALL open holes or voids that are large enough for someone to fall through or large enough to cause an injury

Alternatively use methods which 'save you' in the event of a fall such as properly installed safety nets or soft landing systems ('bean bags')

Only consider using harnesses and lanyards (PPE) if you can't do the work any other way

Consider how harnesses and lanyards will be used: Is there a strong, securing point any harness or lanyard can be attached to?

Use a fall restraint harness/lanyard (these stop you falling) rather than a fall arrest harness/lanyard (these will 'arrest' your fall but leave you suspended and needing to be rescued)

Activities:

Working on or accessing a roof or other place where there are unprotected edges or no barriers to stop you falling

Risks:

Safety risk: Falls, dropping materials or equipment onto others

You will need to:

Consider safe ways of working - almost ALL roof work needs scaffolding or similar safe access equipment

Fit edge protection with top and middle guard rails and toe-boards to stop people and materials from falling from eaves and gable ends

On terraced properties make sure you provide scaffolding at the front and back of the property

Make sure the scaffold is suitable for your work - tell your scaffolder what your work will involve so they can provide the right type

Do not overload the scaffold with equipment or materials

Stop materials falling onto the street, and people - for example, use debris netting sheeting and/or close fitting scaffold boards

Do not throw materials or rubbish off the roof or the scaffold ('bombing') - use a debris chute into a sheeted skip or lower them safely in bags using a hoist

Activities:

Working on or accessing a roof or other place which may be or may have parts that are a fragile surface i.e. one that can't take a person's weight such as an asbestos cement roof, or working near to other fragile surfaces that include - plastic skylights, roof light panels, domed skylights and conservatory roofs

Risks:

Safety risk: Falls through roof or structure

You will need to:

ALWAYS assume that the roof or parts of it such as skylights are FRAGILE AND take the following precautions

Do not go onto a fragile roof or work beside a fragile part of it, ask or allow anyone else to go on to it, unless you/they have the right equipment, skills and experience/training to work on it safely

If possible, do the works without going onto the roof : e.g. Work from underneath from a suitable access platform

If the work is at the roofs edge reach onto it from a lower, fixed, guard railed access platform - railed on the roof side too, to prevent any falls

If you need to work on the roof this will need more careful planning, safety precautions, supervision and instruction for everyone involved

Cover or barrier-off skylights to stop people falling through them



If you don't have all the equipment with you to prevent falling off or through the roof - don't improvise

Activities:

Carrying out short duration work such as inspections, cleaning, maintenance or quick repairs to places that are above the ground or in places where you could fall

You will need to:



Stop and assess what the safest option is by reassessing the previous safety options as they may apply but have not been considered as part of short duration work

Activities:

Carrying out 'hot work' with a naked flame or using items that could produce sparks or heat (such as using a blow torch, bitumen boiler, grinder, cut-off saw, heater or halogen lamp)

Risks:

Safety risk: Fire or explosion

You will need to:

Remove or protect flammable materials and keep an appropriate fire extinguisher nearby when carrying out 'hot work'

Position bitumen boilers, soldering irons and gas-rings on non-combustible stands

Cease 'hot work' activities at least one hour before the end of the day's work (two hours for higher risk sites, such as large timber-frame projects) and regularly monitor the area and surrounding structure in the intervening time

Activities:

Using or storing flammable materials or substances such as LPG, petrol or solvents

Risks:

Safety risk: Fire or explosion

You will need to:

Make sure petrol and other flammable substances are stored in correct containers and used away from sources of ignition

Never refuel petrol or diesel-powered equipment and plant whilst it is still hot

Store all gas cylinders so that they cannot fall or roll and transport cylinders in vehicles with good ventilation

Ensure flashback arrestors are fitted when using mixed gases (such as when welding)

Maintain good ventilation



If gas cylinders are being heated in a fire, call the fire brigade and immediately evacuate the area

Section 3e: Organise - environmental risks

Activities:

Using or storing materials

Risks:

Environmental risk: Every year millions of pounds are wasted by poor management of materials that end up being damaged or just thrown away

You will need to:

Store materials properly and safely to prevent damage before use e.g. bags of cement

Keep significant off-cuts for reuse and know the correct place to stockpile and protect materials for reuse

Consider the quantity of material to be used before ordering or opening a pack and use it all before opening a new pack

