**Construction Phase Plan – Outdoor Events Cardiff SOPHIA GARDENS EVENT AREA**

This template is provided to help organisers satisfy the minimum requirements regarding Construction Design and Management Regulations CDM (2015). Organisers can use their own paperwork if they wish but all headings below should be covered. The website <https://www.cdm4events.org.uk/> is a useful source of further information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Company** |  |
| **E-mail address** |  | | |
| **Name of event** |  | | |
| **Description of event** |  | | |
| **What has the Client made you aware of**? |  | **What has the Venue Manager for SOPHIA GARDENS EVENT AREA made you aware of?** | 1. Sophia Gardens event area is an area of green space close to the city centre, just south of the Sophia Gardens pay and display car park 2. Sophia Gardens is a Grade 2 listed historic landscape as designated by Cadw, Welsh Government 3. The site is accessible by foot from the city centre or by vehicle along the Sophia Garden Spine Rd via Sophia Close off Cathedral Rd 4. Vehicles can drive onto the site by removal of lockable bollards along the Venue’s west side 5. Unauthorised parking may block vehicle access onto site. Access routes should be secured in advance to prevent delays 6. The event area is accessible by pedestrians at all times unless securely fenced 7. The Sophia Gardens car park and P&D bays along the Sophia Gardens Spine Rd are taken over by Cardiff Council’s traffic stewards when the Millennium Stadium/SWALEC Stadium are in event mode. Check Cardiff City Events Schedule for clashes with your dates of hire 8. Power and water are available on site. The Site Supervisor can grant access on request 9. There is the potential for crime and anti-social behaviour as may be expected in any city-centre park 10. The site itself is unlit and dark after sunset 11. The vicinity of the event area can be busy. It is used by pedestrians, cyclists and other vehicles. These may share paths and roads with the event audience and vehicles 12. The site is close to businesses and private residences 13. Noise disturbance to these adjacent premises must be considered and planned for to prevent nuisance. 14. Businesses and private residences share the vehicle access route to the event area 15. In wet weather the ground can get very soft and water may stand on the surface of roads and grass. 16. There are buried services in and around the Venue. Where known, these are identified on the event area base plan <http://bute-park.com/wp-content/uploads/2013/12/Appendix-V2a-Sophia-Gardens-Event-Area-site-info.pdf> . However, the Venue accepts no responsibility for the accuracy of this plan. The Principle Contractor is responsible for requesting up-to-date RASWA (Road and Street Works Act) searches and identifying the presence of services (e.g. CAT scanning) if he intends to break ground in or around the Venue. The Venue can obtain RASWA searches on request. 17. There are no existing welfare facilities on site. |
| **What other companies are contracted to work on the event with you and what are they doing?** |  | | |
| **Who is the Client?** |  | **Who is the Principle Contractor?** |  |
| **Who is the Designer?** |  | **Is the event notifiable to the HSE?** | Y / N |
| **How will you communicate matters related to CDM across the whole event team?** |  | | |
| **What are the welfare arrangements for event staff while on site?** |  | | |

Declarations:

I have read and understood how Construction, Design & Management (CDM) 2015 regulations applies to me and my event Y / N

I have submitted a copy of a suitable and sufficient risk assessment to the Venue Y / N

Signed Date