Activities:

Using or hiring a waste skip, 'muck away' lorries or other waste collection services

Risks:

Environmental risk: Illegal removal or dumping of waste

You will need to:

Ensure you use a registered and licensed waste contractor

Note: You can use the public registers to find a waste carrier to move your waste at www.gov.uk/find-registered-waste-carrier

Ensure you only fill the skip with waste that it is intended for

It is illegal to mix hazardous waste (such as asbestos, used batteries, fluorescent light bulbs, waste solvents such as white spirit, oil based paints, bitumen, epoxy resins and mastics) into a general mixed waste skip

Waste plasterboard should be segregated and disposed of separately to general waste

Ensure you keep any documentation such as transfer notes or skip tickets

You must not burn or bury general building waste

Activities:

Storing diesel, petrol, oil or other hazardous liquids on site

Risks:

Environmental risk: Spills polluting the ground or nearby watercourses or drains

You will need to:

Ensure that bulk fuel and oil storage tanks are bunded with a capacity of 110%, kept secure (locked when not in use) and checked regularly

Ensure all containers are stored in secure, bunded areas with a capacity of at least 25% more than the total volume of the containers

Refuel in controlled areas, where possible, and place drip trays or absorbent mats under static plant

Activities:

Working in a residential area or near other neighbours such as schools and shops

Risks:

Environmental risk: Causing a statutory nuisance or just getting a bad reputation

You will need to:

Be a good neighbour - always be polite and considerate

Arrange for deliveries when traffic flow is likely to be low and avoid school arrival and departure times

Keep disruption from the site to a minimum by minimising dust, noise and vibration, such as damping down and using wet cutting to reduce the potential for creating dust

Maintain good housekeeping by keeping roads and pathways clean

Let people know in advance of any noisy operations, especially at night and on weekends

Environmental Health Officers can issue notices to stop you working if you are creating a statutory nuisance

Activities:

Mixing concrete or mortar and washing out or pumping water from excavations

Risks:

Environmental risk: Illegally discharging into or polluting drains or nearby watercourses

You will need to:

Carry out mixing and batching works in areas well away from watercourses, gullies and drains

Use designated wash out areas and ensure that delivery drivers (of concrete or similar) are aware of where they can wash out

You must seek approval before you pump water into drains or watercourses

Note: Where there is a requirement to discharge effluent from any construction activity to drainage systems, watercourses or rivers and streams, an application for consent to discharge must be made to the relevant authority. The issuing authority for discharges to foul sewers is usually regulated by the local water company, whereas any discharges to surface water systems, rivers lakes or ponds would be regulated by the EA, NRW, NIEA or SEPA

Activities:

Removing or cutting back trees, hedges or vegetation

Risks:

Environmental risk: Disturbing protected wildlife

You will need to:

Check with the Local Authority as some trees and hedges are protected and have a preservation order

At certain times in the year they may contain nesting birds, which should not be disturbed as they are protected by law

Section 4a: General building work or maintenance risks

Activities:

Employing or using other people or trades

Risks:

Safety risk: Accidents and incidents, due to lack of awareness of site rules or what others are doing

You will need to:

Provide a simple site induction that explains what the site rules are, and what is expected

Depending upon the nature of the work you may need to designate it a hard hat site

Ensure trades speak to each other and know what's going on so they can work safely together

Activities:

Trailing cables on the floor, storing materials, tools and waste in work areas

Risks:

Safety risk: Injury from slips, trips and falls due to poor housekeeping

You will need to:

Keep work and storage areas tidy and clean

If possible, route cables overhead or away from where you and others walk

Tidy as you work and remove waste frequently

Keep work areas well lit

Activities:

Working on a site or building that could be accessed by unauthorised persons

Risks:

Safety risk: Injury to other people, public, homeowners

You will need to:

Fence or secure the site or work area and use signs to warn people

Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around

Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders

Leave the site or work area safe and tidy before you leave each day

Consider homeowners who are living there (what access do they need, do they have children, inform them of changes and progress)

Activities:

Demolishing or altering any part of an existing structure or building

Risks:

Safety risk: Sudden or partial collapse of walls, arches, lintels, floors, roofs or adjacent structures


You will need to:

Ensure work is properly planned and structural stability is not compromised - e.g. do not dig a trench or hole adjacent to the foot of a wall as this may destabilise the wall

Install sufficient and secured temporary props and check them regularly

Support load bearing parts of structures where necessary

Remove debris regularly and do not overload any part of the structure or temporary platforms with debris or materials

 Seek the advice of a structural engineer if in any doubt

Activities:

Using electricity supply for lighting and equipment

Risks:

Safety risk: Electrocution, fire

You will need to:

Where possible, use 110v or battery-operated portable tools to reduce the risk

Ensure an RCD / circuit breaker is used if using 240v equipment and that plugs and sockets are protected from damage and weather

Isolate any existing electrical supplies

Activities:

Using lifting equipment such as cranes, hoists, gin wheels

Risks:

Safety risk: Lifting equipment failing, overturning or dropping a load onto persons or structure

You will need to:

Plan all lifting operations and use the correct equipment for the job

Check the ground or structure can take the weight of the lifting equipment and load

Keep people clear

Secure the load properly

Activities:

Using, installing or removing glass-wool or mineral wool insulation

Risks:

Health risk: Fibres can irritate the eyes, skin and respiratory system

You will need to:

Cover up bare skin and wear gloves

Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3). Workers should be 'face fit' tested before you issue them with respiratory protective equipment. For further information visit the HSE website: www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm



Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Activities:

Working in an occupied home or workplace

Risks:

Safety risk: Injury to homeowners, children, elderly, others

You will need to:

Ensure you leave the work areas safe and tidy before you leave each day

Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around

Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders

Section 4b: Ground works / drainage / foundations / screeding risks

Activities:

Digging in an area that could have buried services (water, gas, electricity, cable etc.)

Risks:

Safety risk: Injury through striking live services

You will need to:

Obtain relevant service drawings

Check the area by using a Service locating device (CAT & Genny)

Hand dig when you are within 500mm of any known service

Activities:

Excavating foundations, drainage trenches or bulk / reduced level dig

Risks:

Safety risk: Crush injuries or being buried by sudden collapse of excavation

You will need to:

Adequately support all excavations as you go (shore, step or batter) regardless of any depth

Check the excavation before work starts and after any event that may affect its stability (i.e. heavy rain)

Keep records of your inspections so that people can be sure it is safe for work to continue

Activities:

Working in an excavation or trench

Risks:

Safety risk: People and materials falling in, sudden collapse

You will need to:

Provide access either by ladder, scaffolding, staircase etc. to get in and out of the excavation

Keep plant, soil and materials away from the edge

Prevent access if unsafe or unsupported

Adequately support all excavations as you go (shore, step or batter) regardless of any depth

Check the excavation before work starts and after any event that may affect its stability (i.e. heavy rain)

Keep records of your inspections so that people can be sure it is safe for work to continue

Activities:

Leaving an excavation or manhole open

Risks:

Safety risk: People falling in

You will need to:

Fit temporary covers over open manholes, inspection chambers etc. and erect barriers or guards around the edge that are strong enough to take a person's weight

Activities:


Excavating near to an existing structure such as a building, garden wall or garage

Risks:

Safety risk: Sudden collapse due to undermining or weakening the existing structure

You will need to:

Make sure structures are not undermined, dig well away from them or install suitable temporary works support

 If in doubt seek advice from a structural engineer

Activities:

In contact with sewage

Risks:

Health risk: Weil's disease or Leptospirosis - starts as mild illness similar to flu but left untreated can be fatal

You will need to:

Wear protective clothing such as rubber or non-absorbent gloves

Wash hands after any contact - good personal hygiene is essential

Activities:

Using driver operated plant, such as mini diggers and dumpers

Risks:

Safety risk: Plant overturning, striking other people, overcome by exhaust fumes/asphyxiation

You will need to:

Only operate the plant if you are competent (combination of skills, knowledge, training and experience)

Keep others away from plant movements and traffic routes

Be aware of crush zones (mini diggers slewing near buildings)

Avoid driving close to excavations

Only operate the plant for which it is designed for

Be aware that exhaust fumes are heavier than air and can quickly fill spaces such as excavations and basements. You may need to provide mechanical ventilation/extraction

Activities:

Working in an occupied home or workplace

Risks:

Safety risk: Injury to homeowners, children, elderly, others

You will need to:

Ensure you leave the work areas safe and tidy before you leave each day

Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around

Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders

Activities:

Mixing or using screeds, mortar or concrete on site

Risks:

Health risk: Manual handling, dermatitis and cement burns

Safety risk: Crushed if mixer topples, eye injuries, caught in moving parts, electric shock

You will need to:

Locate mixer on firm level ground

Ensure mixer is fully guarded and guards are in place during operation

Protect electrical leads and use an RCD / circuit breaker


Ensure that mixer is positioned to allow the shortest possible route, free from obstructions, for operatives carrying either bags of or mixed cement

Use cement or cement containing products by their use-by date

Avoid direct skin contact - wear non-absorbent CE marked gloves when handling wet cement and do not kneel on wet screed unless wearing suitable protective clothing such as waterproof trousers and footwear

Have good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms

Have emergency eyewash to hand

 Ensure washout does not enter drains or watercourses

Activities:

Pumping screeds or concrete

Risks:

Health risk: Noise, vibration, dermatitis and cement burns

Safety risk: Injuries due to sudden bursting of hoses or struck by screed / concrete at high pressure, caught in moving parts of pump, electric shock

You will need to:

Ensure the mixer is positioned to allow the shortest possible route, free from obstructions, for operatives carrying either bags of or mixed cement


Locate screed pump on firm, level ground and use stabilisers if fitted

Set up a safety exclusion zone

Ensure pump is fully guarded and guards are in place during operation

Ensure delivery hoses are in good condition and purpose designed securing pins in place on all hose couplings

Protect electrical leads and use an RCD / circuit breaker

 If hiring a concrete pump, additional controls will be required due to the high risk operation, such as high pressures, blockages, vehicle / wagon movements. Workers may need additional information, instruction, training or supervision

Activities:

Kneeling for prolonged periods on hard or uneven surfaces

Risks:

Health risk: Chronic knee pain leading to permanent damage

You will need to:

Use kneeling pads, kneeling mats or cushions and padded trousers

Activities:

Using epoxy resins, additives, or other chemicals

Risks:

Health risk: Breathing in harmful fumes, damage skin, eyes and respiratory tract

You will need to:

Check labels and data sheets for the necessary controls to follow when using hazardous substances including personal protective equipment (PPE) such as gloves, clothing and eye protection

Maintain good ventilation

Wear suitable respiratory protection



Different types of respiratory protective equipment will protect against different hazards. Make sure you have the correct type

Activities:

Cutting, chasing or drilling screeds, concrete, bricks or blocks

Risks:

Health risk: Breathing in harmful construction dust leading to lung diseases

Safety risk: Eye injuries

You will need to:

Stop using dry cutting methods

Where possible, replace angle grinders and cut-off saws with a block splitter (removing the risk of significant dust exposure)

Use wet cutting techniques such as using a water feed while cutting

Use a wall chaser with on-tool dust extraction

Wear eye protection when cutting, chasing or drilling, cutting brick bands, using chisels or bolsters

Wear respiratory protection such as a disposable face mask, making sure it has a CE mark and is FFP rated (preferably FFP3)



Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Section 4c: Brick work, block work risks

Activities:

Stacking and storing materials, creating rubbish

Risks:

Safety risk: Slips and trips, materials falling, injury to other people

You will need to:

Use brick guards to prevent falls of materials onto others

Stack pallets of bricks and blocks on firm level ground and not more than two high

Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish

Wear safety footwear

Activities:

Loading out bricks, blocks, mortar and lintels

Risks:

Health risk: Manual handling injuries

Safety risk: Overloading scaffold or access equipment working platforms

You will need to:


Get bricks, cements, lintels delivered as close to work area as possible

Use lightweight blocks where possible

Cover bricks/blocks with tarpaulin when stored on site to prevent taking up water

Use trolleys and lifting aids to load out materials

Raise spot boards with blocks to easy working height

 Do not overload working platforms or floors

Activities:

Mixing mortar and concrete on site

Risks:

Health risk: Dermatitis and cement burns

Safety risk: Crushed if mixer topples or caught in moving parts, electric shock

You will need to:

Use cement or cement containing products within the use-by date

Avoid direct skin contact - wear non-absorbent CE marked gloves when handling mortar


Have good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms

Have an emergency eyewash to hand

Locate cement mixer on firm, level ground

Ensure mixer is fully guarded and guards in place during operation

Protect electrical leads and use an RCD / circuit breaker

 Ensure washout does not enter drains or watercourses

Activities:

Cutting, chasing or drilling bricks or blocks

Risks:

Health risk: Breathing in harmful construction dust leading to lung diseases

Safety risk: Eye injuries

You will need to:

Stop using dry cutting methods


Where possible replace angle grinders and cut-off saws with a block splitter (removing the risk of significant dust exposure)

Use wet cutting techniques such as using a water feed while cutting

Use a wall chaser with on-tool dust extraction

Wear eye protection when cutting, chasing or drilling, cutting brick bands, using chisels or bolsters

Wear respiratory protection such as a disposable face mask make sure it has a CE mark and is FFP rated (preferably FFP3)

 Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Activities:

Using epoxy resins, brick acid or other chemicals

Risks:

Health risk: Breathing in harmful fumes, damaged skin, eyes and respiratory tract

You will need to:

Check labels and data sheets for the necessary controls to follow when using hazardous substances including personal protective equipment (PPE) such as gloves, clothing and eye protection

Maintain good ventilation

Wear suitable respiratory protection



Different types of respiratory protective equipment will protect against different hazards. Make sure you have the correct type

Activities:

Working in an occupied home or workplace

Risks:

Safety risk: Injury to homeowners, children, elderly, others

You will need to:

Ensure you leave the work areas safe and tidy before you leave each day

Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around

Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders

Section 4d: Roof work and installing upper floors risks

Activities:

Working at height or carrying out short duration work such as inspections, cleaning, maintenance or quick repairs to places that are above the ground or in places where you could fall

You will need to:



Stop and assess what the safest option is by reassessing the previous safety options as they may apply but have not been considered as part of short duration work

Activities:

Stacking and storing materials, creating rubbish

Risks:

Safety risk: Slips and trips, materials falling, injury to other people

You will need to:

Use brick guards to prevent falls of materials onto others

Stack pallets of materials on firm level ground and not more than two high

Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish

If possible, use a hoist or other lifting devices to raise and lower materials and equipment to the work area

Activities:

Mechanically cutting roof tiles or slates

Risks:

Health risk: Breathing in harmful construction dust leading to lung diseases

Safety risk: Eye injuries

You will need to:

Stop using dry cutting methods

Use wet cutting techniques such as using a water feed while cutting

Wear eye protection when cutting

Wear respiratory protection such as a disposable face mask make sure it has a CE mark and is FFP rated (preferably FFP3)



Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Activities:

Working above or near public areas

Risks:

Safety risk: Injury to public

You will need to:

Stop materials and debris falling onto members of the public by netting scaffolding and covering the boards

If it is not possible to do so and people could walk under (or near) the works, then barrier / fence off an adequate area below it to prevent any materials hitting them

Activities:

Stripping off existing roof coverings or structures

Risks:

Safety risk: Fragile roof surfaces, falls from height, materials falling, injury to other people

You will need to:

Undertake the works without going onto the roof where possible: e.g.

- Work from underneath from a suitable access platform
- If some work can be done at the roofs edge, reach onto it from a lower, fixed, guard railed access platform - railed on the roof side too, to prevent any falls

If you need to work on the roof this will need more careful planning, safety precautions, supervision and instruction for everyone involved, i.e. '

Use lightweight staging fitted with handrails to safely remove the old roof coverings (both sides may need handrails) - staging can often be hired in.

Safely cover ALL fragile roof areas you work on or work beside with suitable, strong and secured boards or sheets until they are safely removed

Keep people away from the area in case of loose or falling materials

Do not throw materials or rubbish off the roof or the scaffold ('bombing') - use a debris chute into a sheeted skip or lower them safely in bags using a hoist

Cover or barrier-off any skylights to stop people falling through them



If you don't have all the equipment with you to prevent falling off or through the roof - don't improvise - STOP, THINK and THEN ACT SAFELY

Activities:

Working in high winds, frosty/icy conditions, heavy rain

Risks:

Safety risk: Slips, falls, materials blowing off roof

You will need to:

Secure materials to stop them being blown off the roof (do not wait until the high winds arrive)

Provide walkways or treat surfaces so they are not slippery

Avoid working on frosty or icy roofs and surfaces

Activities:

Using bitumen boilers

Risks:

Safety risk: Fire, molten bitumen, burns

You will need to:

Site boiler on firm level surface and do not move or leave unattended when lit

Leave a minimum of 3m between the boiler and any LPG cylinder

Use lids on containers carrying hot bitumen to minimise splashes and check routes are free from trip hazards

At least one dry powder fire extinguisher should be available near the boiler

Wear appropriate personal protective equipment (PPE) including gloves

Activities:

Working in an occupied home or workplace

Risks:

Safety risk: Injury to homeowners, children, elderly, others

You will need to:

Ensure you leave the work areas safe and tidy before you leave each day

Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around

Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders

Section 4e: Plastering, rendering, dry-lining risks

Activities:

Stacking and storing materials, creating rubbish

Risks:

Safety risk: Slips and trips, materials falling, injury to other people

You will need to:

Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish

Activities:

Lifting and handling heavy or awkward objects, e.g. plasterboard or bags of plaster

Risks:

Health risk: Injuries such as back pain

You will need to:

Consider using smaller or half sheets of plasterboard if possible

Use mechanical lifting aids such as sack barrows and board trolleys

Use board and panel mechanical lifters, jacks and telescopic props

Activities:

Mixing plaster

Risks:

Safety risk: Electrocution

You will need to:

Protect electrical leads and where possible, use 110v paddle mixer to reduce the risk else use an RCD / circuit breaker for 240v equipment

Keep the mixing area clean and tidy to prevent slips and trips



Ensure washout does not enter drains or watercourses

Activities:

Working off hop-ups

Risks:

Safety risk: Falls

You will need to:

Ensure the floor is firm and free of wet material and debris

Use a purpose made 'hop up' platform - do not improvise!

Keep the hop-up top clean and dry

Move it regularly - don't over reach

Activities:

Plastering near electrical sockets, spurs etc.

Risks:

Safety risk: Electrocutation

You will need to:

Check with the electrician that any exposed wires and open power points are not live

Activities:

Rubbing down plaster / tape and jointing

Risks:

Health risk: Irritation of eyes or sensitive skin, or short-term irritation of respiratory system

You will need to:

Avoid creating dust

Avoid skin contact, excessive dust build-up and contact with eyes

Ensure there's a water supply nearby to wash dust off skin

Wear eye protection when plastering ceilings

Consider using a 'mechanical drywall sander' with on-tool dust extraction system that is cleaner and faster than traditional drywall pole sanders

Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3). Workers should be 'face fit' tested before you issue them with respiratory protective equipment. For further information visit the HSE website: www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm



Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Section 4f: Carpentry work (internal and external) risks

Activities:

Stacking and storing materials, creating rubbish

Risks:

Safety risk: Slips and trips, materials falling, injury to other people

You will need to:

Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish

Activities:

Kneeling for prolonged periods on hard or uneven surfaces

Risks:

Health risk: Chronic knee pain leading to permanent damage

You will need to:

Use kneeling pads, kneeling mats or cushions and padded trousers

Activities:

Using hand tools and power tools

Risks:

Safety risk: Contact with moving parts

You will need to:

Where possible, use 110v tools or battery operated portable tools to reduce the risk

Ensure an RCD / circuit breaker is used if using 240v equipment and that plugs and sockets are protected from damage and weather

Ensure power tools are in good condition and well maintained

Always use the correct guard and ensure it is adjusted correctly and working correctly

Keep loose clothing and trailing cables away from moving parts

If fitted, regularly test emergency stops and other cut-out or breaker switches

Ensure hand tools are properly maintained and stored safely when not in use

Activities:

Using compressed gas or cartridge operated tools

Risks:

Safety risk: Struck by nails, fragments or rebounds

You will need to:

Always wear eye protection that is high impact rated

Use the correct power cartridge or settings to avoid nails firing through and out the other side

Load the tool with the barrel pointing away from you and anyone else

Never keep the tool loaded when not in use

Activities:

Creating harmful wood dust (softwood, hardwood or MDF)

Risks:

Health risk: Breathing in harmful construction dust leading to allergic respiratory symptoms, lung diseases, cancers as well as skin disorders

You will need to:

Maintain good ventilation

Avoid creating dust

Use on-tool extraction systems designed for the task and regularly clean filters and bags

Use a vacuum rather than sweeping with a brush if possible

Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3). Workers should be 'face fit' tested before you issue them with respiratory protective equipment. For further information visit the HSE website: www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm



Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Activities:

Working in an occupied home or workplace

Risks:

Safety risk: Injury to homeowners, children, elderly, others

You will need to:

Ensure you leave the work areas safe and tidy before you leave each day

Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around

Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders

Section 4g: Plumbing and heating risks

Activities:

Stacking and storing materials, creating rubbish

Risks:

Safety risk: Slips and trips, materials falling, injury to other people

You will need to:

Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish

Activities:

Working with naked flames (using a blow torch / hot works)

Risks:

Safety risk: Fire

You will need to:

Keep a fire extinguisher next to the work area

Dampen down the area prior to undertaking hot works (if applicable)

Use a fire blanket or non-combustible material to protect surrounding area from the heat and flame

Check the area at least 1 hour after to check there are no hot spots or smouldering materials

Activities:

Working with lead

Risks:

Health risk: Lead poisoning from inhaling or ingesting lead paint chips, and lead dust, fume or vapour

You will need to:

Wash hands after any contact with lead - good personal hygiene is essential

Wear respiratory protection to protect against lead dust, such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3)

For further advice visit www.lipsa.org.uk

Activities:

Using, installing or removing glass-wool or mineral wool insulation

Risks:

Health risk: Fibres can irritate the eyes, skin and respiratory system

You will need to:

Cover up bare skin and wear gloves

Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3). Workers should be 'face fit' tested before you issue them with respiratory protective equipment. For further information visit the HSE website: www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm



Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Activities:

In contact with sewage

Risks:

Health risk: Weil's disease or Leptospirosis - starts as mild illness similar to flu but left untreated can be fatal

You will need to:

Wear protective clothing such as rubber or non-absorbent gloves

Wash hands after any contact - good personal hygiene is essential

Activities:

Working on, maintaining, moving or installing gas appliances such as boilers, fires and cookers

Risks:

Safety risk: Explosion, electric shock, build up of fumes endangering occupiers

You will need to:

You must be or use a 'Gas Safe' registered engineer by law when working on gas carrying parts of gas appliances. For more information visit www.gassaferegister.co.uk

Activities:

Working in an occupied home or workplace

Risks:

Safety risk: Injury to homeowners, children, elderly, others

You will need to:

Ensure you leave the work areas safe and tidy before you leave each day

Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around

Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders

Activities:

Kneeling for prolonged periods on hard or uneven surfaces

Risks:

Health risk: Chronic knee pain leading to permanent damage

You will need to:

Use kneeling pads, kneeling mats or cushions and padded trousers

Section 4h: Electrical work risks

Activities:

Carrying out electrical installations

Risks:

Safety risk: Electrocution, fire

You will need to:

Hold industry recognised training and qualifications to carry out electrical work (such as 18th Edition (IET) Wiring Regulations)

Ensure all work complies with the safety standards in BS 7671 (the 'wiring regulations')

Provide the client with handover certification when the work needs to comply with building regulations

Activities:

Working on live or existing installations

Risks:

Safety risk: Electrocution, fire

You will need to:

Treat all circuits to be worked on as live until verified dead or isolated

Prevent others accessing live equipment, or exposed cables or tails

Activities:

Stacking and storing materials, creating rubbish

Risks:

Safety risk: Slips and trips, materials falling, injury to other people

You will need to:

Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish

Activities:

Drilling or chasing walls

Risks:

Health risk: Breathing in harmful construction dust leading to lung diseases such as silicosis

Safety risk: Eye injuries and hitting hidden cables / electrocution

You will need to:

Check for the presence of cables or services before starting and mark them on the wall, floor or ceiling

Maintain good ventilation

Avoid creating dust

Use on-tool extraction systems

Dampen down or use wet cutting techniques

Use a wall chaser with on-tool dust extraction

Wear eye protection when drilling or chasing walls

Use a vacuum rather than sweeping with a brush if possible

Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3). Workers should be 'face fit' tested before you issue them with respiratory protective equipment. For further information visit the HSE website: www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm



Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Activities:

Working in an occupied home or workplace

Risks:

Safety risk: Injury to homeowners, children, elderly, others

You will need to:

Ensure you leave the work areas safe and tidy before you leave each day

Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around

Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders and exposed cables

Activities:

Kneeling for prolonged periods on hard or uneven surfaces



Risks:

Health risk: Chronic knee pain leading to permanent damage

You will need to:

Use kneeling pads, kneeling mats or cushions and padded trousers

Section 4i: Painting, decorating and internal finishing risks

Activities:

Stacking and storing materials, creating rubbish

Risks:

Safety risk: Slips and trips, materials falling, injury to other people

You will need to:

Keep work areas and walkways tidy and clear of rubble, materials, trailing leads and rubbish

Activities:

Using solvent based paints, epoxy resins and chemical strippers

Risks:

Health risk: Irritation of eyes or sensitive skin, or short-term irritation of respiratory system, long term cancers

You will need to:

Consider using water-based products that are more environmentally-friendly and contain very low levels of solvents

Always take note of any cautions or potential dangers indicated on the paint can, and take the appropriate preventative action

Take precautions when handling and storing solvents

Wash your hands after use

Remember to ensure adequate ventilation in rooms you are painting - open windows and doors wherever possible

Keep children away from areas you are painting

Wear suitable eye and respiratory protection



Different types of respiratory protective equipment will protect against different hazards. Make sure you have the correct type



Do not pour paints, solvents or let brush washings enter drains or watercourses

Activities:

Disturbing paint in existing buildings that may contain lead

Risks:

Health risk: Lead poisoning from inhaling or ingesting lead paint chips, and lead dust, fume or vapour

You will need to:

Carry out a lead paint or lead dust tests using lead check swabs (available from merchants and DIY stores)

Seek professional advice if positive <https://lipsa.org.uk>

! There is an increased risk in pre-1970's buildings and structures

Activities:

Preparing and rubbing down surfaces

Risks:

Health risk: Irritation of eyes or sensitive skin, or short-term irritation of respiratory system

You will need to:

Avoid skin contact, excessive dust build-up and contact with eyes

Consider using a 'mechanical drywall sander' with on-tool dust extraction system that is cleaner and faster than traditional drywall pole sanders when rubbing down walls and ceilings

Wear respiratory protection such as a disposable face mask and make sure it has a CE mark and is FFP rated (preferably FFP3). Workers should be 'face fit' tested before you issue them with respiratory protective equipment. For further information visit the HSE website: www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm

! Avoid 'nuisance' or 'general' dust masks as they have no 'protection rating' and offer you little or no protection

Activities:

Kneeling for prolonged periods on hard or uneven surfaces

Risks:

Health risk: Chronic knee pain leading to permanent damage

You will need to:

Use kneeling pads, kneeling mats or cushions and padded trousers

Activities:

Working in an occupied home or workplace

Risks:

Safety risk: Injury to homeowners, children, elderly, others

You will need to:

Ensure you leave the work areas safe and tidy before you leave each day

Check nothing can topple or fall over, cover any holes or voids, and don't leave hazardous substances lying around

Prevent access to areas that are hazardous such as excavations, open floors, scaffolding, fixed ladders

Section 5: About This Plan

This plan contains information on controls that can help keep you and others healthy and safe.

If you are the principal contractor, you are responsible for this plan. Other contractors may use the CDM Wizard app to generate a CDM Action Plan for their own work.

It's important that everyone knows what is expected of each other, especially as things can change quickly from day to day. You may have to amend the report as the job changes or new trades / contractors start.

Speak to each other about what's to be done, when and how it can be done safely.

It is also vital that those carrying out the work have the right combination of skills, knowledge, training and experience and are provided with the right tools, plant and equipment, information, instruction and supervision.

Further Information

If you are unsure about how you can make your site safer or about the health risks, more information can be found at www.hse.gov.uk/construction. You can download Busy Builder sheets for activities such as loft conversions and small building work, and for advice on hazards such as dust and lead, and the Client leaflet.

Six CDM industry guides based on sound industry practice can be found at www.citb.co.uk/cdmregs and will help small businesses deliver building and construction projects in a way that secures health and safety. It includes guidance for clients, designers, contractors, and workers.

For information about training, apprenticeships or advice on running your business go to www.citb.co.uk

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Signed off by:

Name and Position: Rob Bird, Head of compliance

Company: Robicom Limited

Date: 17/05/2025

Signature: