



UL BUILDINGS AND ESTATES DEPARTMENT

MAINTENANCE & MINOR WORKS

PRELIMINARY/DEVELOPED

SAFETY & HEALTH PLAN

2025

 UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH	Preliminary /Construction Stage Plan for B&E Maintenance & Minor Works.	Date:	Jan 2025
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Terms and Definitions

Primary Service Providers (P.S.P): A Primary Service Provider is a contractor (Mechanical, Electrical, Building, Civil Engineering, Architectural or other) appointed by the University of Limerick undertake and to manage the ongoing Maintenance and Minor Work Activities across the campus. The P.S.P (in conjunction with B&E) plays a role in the procurement and management of Service Providers/contractors (appointed or nominated) and the safe execution of the works. P.S.P's are generally appointed as Health and Safety Coordinators (Design and Construction Stage) for works covered under this plan and will assist in the undertaking of the duties of PSDP and PSCS in conjunction with B&E P.S.P's have a fulltime presence on campus as opposed to other service providers that work on campus on an ad hoc basis.

Note: *Where there is no P.S.P involvement in the works, B&E will coordinate the safe completion of the works.*

Permit to Work (P.T.W): The system in operation by B&E to ensure that the activities of all Service Providers/ contractors working in U.L is controlled. Service Providers undertaking works on campus must be in receipt of a P.T.W from B&E A Permit will only be issued once the Service Provider has satisfied B&E that the proposed works have been risk assessed and that appropriate control measures have been identified. Each P.S.P will receive an annual P.T.W from B&E which authorises them to undertake and manage the Maintenance and Minor Works on campus. Each P.S.P is in turn authorised to issue permits to other contractors on campus (regular and ad-hoc) on behalf of B&E

Service Provider: The term Service Provider is used to describe any company, organisation, contractor or individual engaged by B&E to undertake work on campus. It includes those completing construction and non-construction type work.

Contractor: Contractor means a company or person who carries out or manages construction work for a fixed or other sum and who supplies the materials and labour (whether his / her own labour or that of others) to carry out such work or who supplies the labour only.

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Project: Where the term “project” is used throughout this document it is intended to mean the annual maintenance, minor works and PPM’s (involving construction work) undertaken throughout the calendar year for the Buildings and Estates Department.

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Revision History

Rev no.	Reason for Revision	Revision Date	By Whom
0.1	Initial Draft for review by UL B&E	May 2018	ASM / Buildings and Estates Department
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0.3	Updated document-Inclusion of maintenance works	July 2018	E.M
0.4	Updates to document	Aug 2018	E.M
0.5	Updates to document	Sept 2018	E.M
0.6	Updates to document	Oct 2018	E.M
0.7	Updates to document	Nov 2018	E.M
0.8	Updates to document	Nov 2018	E.M
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1.1	Updates to Section 3.2 following comments from Service Providers	Nov 2019	E.M
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1.3	Annual Review and Update	Feb 2022	E.M
1.4	Annual review and update	Jan 2023	E.M
1.5	Annual review and update	Jan 2024	E.M
1.6	Annual review and update	Jan 2025	E.M

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1 Introduction

The UL Buildings and Estates Department (herein referred to as B&E) is responsible for the management and maintenance of approximately 252,798m² of buildings, 148 hectares of grounds and property and 43 individual buildings.

The scope of services provided by B&E includes the following:

- New building and works projects
- Maintenance of the campus buildings fabric and associated building plant
- Maintenance of all campus grounds, sports fields, roads, paving's, water features, lighting and services, both underground and above
- Energy management
- Security function
- Traffic and parking management
- Safety of the built environment
- Cleaning
- Special events
- Waste management
- Portering service
- Goods receiving and distribution
- Space planning and management
- Insurance
- Land acquisition incl. legal issues
- Signposting/nameplates
- Key holding

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B&E outsources the provision of the majority of Mechanical, Electrical, Building & Architectural Maintenance and Minor Works on campus to P.S.P's who have a fulltime presence on campus. The scope of these contracts specifically extends to and includes the management of the ongoing Maintenance and Minor Work activities of other contractors as required by the department. The contracts include for the provision of a suitably competent Foreman/Supervisor to execute this function – i.e. the Foreman/Supervisor will play a key role in the procurement and management of contractors (appointed or nominated) and the safe execution of the works.

B&E recognises its duties to discharge the responsibilities of Client, on behalf of UL, under the Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2020 and accepts that the ongoing maintenance, repairs and minor works on campus constitutes construction work as defined in the aforementioned regulations. Construction type works under the control of B&E are generally managed under the following main headings:

(i) Maintenance.

- a. Full-time/In-house maintenance contracts (Mechanical, Electrical, Building and Architectural). These contracts are full-time contracts (i.e. involve a full time presence on campus) and are awarded to Primary Service Providers (P.S.P). The contracts are for a minimum of three years (extendable to five years). The scope of work under these contracts is managed under this H&S Plan.
- b. Planned Preventative Maintenance (PPM) Contracts. These contracts are usually awarded for 3 years (extendable to 5) but do not involve a full time presence on campus. PPM's include Fire Alarm, Lifts and other life safety systems. These PPM's often trigger the need for PSDP and PSCS appointments and are managed under this Safety and Health Plan unless a separate PSDP/PSCS appointment has been made by B&E
- c. PPM's that do not meet the criteria for PSDP and PSCS appointment. These are managed in accordance with this Safety and Health Plan, the B&E Safety Statement and S.O.P for Control of Contractors.
- d. Ad-Hoc Maintenance Contracts. These contracts generally don't meet the criteria for the appointment of a PSDP and PSCS. Where a PSDP/PSCS is required, the works are generally managed under this H&S Plan unless a separate PSDP/PSCS appointment has been made by B&E

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- (ii) **Minor Works.** Minor Works is a term used to describe changes, upgrades, additions and alterations to buildings and infrastructure. This is not to be confused with maintenance, which covers repairs to and up-keep of existing buildings. The process for managing Minor Works is covered under this H&S Plan unless B&E has decided to make a separate appointment due to the nature or complexity of the works.
- (i) **Small Capital Projects.** For large or complex minor works, a decision may be made to involve an external consultant or consultants (Architect, Engineer, Health and Safety etc.) The work is now categorised as a Small Capital Project. The decision to appoint an external design/project management team is at the discretion of B&E management team. Where an external PSDP and PSCS is appointed, the works are managed under a separate H&S Plan (where applicable). The works may also be managed under this H&S Plan.
- (ii) **Major Capital Projects.** A Major Capital Project will always have an external consultant or consultants (Architect, Engineer, Health and Safety etc.) and will be managed under a separate H&S Plan

Note: There are UL buildings and areas on campus that are **NOT** under the responsibility of B&E and are managed by other departments/legal entities. These include the following:

- (i) *Campus Accommodation*
- (ii) *Munster Rugby Building*
- (iii) *UL Activity Centre*
- (iv) *Park Point*
- (v) *The Arena (Phase 1 and Phase 2)*

The scope of this Safety and Health Plan does not extend to works that may take place at the above locations.

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1.1 Scope

The scope of work covered under this Safety and Health Plan is the ongoing maintenance, minor works/ minor construction projects managed by B&E across the campus on an annual basis. See Section 2.3 below also.

This plan has been prepared in compliance with Regulation 12(1) and 16, Part 2 of the 2013 to 2020 Construction Regulations and facilitates B&E appointing itself as both PSDP and PSCS for the works described above. B&E will appoint “Primary Service Providers” as H&S Coordinators (Design and Construction) to assist in undertaking the duties of PSDP and PSCS for the majority of maintenance and minor work activities. For works that are not managed by our P.S.P’s, the relevant B&E Manager will either discharge the role of H&S Coordinator for the works or alternatively a separate PSDP and PSCS appointment may be made.

This plan has been specifically designed to provide information to all B&E Service Providers/Contractors engaged in maintenance and minor works in relation to the University’s duties as a Client and to ensure that all contractors comply with UL specific rules and procedures and all of the applicable relevant statutory provisions.

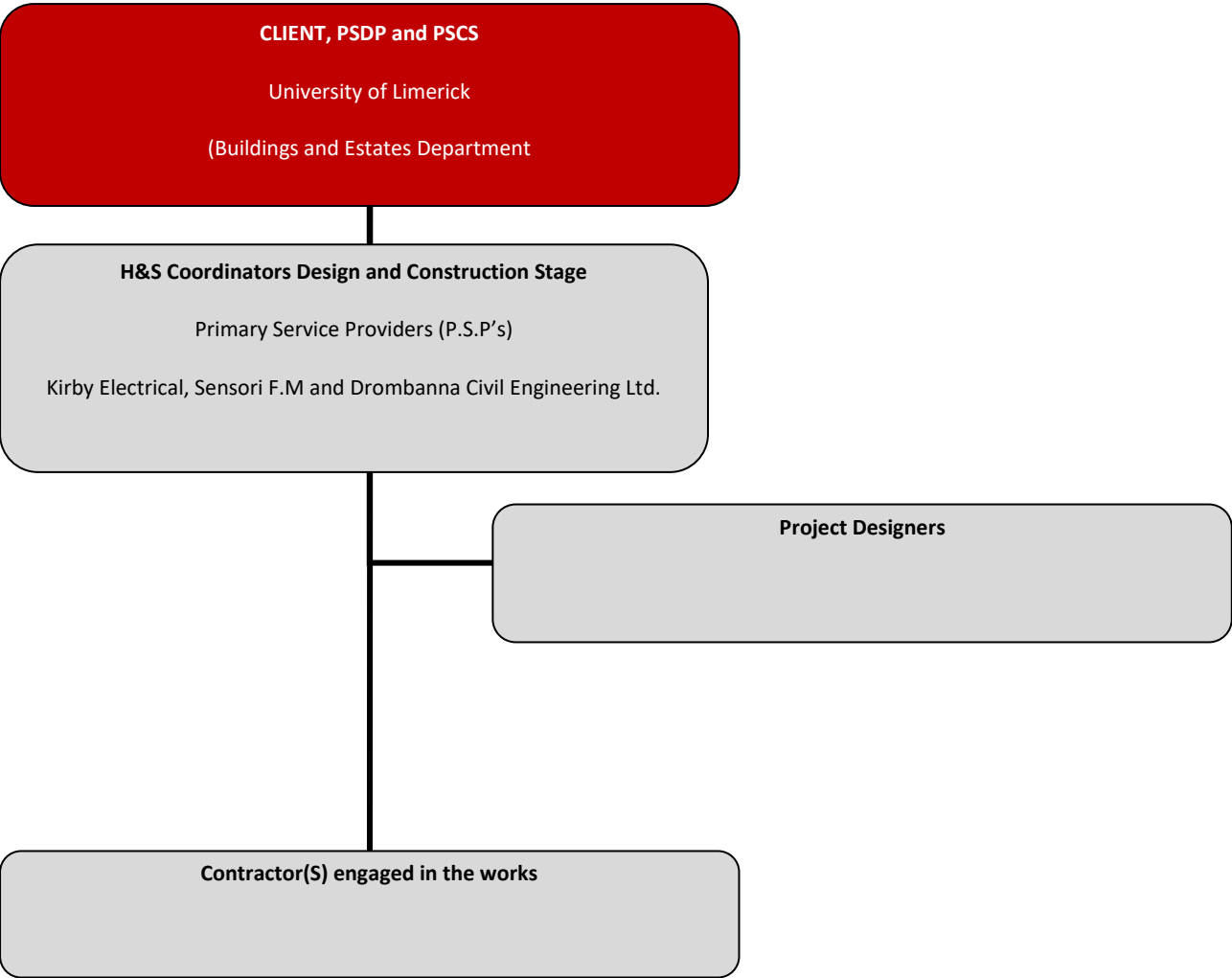
B&E also recognises that it has a duty to ensure that all appointed Service Providers are competent and that they have and will maintain adequate resources to manage safety for all of their construction activities.

Individual maintenance and minor works/minor construction projects covered under this H&S Plan will generally not exceed the 30-day threshold for H.S.A notification. However, when taken collectively, the work is continuous throughout the year and for the avoidance of doubt B&E has decided to treat these works as greater than 30 days/500 person-days for which HSA notification and a Health & Safety Plan are required. In addition to this over-arching document, site specific risk assessments will be prepared which will be documented in the form of a B&E Permit to Work (**SF-006**), SSWP or RAMS (depending on the nature and complexity of the works). This plan has been prepared in accordance with the B&E Safety Statement. Please also refer to **S.O.P 001- Minimum Health and Safety Requirements**.

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2 Project Information

2.1 Project Organogram



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2.2 Safety Objectives

It is the policy of B&E to give the greatest importance to the health and safety of students, staff, the wider campus community, contractors and persons employed on this “project”. To this end, all reasonably practicable efforts shall be made before and during works to provide safe and healthy working conditions for all. It is an objective of B&E and the University overall to have an accident free workplace.

This Safety and Health Plan has been created to establish the required safe systems of work to ensure that work activities carried out by contractors are done so in a safe manner.

Senior staff/Supervisors of all contractors engaged by B&E will be expected to visit individual work locations on a regular basis and conduct inspections of the area and construction activities to ensure that high standards of safety are being maintained. Where relevant, designers and contractors must report changes to initial work details and design changes to the Health and Safety Coordinator Design in a timely manner to allow such changes to be assessed. When required this Safety and Health Plan will be revised and forwarded to all relevant parties.

2.3 Project Description

The following works are covered under this plan:

2.3.1 Maintenance

The annual maintenance to mechanical, electrical and telecommunication systems across the UL campus over a 12 month period. Maintenance refers to the upkeep of the U.L environment, infrastructure, buildings and grounds. Maintenance falls into to the following general categories:

- (i) Planned Preventative Maintenance (Mechanical, Electrical, and Architectural)
- (ii) Unplanned/Corrective Maintenance
- (iii) Customer generated requests which range from faulty door lock to repair of damaged roof /wall structures.

Maintenance requests are generated on a daily basis by the campus community by submitting a request via the [B&E Helpdesk](#)

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2.3.2 Minor Works/Construction

Several minor construction projects (termed minor works by B&E) are carried out across the UL campus on an annual basis. These Minor Works requests are generated on a daily basis across the campus by the requesting member of the campus community submitting a request via the [B&E Helpdesk](#). Once a request is received, B&E will review the proposed works and coordinate the safe completion of the work in conjunction with our P.S.P's or external specialist contractor. Minor Work includes but is not limited to the following:

- (i) Mechanical, Electrical, Building and Civil Engineering work – Upgrade, Reconfiguration, Upkeep, Redecoration to campus buildings and infrastructure
- (ii) Minor construction works such as room alterations etc.

2.4 The Client

The University of Limerick is the Client for this project. B&E will discharge the duties of the Client, on behalf of UL.

2.5 PSDP and PSCS

B&E will appoint itself as PSDP and PSCS for maintenance and minor works (except for certain PPM's or Minor Works where B&E may decide to appoint a separate PSDP and PSCS due to the nature or complexity of the works). In general, our P.S.P's will be appointed as Health and Safety Coordinators and will assist in undertaking the duties of PSDP/PSCS under this S&H Plan. For works not under the supervision of our P.S.P's, the relevant B&E Manager will act as Health and Safety Coordinator for the works.

2.6 Health and Safety Coordinators (Design and Construction Stage)

In accordance with Regulation 11 (2) and 16 (2) of the 2013 to 2020 Construction Regulations, B&E will appoint Health and Safety Coordinators (Design and Construction) who will be authorised to assist in undertaking the role of PSDP and PSCS under this H&S Plan. The following Health and Safety Coordinators Design Stage and Construction Stage are appointed under this H&S Plan:

1. Primary Service Provider- Electrical Maintenance
2. Primary Service Provider –Mechanical Services

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3. Primary Services Provider- Building Maintenance, Carpentry and General Maintenance
4. Primary Service Provider-Civil Engineering and Hard Works
5. Relevant B&E Manager

Where a task involves more than one contractor working in the same location, each P.S.P must ensure that all relevant H&S documentation is in place for their own staff and subcontractors under their control. One of the above H&S Coordinators will act as Lead Coordinator to verify that all documentation is in place and that no coordination issues arise. The name of the Lead Coordinator will be recorded on the relevant log and Safe Plan of Action or permit (**SF-006**). The Lead Coordinator must collate all safety documentation for the task.

2.7 Project Designers

B&E recognises that maintenance and minor work/construction can include an element of design such as the following:

- (i) specifying materials
- (ii) designing pipework
- (iii) selecting a product
- (iv) Determining the line/route of electrical cables etc.

For the majority of maintenance and minor work tasks, the Mechanical, Electrical and Building P.S.P's will be by default acting as the designer for activities covered under this Safety and Health Plan and as a result must recognise and discharge their roles as designers, in compliance with Regulation 15 of the Safety, Health and Welfare at Work (Construction). B&E may also assume the role of designer. Refer to Section 5.0 for further information. Where required B&E will engage with competent third-party designers.

2.8 Contractors

B&E in conjunction with the Health and Safety Coordinator in charge of the works will from time to time appoint contractors for the various elements of the work. Where only one contractor is involved in the work, the appointed H&S Coordinator will ensure that the duties of "Contractor in charge of a work-site" {i.e. contractor} are identified and carried out by the appointed Contractor for the works. See 3.3 below also.

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2.9 Legal Compliance

All works will be carried out in compliance with the following legislation and documents:

- (i) The Safety Health and Welfare at Work Act 2005.
- (ii) Statutory Instruments S.I. 291 of 2013 to 2020 the Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020.
- (iii) The Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020
- (iv) Asbestos: The Survey Guide HSG 264 –
- (v) The Safety Health and Welfare at Work (Exposure to Asbestos) Regulations 2006-2010.
- (vi) Health & Safety Authority Codes of Practice
 - Chemical Agents and Carcinogens (2021)
 - Biological Agents (2020)
 - Avoiding Danger from Overhead Electricity Lines (2019)
 - Access and Working Scaffolds (2018)
 - Design and Installation of Anchors (2017)
 - Working in Confined Spaces (2017)
 - Safety in Roofwork (2016)
 - Avoiding Danger from Underground Services (2016)
- (vii) The University of Limerick Safety Statement
- (viii) B&E Safety Statement including relevant SOP's.

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3 Roles and Responsibilities

3.1 Duties of B&E

The duties of B&E are as follows:

- (i) Understand the main requirements of the Safety, Health and Welfare at Work Act, 2005, the Safety health and Welfare at Work (General Application) Regulations 2007 to 2020 and the Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020 and all other applicable regulations / codes of practice etc. that apply to maintenance and minor works.
- (ii) Represent UL in the role of Client for these works.
- (iii) Discharge the duties of PSDP & PSCS for ongoing maintenance and minor work activities.
- (iv) Ensure that the same management standards are applied to health and safety as to other management functions.
- (v) Lead by example when:
 - a) Discussing the project, visiting the project and when observing H&S generally.
- (vi) Conduct periodic reviews of operations to ensure this Safety and Health Plan is being implemented.
- (vii) Review the performance of appointed H&S Coordinators in the execution of the duties of PSDP & PSCS and the requirements of this document.
- (viii) Ensure all P.S.P's are issued with a B&E P.T.W and formally appointed to the role of Health and Safety Coordinator where relevant.
- (ix) Where a P.S.P is not involved in the works, the relevant B&E Manager will discharge the duties of Health and Safety Coordinator as outlined in Section 3.2 below.
- (x) Ensure that adequate resources are made available to ensure the systems identified in this document are adhered to.
- (xi) Ensure that the organisational structure is appropriate to manage health and safety. Where problems are identified, these must be raised at the appropriate level.
- (xii) Ensure that the safety management system is understood at all levels under their control.
- (xiii) Chair the Maintenance and Minor Works Coordination Meeting and review minor works on a regular basis to ensure coordination of activities between contractors.

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- (xiv) Coordinate with B&E Major and Small Capital Projects where works are overlapping / interfacing in any way.
- (xv) Ensure that all Service Providers (P.S.P's, contractors or self-employed individuals) are aware of the relevant B& Safe Operating Procedures in particular S.O.P 01 Control of Service Providers and Minimum H&S Standards.

3.2 Duties of Health and Safety Coordinators (Design and Construction Stage)

The role of the Health and Safety Coordinators (identified in Section 2.6 above) is to assist B&E in discharging the duties of PSDP/PSCS for maintenance and minor work tasks under their control, as follows:

- (i) Ensure that Site Specific Risk Assessments or Safe Plans of Action are prepared and communicated for all maintenance and minor work tasks under their control. This requirement extends to direct employees and any subcontractors under the control of the Health and Safety Coordinator. The nominated Lead Coordinator will be responsible for collating the safety documentation for each work task.
- (ii) Review work activities in conjunction with B&E to identify where design decisions are being made. Where applicable, assist B&E in ensuring that Designers are in compliance with their duties as per regulation 15 of the Construction Regulations.
- (iii) Review work activities for compliance with the duties of the PSDP / PSCS as per regulation 11-14 and 16-23 of the Construction Regulations. Please see Appendix 3 and 4 also.
- (iv) Assist in undertaking the duties of PSDP/PSCS for the works under your control on behalf of B&E
- (v) Communicate the duties of contractors, as identified in this document, the B&E Safety Statement and relevant SOP's to all contractors under your control. Ensure such duties are identified in the General Permit to Work/Safe Plan of Action (**SF-006**) where relevant and reasonably practicable.
- (vi) Assist B&E in ensuring that all work is coordinated. This will be achieved via regular meetings and liaison between B&E, PSP's and other relevant service providers.
- (vii) Ensure that steps are taken to prevent unauthorised access into work zones where relevant.
- (viii) Ensure that adequate signage is erected, in accordance with requirements of legislation and necessary for the safe execution of the works.

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- (ix) Ensure that only B&E approved contractors are used. All contractors must receive B&E Induction before commencing on the campus
- (x) Conduct regular visits of work areas for the purpose of ensuring compliance with this document and the B&E Safety Statement.
- (xi) Ensure that Permits to Work, including Risk Assessments are prepared and adhered to. Risk assessments should focus on the hazards that the construction work imposes on other campus users as well as the activity itself.
- (xii) Ensure that fire exits and escape routes are not compromised. Where issues arise, these should be brought to the attention of B&E and the agreed controls included on permit and or RAMS.
- (xiii) Liaise with the relevant B&E Manager to ensure the safe execution of the works.
- (xiv) Liaise with other P.S.P's and Contractors to ensure the safe coordination of the works.
- (xv) Liaise with B&E where coordination problems arise.
- (xvi) Attend the Maintenance and Minor Works H&S Coordination Meeting chaired by B&E. This forum is to be used to discuss any upcoming works and identify coordination issues.
- (xvii) Report accidents, incidents, near misses and dangerous occurrences immediately to B&E
- (xviii) Coordinate with B&E Major and Small Capital Projects where works are overlapping / interfacing in any way.
- (xix) Ensure that all work under their control is completed in accordance with B&E S.O.P 01 (Control of Service Providers and Minimum H&S Requirements)

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3.3 Duties of Contractors

All contractors (P.S.P's and other) engaged in maintenance and minor works on behalf of B&E are responsible for ensuring the following:

- (i) Prepare Site Specific Risk Assessments and ensure that they are communicated to all involved in the works.
- (ii) Ensuring that all works are completed in accordance with the B&E Safe Operating Procedure 001 (Control of Service Providers and Minimum Health and Safety Requirements). All contractors must sign this document.
- (iii) Ensuring that a B&E Permit to Work is in place for ALL operations. Permit to be issued by B&E (or P.S.P) with management and supervisory responsibility for the construction works. The contractor is responsible for management of Health and Safety under their own method statement and risk assessment when carrying out the physical works.
- (iv) Ensuring that all staff under their control (including additional subcontractors) have received the B&E Safety Induction.
- (v) Compliance with the contents of this safety plan.
- (vi) Contractors must ensure that all permits are in place before any work commences. The person receiving the permit is responsible for communicating the contents of the permit and for monitoring compliance with the permit.
- (vii) All contractors will be required to carry out regular documented Health and Safety inspections of their activities while on campus. Copies of these must be forwarded to B&E on request.
- (viii) Contractors must ensure that all statutory documentation is submitted to B&E such as site-specific safety statements and method statements/risk assessments. Contractors must ensure that all site-specific documentation is prepared in compliance with this document, B&E Safe Operating Procedures where applicable, and in compliance with the relevant statutory provisions. All documentation must be communicated to contractor employees before any work commences and all contractor employees must sign documents indicating an understanding of the contents.
- (ix) Contractors are not permitted to commence any work without permission from the appointed H&S Coordinator.
- (x) All contractors must be familiar with the role of the Contractor as per the Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2020 and ensure compliance on all matters

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- (xi) Contractors must ensure that all employees (direct or indirect) are in possession of a valid Safe Pass card and CSCS card or other training as may be required.
- (xii) Ensure that all works under their control are risk assessed. It is the contractors responsibility to ensure that all project documents are signed and understood this includes (but is not limited to) the following;
 - This document
 - B&E permit(s)
 - Site specific safety statements
 - Method statements
 - Task specific risk assessments, if applicable.
- (xiii) Ensure that all sub-contractors receive a copy of this plan and that they prepare a site-specific safety statement.
- (xiv) Plan and organise all work activities to minimise risks and ensure adequate supervision at all times.
- (xv) Ensure that steps are taken to highlight work areas and to prevent unauthorised access to work areas.
- (xvi) Notify the Lead Health and Safety Coordinator Design Stage of any Temporary Works required to complete the works.
- (xvii) Liaise with B&E and Health and Safety Coordinator where coordination may be required between ‘employers’. In compliance with regulation 21 of the Safety Health & Welfare at Work Act.
- (xviii) Make all necessary Personal Protective Equipment available and ensure that records are kept of its issue and ensure it is used in compliance with statutory regulations and B&E rules. The basis of PPE required will be identified on task specific risk assessments and method statements.
- (xix) Make arrangements to maintain work areas in a tidy state and free of accumulated refuse/debris. Contractors will be responsible for the removal of all waste generated off campus unless prior approval is in place with B&E. Location of storage areas and skips must be approved by B&E
- (xx) Co-ordinate the delivery, stacking and safe storage of materials and ensure that material data hazard sheets are available for hazardous substances to minimise materials handling risks to personnel.

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- (xxi) Check that the proper plant and equipment (hired or company owned) is used for each job and is maintained in a good and safe condition and comply with the regulations. Note 110v tools and equipment only – plant tools greater than 110v must be with prior permission of B&E.
- (xxii) Make adequate firefighting equipment available and replace used or defective equipment.
- (xxiii) Make available adequate first aid personnel and first aid facilities and ensure they are maintained.
- (xxiv) Where required, provide good sound scaffolding and platform areas which conform to the 2007 to 2020 General Application Regulations and 2018 Scaffolding Code of Practice and nominate a competent person or persons for the erecting or dismantling and altering of such scaffoldings and maintain records at all times (GA 3 Form).
- (xxv) Where the sharing of equipment is required, ensure that a system of inspection and handover is implemented.
- (xxvi) Maintain all safety records on site for a minimum of 5 years, i.e. General Register, Accident Book, Scaffolding Register, Lifting Appliance Register, etc.
- (xxvii) Ensure that lifting appliances are thoroughly examined every 12 months or after substantial alteration or repair. This examination must be carried out by a competent person and results of such examinations entered in register GA 1.
- (xxviii) Ensure that chains, ropes and lifting gear are thoroughly examined by a competent person at intervals not exceeding 6 months or when otherwise necessary. All must have clear clarification marks (Form GA1).
- (xxix) Ensure that all lifting appliances and equipment have the necessary test certificates before they are brought onto campus. These include:
 - 12-month test certificate for cranes (Form GA1).
 - 6-month test certificate for goods hoist (Form GA1).
 - 6-month test certificate for chains, ropes and lifting gear (Form GA1).
- (xxx) Notify all accidents, incidents and near misses to B&E without unreasonable delay.
- (xxxi) Record and investigate all accidents promptly with a view to preventing re-occurrence.
- (xxxii) Review Accident Investigation Reports, be satisfied that they come to the correct conclusion and where appropriate, take corrective action.
- (xxxiii) Make safety, health and welfare high on the agenda at all meetings.

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(xxxiv) Give good example in all matters of safety.

(xxxv) Acknowledge the role of the safety representative (where relevant and appointed)

Note: Any non-compliance observed in relation to the above points will result in disciplinary action being taken up to and including dismissal from the campus where necessary.

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3.4 Duties of All Employees

Whether P.S.P, Contractor or UL employees, all employees must ensure the following:

- (i) Take reasonable care to protect his or her own safety, health & welfare and that of any other person who may be affected by his or her acts or omissions at work.
- (ii) Not to be under the influence of alcohol or drugs or a combination of both to the extent that he or she is likely to endanger his or her own safety, health & welfare at work or that of any other person.
- (iii) Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety health legislation as appropriate.
- (iv) Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her Safety, Health & Welfare.
- (v) Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attends and undergo, as appropriate, any reasonable assessment required by his or her employer or as may be prescribed in regulations.
- (vi) Ensure that PPE rules are complied with.
- (vii) Follow all rules and procedures in relation to COVID-19 including the following:
 - Not attending campus if displaying any symptoms of COVID-19
- (viii) Take account of the training and instruction given by the employer; correctly use any article or substance and protective clothing and equipment provided for use at work or for his or her protection.
- (ix) Take account of this document, safety statement, task specific risk assessments, method statements, and permits when conducting activities on campus.
- (x) An employee is required to report to the employer, or other appropriate person, as soon as they become aware of any instance.
 - Where work being carried on or likely to be carried on, in a manner, which may endanger his or her safety, health & welfare or that of another person.
 - Of any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, and
 - A breach of safety and health legislation likely to endanger him or her or another person which comes to his or her attention.

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- (xi) Employees must comply with the Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2020 and the Safety, Health & Welfare at Work (General Applications) Regulations 2007-2020 and all other relevant H&S legislation. It will be the duty of individual employers to ensure that the relevant extracts of the governing legislation is brought to their employees' attention.
- (xii) All employees must co-operate in carrying out the requirements of the aforementioned regulations.
- (xiii) Employees must report without unreasonable delay any defect, discovered by the person, in the plant or equipment to which these Regulations apply, which might endanger safety, health and welfare, to the person's employer or immediate supervisor, or to the contractor responsible for the plant or equipment.
- (xiv) Comply with all rules applicable to the person in the safety and health plan. It is the duty of individual employers to bring the contents of this document to the attention of their employees
- (xv) All employees must make proper use of any safety helmet, harness or any other personal protective equipment provided for the person's safety and health,
- (xvi) All employees must make proper use of any work equipment supplied.
- (xvii) All employees must comply with UL Parking Rules.

3.5 B&E Health and Safety Advisor

The duties of the B&E H&S Advisor are as follows:

- (i) To advise B&E and appointed contractors as to the observance of the requirements of the relevant statutory provisions.
- (ii) Be available to B&E staff to advise on the preparation of documentation (Safety Statement, SMS, SOP, Safety & Health Plans, Risk Assessments etc.), to advise B&E staff on the requirements of H&S legislation including any changes to the legislation.
- (iii) Assist B&E in their capacity as a Designer, PSDP, PSCS and Contractor for specific projects.
- (iv) To exercise a general supervision of the observance of the requirements of the relevant statutory provisions and the promotion of the safe conduct of work generally.
- (v) Conduct regular inspections of the workplace to review works underway by B&E staff and contractors. In particular, review the following:
 - Inspect all work at height equipment on a regular basis.

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- Liaise with B&E Staff to establish what works are underway,
 - Review risk assessments for routine tasks by staff members,
 - Conduct an inspection of work underway and report failings/improvements to B&E.
 - Complete regular Toolbox talks.
- (vi) Coordinate with B&E in the management of training for direct staff, assist in the sourcing of training and deliver training where required.
- (vii) Assist B&E staff in the preparation of permits.

3.6 UL Emergency Procedures

All works must be carried out in accordance with UL Emergency. Reference should also be made to the B&E Emergency Response documents (SOP-12 and SOP-12a).

At a minimum all contractors must ensure the following:

- (i) Maintain an accurate list of all their employees' (Including any subcontractors under their control) on campus.
- (ii) Ensure that arrangements are in place to deal with emergencies arising from individual work tasks (i.e., rescue from height, rescue from confined space or contact with electricity)
- (iii) Ensure emergency access routes and access doors are not obstructed.
- (iv) Contact UL security when works will involve disruption to a traffic or pedestrian route.
- (v) Liaise with emergency services, if required.
- (vi) Assist and adhere to direction from UL Security staff

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3.6.1 Fire Prevention

B&E is committed to the provision of a safe workplace. In conjunction with maintaining all work equipment to required standards, this also includes appropriate fire precautions, the detection of fires and ensuring the safe and swift evacuation of everyone from the work location.

B&E is responsible for ensuring the general requirements for good fire protection across campus buildings, including:

- (i) The maintenance and testing of fire detection and firefighting equipment.
- (ii) The maintenance of suitable fire exit routes and emergency lighting.
- (iii) Contractors will be responsible for ensuring that smoke detectors are masked before hot work commences. B&E 'Fire Suppression Permit' to be used. **(SF-017)**
- (iv) Hot Work Permits will be implemented. **(SF-012)**
- (v) UL Campus is a smoke and vape free site.
- (vi) service Providers undertaking works on campus must ensure that task specific fire safety precautions are brought to the attention of their staff and receive assurances that they will be complied with (include in RAMS or SPA). All Service Providers are subject to the permit to work process.
- (vii) Appointed Fire Wardens, in the event of an emergency or drill shall:
 - check on the effective evacuation of his/her part of the building,
 - assist staff to gather at the external assembly point,
 - Liaise with the senior person and/or Fire Brigade in terms of information on missing persons or the location and type of fire.

Every contractor and staff member is responsible for maintaining fire safety by avoiding creating fire hazards with flammable materials and sources of ignition. The appointed 'contractor in charge of the site' will conduct regular inspections to ensure that fire exits are not being obstructed, that combustibles are being removed from the building on a regular basis and that Hot work is managed with the use of a hot work permit.

Contractors (on discovering a fire)

- (i) Alert all other adjacent personnel,
- (ii) Leave the fire area and close (do not lock) the doors and windows, where it is safe to do so,

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- (iii) Contact a member of security and identify the location and nature of the emergency.
- (iv) Activate the nearest wall-mounted fire alarm (break-glass unit) if the fire alarm system has not already activated.
- (v) Do not attempt to extinguish the fire if you cannot do it safely,
- (vi) Check to ensure that the area has been evacuated,
- (vii) Leave the building promptly and proceed to the designated assembly area,
- (viii) Do not re-enter the building until authorised to do so by B&E

Contractors (on hearing the fire alarm raised)

- (i) Immediately evacuate the building using the nearest exit,
- (ii) Always consider an alternative route in case the primary exit is blocked,
- (iii) Proceed immediately to the designated assembly area
- (iv) Be available to assist the Fire warden to pass on any information as required.

3.7 B&E General Safety Rules

The following rules must be strictly adhered to for all construction work undertaken under this plan:

(i) All personnel must wear the following PPE:

- Safety Footwear (mandatory)
- High Vis Jacket/bib (mandatory when working near mobile plant and equipment)
- Safety Eye Wear -As directed by risk assessment – where risk of an eye injury exists.
- Gloves - As directed by risk assessment – where a risk of a hand injury exists.
- Helmet - As directed by risk assessment – where a risk of a head injury exists.
- Harness - As directed by risk assessment and only where training has been completed.

(ii) Training & Certification.

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All personnel must have the following training.

- Safe Pass (mandatory for all)
- Manual Handling (mandatory for all)
- Work at Height (mandatory for all work at height tasks such as use of ladders.)
- Confined Space (mandatory when accessing confined spaces on campus).
- Mobile Plant Operation (CSCS training for persons operating plant and equipment as per the Construction Regulations).
- Mobile Elevated Work Platform (persons operating MEWPs).
- Slinger / signaller (persons involved in rigging / de-rigging and directing lifts) (CSCS course).
- Location of Underground Services (persons locating buried cables prior to excavation works) (CSCS training)
- Signing, Lighting and Guarding (for all construction work on the campus roads or footpaths) (CSCS training)
- Any other training that is deemed necessary in the risk assessment.

(iii) Maintenance of Equipment

Service Providers must ensure that all equipment used on campus is safe and complies with regulatory requirements. This includes

- MEWP (GA1)
- Harnesses (GA1)
- Scaffolding (to be safety tagged) (GA3)
- Mobile Tower Scaffold (Weekly (GA3)
- Ladders (tagged and weekly GA3)

(iv) Chemicals.

SDS sheets must be available for any hazardous substances brought onto campus.

(v) Housekeeping.

All employees are instructed to ensure their work area is kept neat and tidy

(vi) Accidents/First Aid /Near Misses (Refer to B&E SOP-018 also)

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All employees are instructed to report accidents, incidents, near misses and dangerous occurrence immediately to their immediate manager/supervisor. The relevant B&E Manager must be notified by the contractor in question as soon as possible after occurrence especially where an injury or loss has occurred. All of the above must be investigated and an initial written report forwarded to B&E within 24 hours of occurrence. Where accidents/incidents are H.S.A reportable, a copy of the relevant report must be issued to B&E by the contractor in question.

3.8 B&E Induction and Toolbox Talks

All Contractors and Service Providers will be copied with the B&E contractor/Service Provider health and safety induction. This induction must be communicated to all staff and signed copies must be forwarded to B&E. It is the contractor's responsibility to ensure that all their employees (including sub-contractors and their employees) have the induction communicated to them. Completed inductions will be recorded on the [B&E Service Provider Induction Tracker](#) which is accessible to all PSP's.

Contractors will be responsible for delivering toolbox talks to their own staff with a suggested weekly frequency.

3.9 Statutory Compliance

The following statutory compliance items must be fully adhered to at all times:

- (i) All contractor operations must be full compliance with forms identified below.
 - Asbestos Notifications- Required for certain projects where ACM's are present.
 - Biological Agents Notification for First Time Use of a Group 2/3 or 4 Biological Agent
 - Dangerous Occurrences (IR3)
 - Lifting Equipment Report of Thorough Examination (Form GA1)
 - Lifting Equipment Report of Weekly Examination (Form GA2)
 - Work at Height Inspection of Work Equipment for Work at Height (Form GA3)
 - Report an Accident (IR1)
 - Thorough Examination of Excavations (AF3)

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- (ii) All contractor construction equipment, scaffolds, ladders etc. shall conform to all relevant safety regulations, and no lifting machine gear or tackle shall be used on campus without the approval of the contractor's competent person.
- (iii) Where required, copies of the certificates of inspection and testing of equipment shall be available on request.
- (iv) All portable electric tools and equipment, including hand lamps, shall be operated at 110v. Power tools, which have the potential to hurl fragments, shall be equipped with a guard or shield to protect personnel and equipment.
- (v) Internal combustion engines shall be used only in well-ventilated positions, with exhausts well clear of combustible materials. Machinery likely to drip or splash oil shall be so arranged as to avoid soaking any combustible material with oil.
- (vi) No cranes or lifting equipment, including slings and chains etc.; shall be brought onto or operated on campus until a valid test certificate has been provided.
- (vii) Any equipment used for fall arrest will be certified and properly stored when not in use.

3.10 Working on a Live Campus

Extreme care is required to ensure that UL staff, students and members of the public are not impacted by the works covered under this plan. When deemed necessary following a risk assessment, suitable solid barriers and safety signage must be provided by contractors to delineate work areas and keep unauthorised persons away. Cones and hazard tape are not suitable for delineating work zones or walkways.

Please note that works covered under this plan may include working on live corridors, on pedestrian routes, UL roads, on a roof or an area outside a building etc. It is mandatory that suitable signage and barriers are erected to ensure that unauthorised persons cannot access live work zones or restricted areas such as roofs etc.

3.11 Security Arrangements

During normal working hours (08h00-18h00 Mon – Fri), Campus Security must be notified where works being carried out will have an impact on the day-to-day activities of the University (i.e., diversion and/or restriction to walkways or vehicle traffic movement). In these circumstance, Campus Security must be informed and an agreed plan put in place before the works commences.

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For all internal and external works being undertaken outside of normal working hours (08h00-18h00 Mon – Fri) Campus Security must be informed of such works in advance and a copy of a completed “B&E Permit to Work” / “Safe Plan of Action” (**SF-006**) form submitted to campus security. Copy of the forms may be submitted in hard copy format or soft copy by emailing to Universitysecurity@ul.ie;

Campus Security will also require the following information in advance of any contractor arriving on Campus:

- (i) Building & Estates contact person (Name & Number) for the works/project.
- (ii) Name & Contact details of the main Contractor.
- (iii) Name & contact details of the foreman/supervisor in charge of the works/project.
- (iv) Details of where the works are being carried out and/or which buildings the contractors will require access too and the times access is authorised.
- (v) Confirmation that the Contractor is authorised to sign out key/swipe cards to allow them access the areas required.
- (vi) Confirmation if Roof access is required and permission to Campus Security that it is okay to allow such access.

Campus security must be notified immediately of any incident or Security related issues that occur. UL Security can be contacted 24/7 at 061-234600 (ext. 4600)

3.12 Non-Compliance and Disciplinary Procedures

B&E believes that all accidents and incidents are preventable. B&E promotes a health and safety culture that ensures the safety of all university employees, students, visitors and contractors. B&E reserve the right to stop any unsafe operation or activity if they believe that there is a risk to UL employees, students or contractors or there is a possibility of environmental or ecological damage. B&E will not accept any additional cost associated with contractor non-compliance.

B&E will conduct regular inspections and audits of all contractor activities. Non-compliance and disciplinary issues will be dealt with in the following manner:

- (i) Specific serious non-compliances will result in work being stopped immediately until the matter is rectified, for example (non-exhaustive) unsafe work at height,

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risk of injury to staff or students, no permit / task specific risk assessment in place, risk of fire, unsafe excavation work and unsafe machine activity.

- (ii) If contractor activities are continuously being observed breaching the rules and regulations contained in this document, then the contractor will face disciplinary procedures up to and including dismissal from the University.
- (iii) An intervention by the Health and Safety Authority will be taken very seriously and disciplinary action may be taken by U.L depending on the action taken by the H.S.A.
- (iv) Serious non-compliances and repeat occurrences will result in disciplinary action being taken by B&E for the following issues (non-exhaustive list):
 - Documentation – failure to ensure that all lifting equipment is inspected.
 - Unsafe actions in breach of the relevant statutory provisions.
 - Risk to the safety of staff students and members of the public.
 - Accessing unprotected areas, where a fall from height is possible.
 - Failure to ensure that permits and risk assessments are completed.
 - Employees not trained, for example Safe Pass, CSCS and manual handling.
 - Not wearing the correct PPE.
 - Failure to erect scaffolding as per the relevant statutory provision.
 - Failure to adequately protect construction sites (barriers and signage)
 - Failure to ensure that access to elevated positions (such as roofs) is protected to prevent unauthorised access.
 - Poor housekeeping.
 - Risk of fire.
 - Unsafe use of machinery.

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3.13 Public Health-COVID-19

All Service Providers engaged in maintenance and minor work activities on campus must comply with any and all current public health measures for the purpose of preventing, limiting, minimising or slowing the spread of Covid-19.

3.14 Sharing of Equipment

In general, B&E advice is that equipment such as ladders, MEWP's and mobile towers should not be shared between PSP's/contractors. However, situations may arise from time to time where the sharing of equipment may be necessary for the safe completion of a work task. In these situations, a system of safe handover must be implemented which would typically include a safety check by the equipment owner and a safety check by the receiver of the equipment. B&E also advise that PSP's/contractors ensure that they have correct insurance cover for these situations.

3.15 Records and Documentation

Records, forms and documentation relating to works carried out under this project must be uploaded to the B&E SharePoint site:

[B&E Health & Safety General – Completed permits Etc. – All Documents \(sharepoint.com\)](#)

The following documents must be uploaded on completion of the works:

1. RAMS
2. General Permit
3. Additional permits associated with the works
4. Other associated records

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4 Management of Risk

Contractors must ensure that the following measures are followed when preparing risk assessments.

WHAT IS A HAZARD?

When we refer to hazards in relation to occupational safety and health the most commonly used definition is 'A Hazard is a potential source of harm or adverse health effect on a person or persons'.

The terms Hazard and Risk are often used interchangeably but this simple example explains the difference between the two. If there was a spill of water in a room, then that water would present a slipping hazard to persons passing through it. If access to that area was prevented by a physical barrier, then the hazard would remain though the risk would be minimised.

WHAT IS RISK?

When we refer to risk in relation to occupational safety and health the most commonly used definition is 'risk is the likelihood that a person may be harmed or suffer adverse health effects if exposed to a hazard.'

CATEGORISING RISK

The level of risk is often categorised according to the potential harm or adverse health effect that the hazard may cause, the number of times persons are exposed and the number of persons exposed. For example, exposure to airborne asbestos fibres will always be classified as high risk because of the potential adverse health effects, whereas the risk associated with using a display screen for a short period could be considered to be very low as the potential harm or adverse health effects are minimal.

WHAT ARE CONTROL MEASURES?

Control measures include actions that can be taken to reduce the potential of exposure to the hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the risk of the exposure to that hazard being realised. A simple control measure would be the secure guarding of moving parts of machinery eliminating the potential for contact. When we look at control measures we often refer to the hierarchy of control measures which are as follows:

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1. Eliminate the hazard	Elimination of the hazard is not always achievable though it does totally remove the hazard and thereby eliminates the risk of exposure. An example of this would be that petrol station attendants in Ireland are no longer exposed to the risk of chronic lead poisoning following the removal of lead from petrol products sold at forecourts.
2. Substitute the hazard with a lesser risk	Substituting the hazard may not remove all the hazards associated with the process or activity and may introduce different hazards but the overall harm or health effects will be lessened. In laboratory research, toluene is now often used as a substitute for benzene. The solvent-properties of the two are similar but toluene is less toxic and is not categorised as a carcinogen although toluene can cause severe neurological harm.
3. Isolate the hazard	Isolating the hazard is achieved by restricting access to plant and equipment or in the case of substances locking them away under strict controls. When using certain chemicals then a fume cupboard can isolate the hazard from the person, similarly placing noisy equipment in a non-accessible enclosure or room isolates the hazard from the person(s).
4. Use engineering controls	Engineering Controls involve redesigning a process to place a barrier between the person and the hazard or remove the hazard from the person, such as machinery guarding, proximity guarding, extraction systems or removing the operator to a remote location away from the hazard.
5. Use administrative controls	Administrative controls include adopting standard operating procedures or safe work practices or providing appropriate training, instruction or information to reduce the potential for harm and/or adverse health effects to person(s). Isolation and permit to work procedures are examples of administrative controls.
6. Use personal protective equipment	Personal protective equipment (PPE) includes gloves, glasses, earmuffs, aprons, safety footwear, dust masks, which are designed to reduce exposure to the hazard. PPE is usually seen as the last line of defence and is usually used in conjunction with one or more of the other control measures. An example of the weakness of this control measure is that it is widely recognised that single-use dust masks cannot consistently achieve and maintain an effective face piece-to-face seal and cannot be adequately fit-tested and do not offer much, if any real protection against small particulates and may lead to a false sense of security and increase risk. In such instances an extraction system with fitted respirators may be preferable where the hazard may have significant health effects from low levels of exposure such as using isocyanate containing chemicals.

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4.1 Arrangements for Controlling Significant Risks

4.1.1 Company Safety Statement

Contractors must ensure that safety statements are prepared in compliance with S19 and S20 of the 2005 Act and submitted to B&E

4.1.2 B&E Permit to Work & Safe Plan of Action

B&E Permit to Work /Safe Plan of Action form (**SF-006**) will be used as a means of controlling contractor activity on campus and preparing safe plans of action for each task. The permit will be issued by B&E or P.S.P to contractors that have passed the contractor/Service Provider approval process in accordance with B&E **S.O.P 001**. The permit also highlights certain high-risk activities (particular risks and other risks) that require the submission of a RAMS. The permit is then issued on receipt and approval of the RAMS. Contractors appointed by B&E will be responsible for including the activities of their domestic contractors in their RAMS. Permits issued by B&E will only be to contractors appointed directly by B&E.

The risk assessment section of the permit may also be supplemented with additional hazards and controls by B&E or appointed H&S Coordinator. Primary Service Providers (P.S.P's) will receive an annual permit from B&E and they will in turn be authorised to issue permits on behalf of B&E

4.1.3 Regular Inspection of the Workplace and Work Activities

B&E will ensure that regular inspections are carried out on work activities falling under this project. The inspections will be carried out by our Project Coordinators and our appointed Safety Coordinators.

4.1.4 Maintenance and Minor Work Coordination Meeting

A coordination meeting will be chaired by B&E on a fortnightly basis. This meeting will be used to coordinate the works, discuss upcoming works and coordinate any design queries. The meeting will be attended by each Primary Service Provider.

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5 Design Safety

B&E recognises that maintenance and minor work can include an element of design such as the following:

- (i) specifying materials
- (ii) designing pipework
- (iii) selecting a product
- (iv) Determining the line/route of electrical cables etc.

For the majority of works under this plan, the Mechanical, Electrical and Building P.S.P's will be by default acting as the designer for activities covered under this Safety and Health Plan. B&E may also assume the role of designer and as a result must recognise and discharge their roles as designers as set out below and in Appendix 5.

Occasionally and external designer may be appointed by B&E. The lead H&S Coordinator Design Stage in conjunction with B&E must coordinate the work of designers where relevant.

General Principles of Prevention

As a designer, you must acknowledge the General Principles of Prevention and must endeavour to implement the principles for all operations under your control. Refer to Schedule 3 of the 2005 Act.

5.1 The General Principles of Prevention

The General Principles of Prevention are set out in descending order as follows:

- **The avoidance of risks:** i.e.: the selection of non-fragile roof lights or the positioning physical handrails on rooftops.
- **The evaluation of unavoidable risks:** i.e., evaluating the likely consequences of such risks. Design and completion of task specific risk assessments.
- **The combating of risks at source:** If risks cannot be avoided, they should be combated at source so far as practicable. B&E actively combat the risk at source specifying finishing materials containing less harmful constituents, use of scaffolding work for access and work at height platforms and positioning plant and equipment which are easily maintained.

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- **The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate, and to reducing their effect on health:** This will make work less monotonous and improve concentration and reduce the temptation to take short cuts or to improvise equipment and materials. B&E is regularly reviewing its maintenance tasks to ensure that tasks can be executed as safely as possible.
- **The adaptation of the place of work to technical progress:** taking advantage of technical progress often offers opportunities for safe and more efficient working methods. An example is where B&E has purchased Manhole Cover Lifters eliminating the need for manual handling of loads with regard to this task.
- **The replacement of dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems of work:** e.g., replacing solvent-based paints with water-based ones where practicable.
- **The giving of priority to collective protective measures over individual protective measures:** Measures which protect everyone should be given priority over those which protect only an individual, e.g., the provision of fixed guard rails on a maintenance walkway rather than safety harnesses, the installation of safety nets rather than relying on individual safety harnesses, the provision of local exhaust ventilation in preference to personal protective equipment.
- **The development of an adequate prevention policy** in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- **The giving of appropriate training and instruction to employees.** All staff are trained in their disciplines and in accordance with the Safety Training as identified in this document.

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5.2 Particular Risks

No	Risk Issue	Design Action to be taken / information to be provided	Responsibility
1	Falling from Height	Work undertaken under this plan will entail significant work at height such as roof work, use of scaffolding and mobile towers, use of MEWP's, use of ladders, work in service risers and work in double height internal spaces etc. All Work at heights must be carried out and managed in compliance with Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007-2020. Method Statement/Risk Assessment or Safe Plans of Action must be completed and communicated prior to works commencing which must identify the control measure to prevent falls. Specific permit is required for roof access. B&E require that all are trained in work at height (tutor led course) where relevant.	Contractor undertaking the works.
2	Burial under earth falls, or engulfment in swampland	All excavation work must be carried out in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020. Method Statement & Risk Assessment required. Works under this project will often involve excavation work; this may be for locating a leak, excavation for new duct work, pipe work etc. The contractor must review the safety file available from UL in advance of all excavation work and ensure that the area is fully scanned prior to breaking ground. A permit to dig will be issued by B&E/PSP. Method Statement/Risk Assessment or Safe	B&E and Contractor

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		Plans of Action must be completed and communicated prior to works commencing. Location of Undergrounds Services (LUGS) training required.	
3	Work which puts people at work at risk from chemical or biological substances, constituting a particular danger to the safety and health of such people or involving a statutory requirement for health monitoring.	Reference should be made to B&E Asbestos S.O.P and Asbestos Register. B&E has completed an asbestos survey on all UL buildings built prior to 2000 and has removed any Asbestos found to be in a poor condition or likely to be disturbed. The remaining ACM's are deemed to be low risk and are managed in accordance with the relevant Asbestos Management Plan. Before any construction work (likely to disturb ACM's) commences inside a building built prior to 2000 it is imperative that this survey is reviewed. Prior to undertaking any demolition/refurbishment work B&E will undertake a Refurbishment and Demolition Asbestos Survey. Work involving lead and other hazardous products as well as works involved in working in sewers and confined spaces will be assessed specifically when and if the task arises. Method Statement/Risk Assessment or Safe Plans of Action must be completed and communicated prior to works commencing. All work which involves contact with asbestos will be carried out by specialist contractors. All PSP staff will receive asbestos training	Contractor to liaise with B&E or Lead H&S Coordinator before commencing internal works (likely to disturb ACM) in buildings built prior to 2000.
4	Ionising Radiation	Radiation is used in parts of the University. The areas in question are restricted and under the control of competent personnel/Heads of Department. No access and no work is	Contractor

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		permitted in these areas unless B&E /H&S Coordinator and Departments Heads, where applicable, are involved. Contractors will be informed if work is to take place in these areas. Non – Destructive testing of pipework will warrant a separate permit and will be controlled by a method statement and risk assessment.	
5	Work near High Voltage Power Lines	Contractors must ensure any work involved with HV, MV and LV is carried out in accordance with the relevant statutory provisions and with direction from the ESB if required. B&E M&E Services must be involved in all work associated with UL electrical and mechanical infrastructure. Permit to work along with a Method Statement & Risk Assessment required.	B&E/Contractor
6	Risk of Drowning	River Shannon and Mill Stream runs along the edge of the campus. All works on or near this area must be carried out in accordance with the relevant statutory provisions. Method Statement & Risk Assessment and Permit to Work required. Personal Floatation Devices to be worn.	B&E/Contractor
7	Work in Wells, Underground Earthworks	Work in manholes, underground chambers or similar must be controlled in accordance with the relevant statutory provisions. Method Statement & Risk Assessment and Permit to Work required.	B&E/Contractor
8	Divers Requiring Air Supply	Not foreseen under this H&S plan	

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9	Work in Caissons with Compressed air supply	Not foreseen	
10	Work involved the use of explosives	Not foreseen	
11.	Work involving the assembly or dismantling of heavy prefabricated components.	Work involving mechanical lifting must be carried out in accordance with the relevant statutory provisions. Method Statement & Risk Assessment required. Appointed Person required for all crane lifts	B&E/Contractor

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6 Authorisation

This Preliminary/Construction Stage Safety and Health Plan has been prepared in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013 to 2020.

The information contained in this Preliminary / Developed Safety and Health Plan has been prepared prior to the commencement of the work on campus. It does not take account of any matters or information, which may come to light after that time.

Signed : *Eoin Meagher*

On behalf of B&E

Date: 13th Jan 2025

Appendix 1: Project Risk Assessments

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Hazard/Risk:	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Access and Egress to work areas across campus							
Hazard: Safe access and egress to and from the work area must be maintained at all times to prevent serious personal injury to workers, UL staff, students and members of the public Who is at risk: All employees, UL staff, UL students and subcontractors	4	3	M	1. Ensure that everyone can reach their place of work safely, i.e., passageways, staircases, ladders and scaffolds. 2. Before commencing work, consider what impact the works will have on others in the area (staff and students etc.) 3. Close off or restrict access to only authorised persons 4. Erect adequate hard barriers and signage to warn others to stay away. 5. Ensure that protection is provided as necessary to prevent injury from falling objects. 6. Ensure that all walkways are stable and free from obstruction such as stored material and waste. 7. Do not use cones and hazard tape to define work zones 8. Ensure that adequate barriers or other edge protection is in place to prevent falls. 9. Ensure that all holes and openings in floors are securely fenced off or securely fixed covers are provided. 10. Ensure that adequate artificial lighting is provided when work is carried on after dark or inside buildings. 11. Ensure that the work area is kept tidy, and materials stored safely. 12. Ensure that proper arrangements are provided for collecting and disposing of waste. 13. Plant and machinery locked to prevent unauthorised use 14. Hazardous material stored away in lockable containers away from possible unauthorised use.	1	4	L

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5- Certain or Near Certain 4- Very Likely 3 -Likely 2- Somewhat Likely 1- Unlikely	5- Multiple Fatalities 4-PermanentTotal Disability, Single Fatality 3- Major Injury, Lost Time Injury 2-Minor Injury, Restricted Workday Case 1- Slight Injury, First Aid		L		5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			K	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
			E	4	High	High	Medium	Medium	Low		
			L	3	High	High	Medium	Low	Low		
			I	2	High	Medium	Medium	Low	Low		
			D	1	Medium	Low	Low	Low	Low		
									Low (L)	Tolerable. Communicate Residual Risk	

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Hazard/Risk:	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Use of Ladders, Step Ladders or Trestles							
Hazard: Falls from heights resulting in serious injury and death Who is at risk: All employees, UL staff, UL students and subcontractors	4	4	H	1. Ensure ladders are the right equipment to use for the job by completing a risk assessment. All ladder works to be carried out in accordance with the 2007 to 2020 General Application Regulations Part 4. 2. All work at height equipment must be checked before use (GA3 for to be completed) 3. All must be trained in working at height. 4. Use only CE approved ladders. 5. Ladders must be in good condition and free from obvious defects. 6. Watch for broken, missing, loose or worn rungs. 7. Watch for mud or grease on the rungs 8. Both hands must be used when climbing ladders. Do not carry materials in one hand when ascending or descending a ladder. 9. Only one person is allowed on a ladder at any one time. 10. Ladders must rest on a secure flat base and be secured near the top even if they are to be used for only a short time. 11. Ladders which cannot be secured at the top, must be secured near the bottom, weighted or footed to prevent slipping. 12. Ladders must rise at least 1.00m (3ft. 3in.) above their landing places or the highest rung used. If not, adequate handholds must be provided. 13. Ladders must be properly positioned for access. 14. Ladders must be positioned at the proper angle which is 75deg. (1:4)	2	4	M

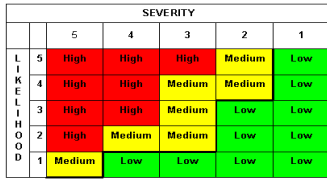
Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5- Certain or Near Certain 4- Very Likely 3 -Likely 2- Somewhat Likely 1- Unlikely	5- Multiple Fatalities 4-PermanentTotal Disability, Single Fatality 3- Major Injury, Lost Time Injury 2-Minor Injury, Restricted Workday Case 1- Slight Injury, First Aid		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
			Low (L)	Tolerable. Communicate Residual Risk

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

				15. Ladders may only be used for short durations 16. Aluminium ladders must be kept away from electrical services and plant rooms. 17. Never use a ladder in an exposed edge or near water 18. Trestles can only be used under manufacturer's guidelines and where handrails are attached. 19. Trestle platforms must be 600mm wide with boards the same width. Trestles must be set up on solid even ground 20. Manufacturer guidelines to be followed for use of stepladders. 21. Open the stepladder fully and ensure it is in the locked position before use 22. Ensure only one person at a time on the ladder 23. Face the stepladder when going up and down 24. Do not use a stepladder as a brace or as a support for a work platform or plank 25. Never use in doorways or on staircases			
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Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5- Certain or Near Certain	5- Multiple Fatalities			5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.	
4- Very Likely	4-PermanentTotal Disability, Single Fatality		L	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 -Likely	3- Major Injury, Lost Time Injury		K	4	High	High	Medium	Medium	Low		
2- Somewhat Likely	2-Minor Injury, Restricted Workday Case		E	3	High	High	Medium	Low	Low	Low (L)	Tolerable. Communicate Residual Risk
1- Unlikely	1- Slight Injury, First Aid		L	2	High	Medium	Medium	Low	Low		
				H	1	Medium	Low	Low	Low		
				O							
			D								

Hazard/Risk	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Use of Scaffolding							
Hazard: Unsafe scaffolding or scaffolding used unsafely Falls from heights Who is at risk: All employees, UL staff, UL students and subcontractors	5	5	H	1. A site-specific risk assessment must be completed for all scaffolding works. 2. The area where scaffolding is erected must be fully secured to prevent unauthorised entry to area. 3. Ensure all works are carried out in accordance with the 2007 to 2020 General Application Regulations Part 4 Working at Height. 4. Adhere to H.S.A Code of Practice for Access and Working Scaffolds 5. Care must be taken to ensure that it is the right type for the job, that it is erected and dismantled by trained personnel, that it is fully complete and safe prior to use and that it is inspected regularly to ensure that it is not interfered with. Scaffolds must be inspected by a competent person at least every 7 days. 6. Unsafe scaffolding and/or scaffolding used unsafely leads to fatalities. Because of the high number of Accidents associated with scaffolding, the Health and Safety Authority have issued a Code of Practice for Access and Working Scaffolds (2018). All scaffolding erected on campus must comply with this C.O.P 7. Ensure that scaffolding is inspected regularly for any signs of interference and keep scaffold register up to date. 8. Post notices on scaffolding if it is incomplete and unsafe. 9. Uprights must always rest on steel baseplates on timber soleplates on level ground. 10. Scaffold must be secured to the building where possible, by using at least one tie for every 32 square metres of scaffolding. Additional ties are required if the scaffolding is sheeted out to prevent debris falling onto persons below. 11. The scaffold must be adequately braced to prevent collapse and to provide a firm working platform.	1	5	M

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5- Certain or Near Certain	5- Multiple Fatalities		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4- Very Likely	4- Permanent Total Disability, Single Fatality		Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
3- Likely	3- Major Injury, Lost Time Injury		Low (L)	Tolerable. Communicate Residual Risk
2- Somewhat Likely	2- Minor Injury, Restricted Workday Case			
1- Unlikely	1- Slight Injury, First Aid			

			12. Every scaffold platform from which a person is liable to fall a distance of 2 metres or more, must have guard rails and toe boards. 13. Scaffold boards must be of sound construction, free of defects, decay and damage. 14. Boards are to be butted on double transoms and are not to be lapped. 15. All boards must rest evenly on transoms at 1.2 metre intervals, with each board having at least three supports. 16. The minimum width of a working platform is 600mm. The surface of the working platform should be even to prevent anyone tripping 17. Each board should have at least 3 supports unless its thickness or span is enough to prevent any sagging under load 18. All boards must lie closely together along their length. 19. Use access ladders to climb onto scaffold platforms, the ladder extending 1 metre above platform level. 20. A scaffold design plan is made available if scaffold cannot be built to manufacturers guidelines and if protection netting is used.			
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Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5- Certain or Near Certain	5- Multiple Fatalities			5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.	
4- Very Likely	4-PermanentTotal Disability, Single Fatality		L	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 -Likely	3- Major Injury, Lost Time Injury		K	4	High	High	Medium	Medium	Low		
2- Somewhat Likely	2-Minor Injury, Restricted Workday Case		E	3	High	High	Medium	Low	Low	Low (L)	Tolerable. Communicate Residual Risk
1- Unlikely	1- Slight Injury, First Aid		L	2	High	Medium	Medium	Low	Low		
				H	1	Medium	Low	Low	Low		
				O							
			D								

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Hazard/Risk: Mobile Scaffolds	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Unsafe erection and use of mobile towers Who is at risk: Employees and subcontractors. Staff/students in area.	5	5	H	1. Mobile scaffolds are very hazardous and may topple if they are not erected properly, if they are too high in relation to the base, if they are used on uneven ground, if there is not safe access to the platform, if persons do not dismount while the scaffold is being moved or if they are struck by machinery. Mobile scaffolds present all the risks associated with fixed scaffolds including death and serious injury. There is also a serious risk of electrocution from contact with overhead power lines if present. 2. Mobile Scaffolds may only be erected by a qualified person (must have CSCS training) 3. The dimensions of the platform must not exceed those of the base. The corner standards are not less than 1.2m apart. 4. Ledgers and transoms fixed with right angle couplers at right angles to the standards commence approx. 150mm from the bottom to provide a firm base and clear the wheels. 5. Lifts do not exceed 2.7m or the dimension of the shortest side, whichever is the smaller. 6. Wheels must be securely fixed to prevent dislodgment. 7. Diagonal bracing is provided horizontally in each vertical plane of the framework. 8. Mobile scaffolding must be erected to the same standards as fixed scaffolding, (fully planked out, handrails, toe boards, etc.). 9. The height of the working platform must be not more than 3 times the smallest width at the base. 10. Mobile scaffolds do not exceed 12 metres in height and if over 9.5m they are tied to the building. 11. Mobile scaffolds are only used on firm level floors and ground free from obstruction. Mobile scaffolds are moved only by pushing or pulling at the base.	1	5	M

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5- Certain or Near Certain 4- Very Likely 3 -Likely 2- Somewhat Likely 1- Unlikely	5- Multiple Fatalities 4-PermanentTotal Disability, Single Fatality 3- Major Injury, Lost Time Injury 2-Minor Injury, Restricted Workday Case 1- Slight Injury, First Aid		L I K E L I H O O D		5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
				5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
				4	High	High	Medium	Medium	Low	Low (L)	Tolerable. Communicate Residual Risk
				3	High	High	Medium	Low	Low		
2	High	Medium	Medium	Low	Low						
1	Medium	Low	Low	Low	Low	Low					

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

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			12. After erection or movement ensure that the wheels are securely locked before the scaffold is used. 13. When any mobile scaffold is used outside in windy weather it must be securely anchored or tied to the building. 14. The dimensions of the platform must not exceed those of the base.			
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Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5- Certain or Near Certain	5- Multiple Fatalities			5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.	
4- Very Likely	4-PermanentTotal Disability, Single Fatality		L	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 -Likely	3- Major Injury, Lost Time Injury		K	4	High	High	Medium	Medium	Low		
2- Somewhat Likely	2-Minor Injury, Restricted Workday Case		E	3	High	High	Medium	Low	Low	Low (L)	Tolerable. Communicate Residual Risk
1- Unlikely	1- Slight Injury, First Aid		L	2	High	Medium	Medium	Low	Low		
				1	Medium	Low	Low	Low	Low		

Hazard/Risk Use of MEWP's (Boom and scissors type)	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Misuse of machines by inexperienced operators Overturning of machine due to poor ground Cuts and serious injury from pinch points Who is at risk: All employees, UL staff, UL students and subcontractors	4	5	H	1. Refer to the S.O.P for the Control of Service Providers for details on campus specific requirements in relation the use of MEWP's. 2. A risk assessment must be completed for all works where MEWP's are used on campus. The assessment must focus on the suitability of the MEWP for the proposed works, the suitability of ground conditions and the presence of existing overhead or underground hazards and the need for a rescue plan. 3. The area of use must be secured to prevent unauthorised access and signage erected if required. Hard barriers must be used. Cones and tape are not suitable. 4. A banksman must be present to coordinate the movement of the MEWP at all times on campus. Do not move the MEWP over long distances. Use a low-loader 5. Before using the working platform, ensure the safety rail is secured and always mount the machine using steps and hand holds. 6. Never overload the basket or platform. 7. Ensure that doors on basket are securely locked before raising the basket. 8. Check that all emergency stop levers are effective. Ensure that there is a plan for emergency rescue at height. 9. Familiarise yourself with all lever movements before raising and check all operations. 10. Never over-reach from the basket or out over the platform, or stand outside the safety rail. 11. Do not move the machine with the basket in the raised position except when carrying out work. 12. Be aware of obstacles protruding from roof or sides.	1	5	M

Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY		Risk Acceptability	
5- Certain or Near Certain	5- Multiple Fatalities				High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4- Very Likely	4-PermanentTotal Disability, Single Fatality				Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
3 -Likely	3- Major Injury, Lost Time Injury				Low (L)	Tolerable. Communicate Residual Risk
2- Somewhat Likely	2-Minor Injury, Restricted Workday Case					
1- Unlikely	1- Slight Injury, First Aid					

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

13. Keep platform tidy and free from tripping hazards and always clear basket completely when the job is complete.
14. MEWP's must have a current GA1 and evidence of weekly inspection/pre-use inspection
15. Harness and short restraint type lanyard to be worn and attached to platform while in operation
16. Area under MEWP to be cordoned off and signage erected
17. Operator must have MEWP training

Risk Matrix

SEVERITY						
		5	4	3	2	1
L I K E L I H O O D	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

Risk Acceptability	
High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
Low (L)	Tolerable. Communicate Residual Risk

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Hazard/Risk; Contact with Electricity	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Exposure to live electricity resulting in severe injury, burns or even death Who is at risk: All employees, UL staff, UL students and subcontractors	5	5	H	- All work with electricity on campus requires a permit from B&E. LOTO by UL authorised persons only. Identify the energy source, identify any back feeds and ensure they are isolated. De-energise the appliance by turning the isolator off. Main circuits will be locked out and tagged off, sub circuits will be tagged off. - Insulated tools & PPE to be used; all equipment must comply with current industry rules. All operatives to be trained and authorised. - All portable electric tools, lighting and motorised equipment must be operated at a voltage of 110. - Where transformers are used they must be placed at the power source. - Any signs of damage to or interference with equipment, wires and cables must be checked, properly repaired or replaced. - Only qualified electricians must be permitted to carry out any electrical work. - Inform all personnel of dangers associated with Electricity. - Screened cables and RCD protections must be provided where necessary. - All connections to power points must be made by proper plugs. - Connections to plugs must be properly made so that the cable grip holds the cable firmly and prevents the earth from being pulled out. - Remember that electricity can arc over a considerable distance and can cause serious injury or death without actual contact with the cables. - Permit to work systems are essential to ensure safety at work, where high voltage electrical supplies, cables and equipment exist in construction work.	1	5	M

Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5- Certain or Near Certain 4- Very Likely 3 -Likely 2- Somewhat Likely 1- Unlikely	5- Multiple Fatalities 4-PermanentTotal Disability, Single Fatality 3- Major Injury, Lost Time Injury 2-Minor Injury, Restricted Workday Case 1- Slight Injury, First Aid		L I K E L I H O O D		5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
				5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
				4	High	High	Medium	Medium	Low		
				3	High	High	Medium	Low	Low		
				2	High	Medium	Medium	Low	Low		
				1	Medium	Low	Low	Low	Low		
									Low (L)	Tolerable. Communicate Residual Risk	

Hazard/Risk: Housekeeping	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Untidy work areas, blocked access routes, poor lead management. All of which can result in slips trips or falls Who is at risk: Employees, Staff, Students and Contractors	4	4	H	1. Include housekeeping in the planning of all works by setting up control measures and regularly checking work practices and work areas. 2. Do not block escape routes or access to fire points. 3. Agree storage areas and routes of leads and cable prior to commencing works. 4. Provide equipment to maintain all work areas in a clean and orderly state including waste bins, cleaning equipment, storage areas, etc. 5. Include good housekeeping as part of every individual's job responsibility at all levels. 6. Providing clean-up schedules and personnel when required. 7. Maintaining control of work places and interest in good housekeeping practices. 8. Remove any unwanted or waste materials from campus. 9. Spills must be cleaned up immediately to prevent slip hazards 10. Electrical leads and hoses must be kept neat and tidy	1	4	L

Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5- Certain or Near Certain	5- Multiple Fatalities		L I K E L I H O O D		5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4- Very Likely	4-PermanentTotal Disability, Single Fatality			5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 -Likely	3- Major Injury, Lost Time Injury			4	High	High	Medium	Medium	Low		
2- Somewhat Likely	2-Minor Injury, Restricted Workday Case			3	High	High	Medium	Low	Low		
1- Unlikely	1-Slight Injury, First Aid			2	High	Medium	Medium	Low	Low	Low (L)	Tolerable. Communicate Residual Risk
				1	Medium	Low	Low	Low	Low		

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Hazard/Risk:	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Use of Mechanical Plant and Machinery							
Hazard: Crush injuries. Collisions, traffic accidents Who is at risk: Employees, Staff, Students and Contractors	5	5	H	Use of Plant and Machinery 1. Manufacturer's Instructions followed. Do not exceed the limitations of the equipment. 2. Trained drivers only (CSCS) 3. Prior to any excavation work a permit to dig must be completed and communicated to the operator. The area must be scanned for services before excavating by a person trained in Location of Underground Services. 4. Where training into use / operation of machinery has been given, the operator involved must thereafter carry out his work in accordance with training given. 5. All mobile equipment must be checked on a regular basis. 6. Lifting equipment requires statutory inspections and weekly checks. Equipment cannot be used if these are not in place. 7. Safe access to and from the machine. 8. Effective braking systems. 9. Adequate all-round visibility for the operative. 10. Headlights, horn, warning devices, windscreen wipers etc. are all in safe working order. 11. Loading and unloading on a firm level base NOT near services or power lines. Control the movement of students and pedestrians in the immediate area. 12. Movement around the campus- signage/barriers in place to alert personnel of danger of machine. Adhere to campus speed limits and yield right of way to pedestrians. 13. Hard barriers must be used to define exclusion zones around plant and machinery.	1	5	M

Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability	
5- Certain or Near Certain 4- Very Likely 3 -Likely 2- Somewhat Likely 1- Unlikely	5- Multiple Fatalities 4-PermanentTotal Disability, Single Fatality 3- Major Injury, Lost Time Injury 2-Minor Injury, Restricted Workday Case 1- Slight Injury, First Aid								High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
									Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
									Low (L)	Tolerable. Communicate Residual Risk

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5- Certain or Near Certain	5- Multiple Fatalities				5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4- Very Likely	4- Permanent Total Disability, Single Fatality		L	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
3- Likely	3- Major Injury, Lost Time Injury		I	4	High	High	Medium	Medium	Low		
2- Somewhat Likely	2- Minor Injury, Restricted Workday		K	3	High	High	Medium	Low	Low		
1- Unlikely	1- Slight Injury, First Aid Case		E	2	High	Medium	Medium	Low	Low		
	1- Slight Injury, First Aid		L I K E L Y H O O D	1	Medium	Low	Low	Low	Low	Low (L)	Tolerable. Communicate Residual Risk

Hazard/Risk: Fire	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Fires on campus leading to severe injury, burns and possible death Who is at risk: Employees, Staff, Students, Contractors, General Public, Visitors	4	5	H	Precautions to Guard Against the Risks: - Prior to commencing a work task, assess the risk of fire and precautions that must be taken. Liaise with B&E in advance. - Smoke Heads/Alarms can only be masked with the express permission of B&E. A Permit to Work is required. SF-017 to be used. - Do not block any exit, escape route or fire point. - Hot works can only take place with the permission of B&E Fire extinguishers must be readily available for all hot works. - Ensure safe storage of flammable liquids such, paints, solvents, thinners, petrol, etc. - All containers to be clearly marked, showing their contents and only approved secure containers are used. - Flammable liquids to be stored in a securely locked store a safe distance from any other stores of flammable liquids. - UL is a smoke and vape free campus. - Only sufficient quantities of flammable liquids brought out for the day's requirements and all unused flammable liquids returned to the store at the end of the day. - Transportation only takes place in robust safety containers. - All empty containers are returned to the store or supplier as soon as possible. - Spillage's are cleaned up or covered with sand. - Suitable non-sparking tools are used in places where flammable liquids are kept or used. - Adequate ventilation is provided where flammable liquids are stored or used, with flame proof lighting installed, where necessary.	1	5	M

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability	
5- Certain or Near Certain 4- Very Likely 3 -Likely 2- Somewhat Likely 1- Unlikely	5- Multiple Fatalities 4-PermanentTotal Disability, Single Fatality 3- Major Injury, Lost Time Injury 2-Minor Injury, Restricted Workday Case 1- Slight Injury, First Aid			5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			L	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
			I	High	High	Medium	Medium	Low	Low (L)	Tolerable. Communicate Residual Risk
			K	High	High	Medium	Medium	Low		
			E	High	High	Medium	Medium	Low		
			L	High	High	Medium	Medium	Low		
			I	High	High	Medium	Medium	Low		
			H	High	High	Medium	Medium	Low		
			O	High	High	Medium	Medium	Low		
			D	High	High	Medium	Medium	Low		
			1	Medium	Low	Low	Low	Low		

			15. Any appliance or apparatus that requires a flammable liquid receives the basic precautionary measures as stored liquids. Electrical Appliances: Temporary electrical installations may be required for the execution of work. Even though it is temporary, it is always installed and maintained by a qualified electrician and general electrical safety rules followed. Combustible Materials: Rubbish is a severe problem in fire prevention, but it can always be avoided by good management. Any build-up of packing fabrics, wood off-cuts and shavings, oil waste or off-cuts of combustible materials constitutes a potential fire hazard. Ensure steps are taken to eliminate such build-up. Fire Fighting and Use of Fire Fighting Equipment: A fire must have a supply of fuel and oxygen. The principle of firefighting is to eliminate either of these factors. Always remember that the smoke and fumes given off may be more hazardous than the heat as most victims are killed by suffocation. General Points About Extinguishers: The various types of extinguishers are colour-coded to avoid confusion and/or incorrect use. Other aids such as fire blankets and sand buckets are used for small fires. Extinguishers Containing Dry Powder, Carbon Dioxide or Vaporising Liquid: These extinguishers are most suitable for electrical fires or where flammable liquids are involved such as oils and lubricants. The vaporising liquid types give off dangerous fumes and their use within enclosed spaces is controlled. All of these types of extinguishers smother the fire by eliminating the oxygen. For flammable liquids, the user must direct the jet of the appliance at the near edge and quickly spread its contents by a cross-sweeping action until all the flames are engulfed. If attacking an electrical fire, aim the jet directly at the seat of the fire or through any opening in an encased fire.			
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Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5- Certain or Near Certain 4- Very Likely 3 -Likely 2- Somewhat Likely 1- Unlikely	5- Multiple Fatalities 4-PermanentTotal Disability, Single Fatality 3- Major Injury, Lost Time Injury 2-Minor Injury, Restricted Workday Case 1- Slight Injury, First Aid				5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			L	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
			I	4	High	High	Medium	Medium	Low		
			K	3	High	High	Medium	Low	Low		
			E	2	High	Medium	Medium	Low	Low		
			L	1	Medium	Low	Low	Low	Low		
H								Low (L)	Tolerable. Communicate Residual Risk		

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			Extinguishers Containing Foam: Recommended for use on oils, grease, paint and flammable liquids. The foam covers the flames and smothers the fire by stopping the supply of air, therefore, it must be aimed just above the fire to produce a suffocating ‘umbrella’ or towards the far end to build up a foam blanket over the fire. The foam should never be aimed at the base of the fire as this only forces the burning material apart and induces spreading. Extinguishers Containing Water (Isolate current if used on electric’s): Suitable for extinguishing paper, timber and similar materials and act by cooling the fuel below its ignition temperature. Aim the water on the material and systematically cover the whole fire until it becomes harmless and continue spraying on any areas that may re-ignite. Untrained personnel must withdraw from fighting the fire if: Hazardous materials are known to exist. The fire escape route is becoming restricted. The fire is continuing to spread or it becomes dangerous in any way to continue. Proper PPE to be worn including suitable gloves. Task training to be provided. Emergency procedures displayed Staff trained in basic treatment of burns Lists of all hazardous materials and substances should be kept on record and up dated regularly.			
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Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5- Certain or Near Certain 4- Very Likely 3 -Likely 2- Somewhat Likely 1- Unlikely	5- Multiple Fatalities 4-PermanentTotal Disability, Single Fatality 3- Major Injury, Lost Time Injury 2-Minor Injury, Restricted Workday Case 1- Slight Injury, First Aid			5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.	
			L	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
			I	4	High	High	Medium	Medium	Low		
			K	3	High	High	Medium	Low	Low		
			E	2	High	Medium	Medium	Low	Low		
			L	1	Medium	Low	Low	Low	Low		
			I							Low (L)	Tolerable. Communicate Residual Risk
			H								
			O								

Hazard/Risk:	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Working at Heights or on Campus Roofs							
Hazard: Falls from heights causing serious injury or death Materials falling from a height Failure of working at height equipment Who is at risk: Employees, Staff, Students, Contractors, General Public, Visitors	5	5	H	1. A Permit to Work is required for all work on campus roofs. SF-007 to be used. A Safe Plan of Action or RAMS must be prepared that addresses the hazards relevant to the work and the roof in question. Refer to the B&E SOP for Control of Access to Roofs. 2. Where risk of a fall exists, all involved must be trained in working at height. 3. All working at heights must be carried out in accordance with the General Application Regulations 2007-2016 Part 4. A RAMS must be submitted to B&E 4. Permit to Work required for access to UL roofs. Lock access door to prevent unauthorised access. Minimum of 2 persons for roof access. 5. The hierarchy of control will be applied for all working at heights 6. Detailed method statements and risk assessments will be drafted for all works 7. At no time, shall any person be at risk of a fall from height 8. Weekly inspections will be carried out by all competent personnel on all working at height equipment such as ladders, MEWP's and scaffold platforms. 9. Annual inspections required for all lifeline systems on roofs. 10. Trip hazards to be removed, walkways kept clear. No work on roofs during heavy wind, rain or snow where possible. 11. No work permitted within 3m of an unprotected roof edge. 12. Persons using harness and lanyard must have the necessary training 13. Thorough inspections must be made to the belts and body harness prior to use – Note: inspections to be made by the user of the safety harness, who has received full and comprehensive training. 14. Thoroughly inspect all nylon webbing on belt/body harness for frayed edges, broken fibres, burn marks, deterioration or other visible signs of damage. Stitching should be intact and not	1	5	M

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5 Certain or Near Certain	5 Multiple Fatalities			5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.	
4 Very Likely	4PermanentTotal Disability, Single Fatality		L	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 Likely			I	4	High	High	Medium	Medium	Low		
2 Somewhat Likely	3 Major Injury, Lost Time Injury		K	3	High	High	Medium	Low	Low		
1 Unlikely	2Minor Injury, Restricted Workday Case		E	2	High	Medium	Medium	Low	Low		
	1 Slight Injury, First Aid	L	1	Medium	Low	Low	Low	Low	Low (L)	Tolerable. Communicate Residual Risk	

			torn or loose. The belt or harness should feel ‘soft’ and flexible and not ‘stiff’ from dirt contaminants. - Check that buckles and D rings are not distorted or damaged. Look closely at all components for stress cracks, deformity, gouging, corrosion and sharp edges. Inspect all connection points where the buckle or D ring is attached to the belt or harness. Ensure that no stitching is pulled and the buckle or the D ring is securely attached. - Inspect all rivets and grommets to be certain they are not deformed, and are securely fastened to the belt or body harness and cannot be pulled loose. - If any of the above conditions are found during inspection, do not use the equipment and return it to your supervisor. - Completely check the entire length of the lanyard, look for cuts, fraying, deterioration, knots, kinks, burns or visible damage - Stitching should be intact and not torn or loose. Spliced ends must be carefully examined for damage or deterioration. The lanyard should not be stiff from dirt or contaminants. - When using a “shock absorber” type of lanyard, inspect the “warning tag” which indicates that the lanyard has been exposed to a fall. - Snap hooks and eyes should not be distorted or bent. Inspect them for cracks, sharp edges, gouges or corrosion. Check to be sure the locking mechanism is operating properly and that there is no binding of the mechanism. - If using a self-retractable lanyard, the body of the mechanism must be inspected for flaws to ensure that all nuts, screws and rivets are installed and tight - The locking mechanism should be tested by pulling sharply on the cable end to be sure it locks immediately and firmly - Before using a fall arrest system, the following must be ensured: - Ensure that there is adequate vertical distance below the working surface to prevent the persons using the system from hitting an obstruction below			
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Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability	
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4 Permanent Total Disability, Single Fatality 3 Major Injury, Lost Time Injury 2 Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid			5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
		LIKELIHOOD	5	High	High	High	Medium	Low		
			4	High	High	Medium	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
			3	High	High	Medium	Low	Low		
			2	High	Medium	Medium	Low	Low		
			1	Medium	Low	Low	Low	Low	Low (L)	Tolerable. Communicate Residual Risk

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			b. Ensure that appropriate documentation, such as the manufacturer's specifications, is retained to demonstrate the required vertical clearance distance c. There is written evidence that individual anchorage points can withstand a load of 15kn without failure is obtained and retained 25. Inertia reel devices are not used as fall arrest for roof work, unless the manufacturer specifically states that the device can be used for this application 26. If using an inertia reel, persons must be aware of the pendulum effect, particularly where the fall arrest line is long. 27. A rescue plan must be in place where the risk of a fall exists. Always consider risks associated with Suspension trauma			
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Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY		Risk Acceptability
5 Certain or Near Certain	5 Multiple Fatalities				High (H) Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4PermanentTotal Disability, Single Fatality				Medium (M) Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
3 Likely	3 Major Injury, Lost Time Injury				
2 Somewhat Likely	2Minor Injury, Restricted Workday Case				
1 Unlikely	1 Slight Injury, First Aid				Low (L) Tolerable. Communicate Residual Risk

		5	4	3	2	1
5	High	High	High	Medium	Low	
4	High	High	Medium	Medium	Low	
3	High	High	Medium	Low	Low	
2	High	Medium	Medium	Low	Low	
1	Medium	Low	Low	Low	Low	

Hazard/Risk:	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Electric & Pneumatic Power Tools							
Hazard: Electric power tools increase the hazards to workers who can experience electric shock, eye injury, burns, cuts and strains Risk of deafness due to high noise levels Risk of vibration white finger due to the excessive use of vibrating equipment Who is at risk: Employees, Contractors, Staff and Students	4	4	H	1. Only use 110V systems, which are centre tapped to earth so the maximum electric shock they can give is 55 volts. 2. Only use properly earthed or double insulated tools. Follow manufacturers guidelines 3. All power tools operated by competent personnel. P.A.T testing is recommended for all electrical appliances including office and canteen appliances. 4. Ensure all power tools are regularly checked and repaired or replaced if necessary. 5. Temporary electrical supplies must be installed to a prescribed standard 6. Take care not to cut through electric cables supplying power tools. 7. All cable repairs are made with proprietary cable connections so as to maintain the physical characteristics of the cable. 8. Electric tools are not to be used when the operator is wet or standing on wet ground or flooring. 9. Special precautions are taken for the use of electric tools in flammable atmospheres. 10. Full PPE to be worn, no loose clothing, jewellery removed and long hair tied back 11. Material to be drilled must be held in a stationery position so that it cannot be moved during operation 12. Appropriate drill bits to be used and mounted securely 13. Ensure temporary lighting is available and is 110 volts only. Remove fire hazards and combustibles from close proximity to the lighting 14. Protect against the risk of vibration white finger by rotating work 15. Provide anti-vibration gloves for excessive works involving vibration	2	4	M

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability	
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4PermanentTotal Disability, Single Fatality 3 Major Injury, Lost Time Injury 2Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid			5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
		L I K E L I H O O D	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
			4	High	High	Medium	Medium	Low		
			3	High	High	Medium	Low	Low		
			2	High	Medium	Medium	Low	Low	Low (L)	Tolerable. Communicate Residual Risk
			1	Medium	Low	Low	Low	Low		

Core Drilling

1. Manufacturer's instructions to be followed. Competent personnel to carry out works
2. Always use the correct tools for the job
3. Inspect drill and drill bits before use
4. Keep fingers away from moving parts
5. Suitable PPE to be worn
6. 110-volt power to be used
7. Leads to be kept neat and tidy

Pneumatic Drills

1. Operated by competent personnel
2. Prior to operating all components must be checked to ensure they are tight and there are no missing or damaged parts – defects must be reported and must be repaired or replaced immediately
3. Full PPE to be worn (loose clothing not to be worn)
4. Ensure area is clear of personnel as large and small debris can become a projectile
5. Never turn tools towards your body or body parts
6. Never make adjustments or add attachments without first disconnecting the air supply
7. Inspect air hoses for cracks, worn threads, damaged or loose couplings in order to prevent injury from a whipping air hose

Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5 Certain or Near Certain	5 Multiple Fatalities				5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4PermanentTotal Disability, Single Fatality		L	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 Likely	3 Major Injury, Lost Time Injury		I	4	High	High	Medium	Medium	Low		
2 Somewhat Likely	2Minor Injury, Restricted Workday		E	3	High	High	Medium	Low	Low		
1 Unlikely	Case		L	2	High	Medium	Medium	Low	Low		
	1 Slight Injury, First Aid		O	1	Medium	Low	Low	Low	Low		

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Hazard/Risk: Cartridge Operated Tools	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Lack of knowledge Misuse of equipment and poor maintenance Delayed detonation after misfire or removing misfired cartridge Fire or explosion in a flammable atmosphere Serious injury from fixing, flying or ricocheting to any part of body Eye injury Who is at risk: Employees, Contractors, Staff and Students	4	5	H	1. Manufacturer's instructions will be followed. 2. Operators will be trained and know which cartridges to use and how to deal with misfires. 3. Suitability of material for cartridge fixing will be checked, making trial fixing using low powered cartridge or driving a fixing with a hammer. 4. Area behind, below or above structure will be guarded to prevent access to persons. 5. Tools will be at right angles to work surface and be held firmly to leave no gaps. 6. Fixings will not be made into mortar joints. 7. After misfire tool, will be held against the work surface for a least thirty seconds. 8. Misfired cartridges are only removed with the tool supplied by the manufacturers and must never be levered under the rim. 9. Responsible and competent person will supervise and check acquisition, issue, use, return, maintenance and storage of tools and cartridges. 10. Cartridges will be kept in a cool, dry place under lock and key. 11. Tools are only loaded immediately prior to use and loaded tools are never left lying around. 12. Additional PPE to be worn as required. Ear defenders, goggles, visor etc.	1	5	M

Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5 Certain or Near Certain	5 Multiple Fatalities				5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4PermanentTotal Disability, Single Fatality		L	5	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 Likely	3 Major Injury, Lost Time Injury			4	High	High	Medium	Medium	Low		
2 Somewhat Likely	2Minor Injury, Restricted Workday Case			3	High	High	Medium	Low	Low		
1 Unlikely	1 Slight Injury, First Aid			2	High	Medium	Medium	Low	Low		
				1	Medium	Low	Low	Low	Low	Low (L)	Tolerable. Communicate Residual Risk

Hazard/Risk:	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Burning and Welding							
Hazard: Oxygen enrichment or deficiency due to leakage of gases caused by mechanical damage Explosions due to heating of cylinders Dangerous chemical reactions when substances come in contact with gases, e.g. oil and oxygen or copper and acetylene Ignition of gases from poorly managed equipment	4	5	H	Arrangements and Precautions to Guard Against the Risks Arrangements: 1. Welding, cutting, brazing, blowlamps or other flame producing apparatus is operated only by trained personnel who are fully aware of all precautions required. 2. A Hot Works permit (SF-012) must be completed prior to all burning and welding on campus. 3. Adequate storage arrangements are provided, for quantities of cylinders on campus, in accordance with the appropriate codes of practice. 4. A programme of maintenance and testing of all related plant and equipment is carried out by a competent person and records kept of same. 5. Precautions are taken to prevent fire and explosion through the provision of good working conditions, flashback arrestors and adequate firefighting equipment. 6. Materials Data Hazard Sheets indicating safety precautions for all gases used will be supplied and adhered to Precautions: 1. Before starting to burn or weld, the workplace is inspected to ensure that sparks or molten metal won't fall on combustible material. 2. Where combustible material is fixed and immovable, it is protected with non- combustible materials such as sheet metal or a fire blanket. 3. Floors which might otherwise be damaged are protected from the heat of flames and hot slag. 4. Special care is taken to prevent flame, sparks or molten metal reaching combustible materials along or down ducts, channels, chases, or open-ended pipes, or through holes in walls and floors. Non-combustible material is used for temporary plugging of holes.	1	5	M

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability	
5 Certain or Near Certain	5 Multiple Fatalities			5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4PermanentTotal Disability, Single Fatality		L	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 Likely			K	High	High	Medium	Medium	Low		
2 Somewhat Likely	3 Major Injury, Lost Time Injury		E	High	High	Medium	Low	Low		
1 Unlikely	2Minor Injury, Restricted Workday Case		N	High	Medium	Medium	Low	Low		
	1 Slight Injury, First Aid		D	Medium	Low	Low	Low	Low	Low (L)	Tolerable. Communicate Residual Risk

Who is at risk: Employees, Contractors, Staff and Students				- The possibility of damage by heat transfer in metal work, e.g. through partitions is investigated before work commences and combustible material exposed to such metal removed or protected. - Apparatus is not left alight when unattended. - Adequate cooling-off periods are allowed for and such work is not commenced within one hour of ceasing the day's work. - Immediately after completion of work, the 'Danger Area' is examined by the operator to ensure there is no smouldering or incipient fire. - Flame-producing apparatus is not lit unless adequate firefighting appliances are in place. - All operatives of such equipment are trained and understand the operating instructions for various types of firefighting appliances. - Where burning or welding is carried out at high levels, or at any other area where there is a danger to personnel from molten metal, etc., warning signs are posted or other means used to warn personnel of the danger. Extra Precautions with Gas Cylinders and Equipment: - Check that each cylinder is labelled and the gas is what you require. - Check that the system you are connecting to is designed to take the gas pressure. Any equipment used in conjunction with gas is operated in accordance with the manufacturer's instructions. - Take precautions to prevent cylinders from falling, when in use, in store or being transported by securing upright in a trolley or lashed to a wall or column. - Take precautions to prevent back-feed of other products into gas cylinders. - Make sure all oxygen fittings are free of oils and any combustible materials. Keep equipment clean when not in use. - Check all connections and equipment for leaks safely. - Use appropriate eye protection when handling gases and wear the appropriate protective clothing.			
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Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability	
5 Certain or Near Certain	5 Multiple Fatalities			5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4PermanentTotal Disability, Single Fatality		L	High	High	High	Medium	Low	Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 Likely	3 Major Injury, Lost Time Injury		I	High	High	Medium	Medium	Low		
2 Somewhat Likely	2Minor Injury, Restricted Workday Case		K	High	High	Medium	Low	Low		
1 Unlikely	1 Slight Injury, First Aid		E	High	Medium	Medium	Low	Low		
			L	Medium	Low	Low	Low	Low	Low (L)	Tolerable. Communicate Residual Risk
			I							
			K							
			E							
		L								

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				8. Disconnect equipment (regulators, hoses, blowpipes) before transporting cylinders on vehicles or putting them in stores. Store cylinders in a designated and controlled place. 9. Always check cylinders for leaks before placing them in closed vehicles and ensure there is plenty of ventilation while the cylinders remain in the vehicle.			
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Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY		Risk Acceptability
5 Certain or Near Certain	5 Multiple Fatalities				High (H) Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4PermanentTotal Disability, Single Fatality				Medium (M) Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 Likely	3 Major Injury, Lost Time Injury				
2 Somewhat Likely	2Minor Injury, Restricted Workday Case				
1 Unlikely	1 Slight Injury, First Aid				Low (L) Tolerable. Communicate Residual Risk

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

Hazard/Risk:	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Chemical and Biological Hazards							
Hazard: Contact and inhalation of chemicals and vapours. Fire Inappropriate PPE Inadequate storage of hazardous chemicals and substances Who is at risk: Employees, Contractors, Staff and Students	3	5	H	1. Use of chemicals where possible which have a low hazard rating. Hazardous chemicals must not be brought on campus without prior approval of B&E or the Safety Officer. A SDS must be supplied and available for all chemicals. 2. Display notices at appropriate locations advising personnel of particular risks and the necessary PPE required. 3. Hard Barriers must be in place to prevent unauthorised access if necessary. 4. Control access - only trained personnel who are aware of the hazards are allowed work in a dangerous area. 5. Chemical stores are to be kept locked and warning signs are posted around the area. I 6. Safe systems of work. Manufacturer's instructions which take account of the hazardous properties of chemicals and which set out the safety requirements must be followed. The person handling the dangerous substance must be given a copy of the SDS or other readable hazard data. Ensure first aid and firefighting equipment is readily available at the point of use. Do not store chemicals in containers such as milk bottles or jam jars. 7. Regular maintenance of equipment to reduce emissions. 8. Monitoring the concentration of chemical vapours and dusts in the workplace. 9. Personal hygiene - washing hands before meals and forbidding the consumption of food drink and tobacco except in designated areas. Prevent the body and underclothing getting contaminated. 10. Housekeeping - dispose of used containers as soon as possible and only store a minimum amount of material on campus. Clear up spillages quickly. Washing and cleaning facilities must be made available 11. Waste disposal - adequate steps must be taken to insure the correct disposal of waste.	1	5	M

Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5 Certain or Near Certain	5 Multiple Fatalities				5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4PermanentTotal Disability, Single Fatality		L	5	High	High	High	Medium	Low	Medium	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 Likely	3 Major Injury, Lost Time Injury		K	4	High	High	Medium	Medium	Low	Low	Low
2 Somewhat Likely	2Minor Injury, Restricted Workday		E	3	High	High	Medium	Medium	Low	Low	Low
1 Unlikely	1 Case		L	2	High	Medium	Medium	Low	Low	Low	Low
	1 Slight Injury, First Aid		I	1	Medium	Low	Low	Low	Low	Low	Low

Hazard/Risk: Dust	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Inhalation of dust causing lung damage and respiratory problems Who is at risk: Employees, Contractors, Staff and Students	4	3	M	1. Controls measures for prevention of silica dust exposure must be in place. FFP3 filtered mask is required. 2. Protective clothing, goggles, Respirator and in some cases gloves, must be worn. 3. Pre-dampening the work area will help minimise dust. 4. The area must be well ventilated, but dust must not be blown into another work area. 5. In confined areas, an extractor is used to remove dust particles. 6. Where possible, move the item of material or equipment to be worked on to an open, well ventilated area. 7. Smoke heads may need to be covered if dust is likely. Contact B&E before masking	1	3	L

Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	SEVERITY						Risk Acceptability		
5 Certain or Near Certain	5 Multiple Fatalities				5	4	3	2	1	High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4PermanentTotal Disability, Single Fatality		L	5	High	High	High	Medium	Low	Medium	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 Likely	3 Major Injury, Lost Time Injury		I	4	High	High	Medium	Medium	Low	(M)	
2 Somewhat Likely	2Minor Injury, Restricted Workday		R	3	High	High	Medium	Low	Low	Low	
1 Unlikely	1 Case		L	2	High	Medium	Medium	Low	Low	Low	
	1 Slight Injury, First Aid		I	1	Medium	Low	Low	Low	Low	(L)	Tolerable. Communicate Residual Risk

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Hazard/Risk: Exposure to Noise	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Long term deafness Tinnitus Stress Affects concentration Who is at risk: Employees, Contractors, Staff and Students	4	4	H	1. Protection against noise is, where practicable, controlled at source and wearing protection is taken as a last resort. 2. Operations are designed and planned to minimise the occurrence, intensity and duration, and number of personnel exposed to noise. 3. Where noise levels are such that, it is necessary to shout to communicate at a distance of 2m, all personnel must use hearing protection provided. 4. Ear muffs, re-usable foam or rubber plugs, disposable fibre or foam plugs, are made available for hearing protection. Plugs of cotton wool do not provide any hearing protection. 5. Personnel are instructed in the need for and the proper use of hearing protection and the hygiene necessary with re-usable equipment. 6. Personnel are also advised that the use of hearing protection will reduce their ability to hear instructions from supervisors, reversing alarms or other warning signals. 7. To be effective, ear protectors need to be worn all the time people are in noisy areas. 8. Very loud noises, such as the noise from cartridge operated tools, even though they do not last long, require protection.	1	4	L

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5 Certain or Near Certain	5 Multiple Fatalities		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4 Permanent/Total Disability, Single Fatality		Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
3 Likely	3 Major Injury, Lost Time Injury		Low (L)	Tolerable. Communicate Residual Risk
2 Somewhat Likely	2 Minor Injury, Restricted Workday Case			
1 Unlikely	1 Slight Injury, First Aid			

SEVERITY					
	5	4	3	2	1
5	High	High	High	Medium	Low
4	High	High	Medium	Medium	Low
3	High	High	Medium	Low	Low
2	High	Medium	Medium	Low	Low
1	Medium	Low	Low	Low	Low

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Hazard/Risk:	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Abrasive Wheels Hazard: Disintegration of disc if not properly fitted or grinder / sander is not properly used leading to serious injury and possibly amputations Who is at risk: Employees, Contractors, Staff and Students	4	4	H	1. It is essential that the correct type of blade is used for the type of material to be cut. Many accidents are caused by fitting the wrong blade. 2. Only experienced and trained operators to operate Abrasive wheel equipment (grinders) 3. The blade must be capable of running without risk at the rotation speed of the tool. The blade should be mounted securely and in the correct rotation direction in accordance with the manufacturer's instruction. 4. Inspect the blade for cracks or scratches before each use and if found to be defective, replace it. 5. The blade guard is always kept in position to cover a substantial portion of the rotating blade. 6. Use protective equipment for eyes and ears and never be positioned directly behind the blade but to one side of it. Use dust masks when rubbing down concrete. 7. Use a 'back and forth' cutting action to avoid jamming, grinding, and excessive side pressure on the rotating blade. 8. The worker should give his full concentration to the material being cut and ensure the blade does not contact anything else. 9. Abrasive wheels and blades are stored upright in a dry area and care taken to ensure that different types of blades do not become mixed.	2	4	M

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4 Permanent Total Disability, Single Fatality 3 Major Injury, Lost Time Injury 2 Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
			Low (L)	Tolerable. Communicate Residual Risk

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

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Hazard/Risk: Working in Confined Spaces	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Asphyxiation arising from harmful gas and fumes and poor air quality Drowning from increase of material or water Loss of consciousness arising from increase in body temperature Working in toxic atmospheres Oxygen Deficiency Oxygen Enrichment Panic Attack Who is at risk: Employees and Contractors	5	5	H	1. B&E recognises that Confined Spaces are significantly more hazardous than normal workplaces. The hazards may not be unique to Confined Spaces, but are always exacerbated by the enclosed nature of the confined space. The resulting injuries are potentially fatal. There are a number of know confined spaces with B&E have identified across campus (non-exhaustive list). Refer to B&E register. 2. All works must be undertaken in accordance with the H.S.A Code of Practice for Working in Confined Spaces (2017) and B&E SOP 3. The term CONFINED SPACE means any place, including any vessel, tank, container, vat, silo, hopper, pit, bund, trench, pipe, sewer, flue, well, chamber, compartment, cellar or other similar space which, by its enclosed nature creates conditions which give rise to a likelihood of an accident, harm or injury of such a nature as to require emergency action due to the following hazards. There are a number of such spaces across the campus such as pump chambers and manholes etc. 4. Work will not be carried out in any confined space except where it is not reasonably practicable to avoid it. 5. A permit to work is required from B&E prior to works commencing. SF-010 to be used 6. A RAMS must be completed for all Confined Space Works 7. Only trained and experienced operatives will be used to carry out work in confined spaces. 8. Carry out hazard and risk assessment of area. 9. Check for flammable or toxic gases and oxygen content. 10. Only approved equipment to be used	1	5	M

Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4PermanentTotal Disability, Single Fatality 3 Major Injury, Lost Time Injury 2Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
			Low (L)	Tolerable. Communicate Residual Risk

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

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				11. Ensure two-way communication system is available for use. Working in confined spaces: 12. A trained and experienced “stand by person” must be present outside and must not move from his post for any reason until ALL personnel leave the confined space. 13. Wear PPE provided, including safety harness and life lines. 14. Use only low voltage lighting. 15. Do not eat, drink or smoke in confined space. 16. Always wash hands after leaving area. Emergency Procedures. Make sure recovery winch and apparatus is working and certified Know location of nearest telephone and understand emergency procedures. Do not attempt a rescue without first calling for help. The duty of any rescuer is to firstly ensure his/her own safety. Leave confined space immediately if told to do so. <i>All work in confined spaces must be carried out in accordance with the Confined Spaces Regulations 2001 and the HSA Code of Practice for Working in Confined Spaces</i>			
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Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4 Permanent/Total Disability, Single Fatality 3 Major Injury, Lost Time Injury 2 Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
			Low (L)	Tolerable. Communicate Residual Risk

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

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Hazard/Risk: Manual Handling	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Back injuries from unsafe manual handling Who is at risk: Employees, Contractors, Staff and Students.	5	3	H	1. All work involves handling and lifting to some extent and B&E recognise that it is possible that injuries may arise from incorrect lifting of relatively light loads. Mechanical equipment should be used whenever practicable. The risk of injury can be greatly <u>reduced by adequate training in manual handling</u> 2. <u>The risk of manual handling injury should be assessed as part of the SPA or RAMS for the activity. Where reasonably practicable, the risk of injury must be reduced by use of mechanical aids or other possible means.</u> 3. General advice: a. Get as close as possible to the load, this brings the lines of gravity of both the load and body as close together as possible. b. Position your feet approximately the width of your hips apart with one foot slightly in front of the other, this provides good balance during the lift. c. Relax your knees, lower your hands and drop down beside the load, inclining your head. d. Grasp the object with a firm grip, test the weight making sure it is not excessive and keep the arms as close as possible to the body. e. Raise your head and look straight forward, as this helps to keep the spine straight. f. Keep the load as close as possible to the body with the elbows in and lift with strong leg muscles in a controlled smooth movement, keeping the spine straight. g. Move forward and about at a comfortable pace and never rush. h. Use mechanical lifting equipment where possible.	2	3	M

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4 Permanent Total Disability, Single Fatality 3 Major Injury, Lost Time Injury 2 Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
			Low (L)	Tolerable. Communicate Residual Risk

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

				i. Before attempting to lift any load by any means, know where you are going to set it down, and ensure that the route is clear of obstructions. j. When you grasp the load, test its weight to ensure it is within your capabilities. Many accidents occur when a person raises an object a few inches, realises it is too heavy, and let’s go. This spinal recoil can cause severe injury. k. When lifting always ensure that the heavy side is close to the body. l. If the load is too heavy, then assistance of one or more people will be needed, but ensure smooth movement with instructions from one designated person.			
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Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5 Certain or Near Certain	5 Multiple Fatalities		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
4 Very Likely	4PermanentTotal Disability, Single Fatality		Medium (M)	Tolerable, assuming risk has been reduced as far as “Reasonably Practicable”. Communicate Residual Risk
3 Likely	3 Major Injury, Lost Time Injury		Low (L)	Tolerable. Communicate Residual Risk
2 Somewhat Likely	2Minor Injury, Restricted Workday Case			
1 Unlikely	1 Slight Injury, First Aid			

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Hazard/Risk: Weather / Welfare / First Aid	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Risk of sunburn, sunstroke, fainting and dehydration Infection and poor morale Improper diagnosis Infections Who is at risk: Employees, Contractors	3	4	H	Weather In sunny weather, cover the back of the neck and keep a heavy shirt on at all times. Avoid sunburn and sun stroke where possible by keeping covered. Drink plenty of water to avoid dehydration whilst working outside in warm weather. Apply SPF 30+ in hot weather, paying attention to ears and neck. Apply insect repellent when working out of doors Strong winds or gusts can overbalance an operator. Stop work if the winds rise to gale force. Don't work in heavy rain. Drying rooms available for the workers. Be prepared for slippery conditions in icy and wet weather conditions. Use visor to protect from the glare of the sun when operating machinery. Welfare Toilet and hand washing/drying facilities are available on campus Hot & Cold running water available Canteen areas available Drying Room Demarcated eating area with refuse bin provided for the disposal of waste food items. First Aid kit filled to H.S.A guidelines. Fire-fighting equipment. Appropriate no-smoking policies should be enforced and adhered to. First Aid and First Aiders Emergency evacuation procedure in place and company employees informed of same. Emergency Training in the specific injuries related to Company Equipment.	3	1	L

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4 Permanent Total Disability, Single Fatality 3 Major Injury, Lost Time Injury 2 Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
			Low (L)	Tolerable. Communicate Residual Risk

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

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				Large 'wound dressings', pads must be in First Aid Kit in the event of injury from machinery/equipment. Personal First Aid Kits to be provided for operatives working alone & Emergency Procedures in place. Training in the basic treatment of burns. Insect Repellent Spray should be in First Aid Kits for persons working out of doors. First Aid kits to be carried in Machinery. Arrangements in place with local doctor for emergencies. Emergency procedures in the event of operatives being injured with equipment. Trained First Aider to be on campus at all times. All employees aware of emergency procedures.			
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Likelihood (L)Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4 Permanent Total Disability, Single Fatality 3 Major Injury, Lost Time Injury 2 Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
			Low (L)	Tolerable. Communicate Residual Risk

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

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Hazard/Risk: Asbestos	L	S	Risk Rating Before Controls	Proposed Controls	L	S	Risk Rating After Controls
Hazard: Exposure to Asbestos Containing Materials (ACM's) Who is at risk: Employees, Contractors, Staff and Students.	4	4	H	- ACM's are known to be present in several buildings built prior to 2000 on campus. The details of these locations are contained in the Asbestos Register and associated Asbestos Management Plans. Prior to undertaking any maintenance or minor works on campus buildings (likely to disturb ACM's), reference should be made to the Asbestos register. A detailed RAMS must be submitted for all works where ACM's are known to the present. - All PSP staff must have Asbestos training. - B&E have prepared a Safe Operating Procedure for Control of ACM's (SOP-008) - Prior to undertaking any refurbishment or demolition type works an Asbestos Survey (RDAS) must be completed (if not already done). - Training will be provided to staff and Service Providers will be notified via inductions and permits to work etc. - A competent contractor will be used to carry out all survey and removal works. - Works must immediately cease if ACM's are thought to be present. - Do not disturb known ACM's except under strict permit to work procedures by a competent contractor. - Any works involving the removal of Asbestos will require the appointment of a PSDP and PSCS to manage the works	1	4	M

Likelihood (L) Categories	Severity (S) Categories	Risk Matrix	Risk Acceptability	
5 Certain or Near Certain 4 Very Likely 3 Likely 2 Somewhat Likely 1 Unlikely	5 Multiple Fatalities 4 Permanent Total Disability, Single Fatality 3 Major Injury, Lost Time Injury 2 Minor Injury, Restricted Workday Case 1 Slight Injury, First Aid		High (H)	Unacceptable, must reduce. Communicate Residual Risk if applicable.
			Medium (M)	Tolerable, assuming risk has been reduced as far as "Reasonably Practicable". Communicate Residual Risk
			Low (L)	Tolerable. Communicate Residual Risk

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	High	High	High	Medium	Low
	4	High	High	Medium	Medium	Low
	3	High	High	Medium	Low	Low
	2	High	Medium	Medium	Low	Low
	1	Medium	Low	Low	Low	Low

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Appendix 2: Non-Exhaustive List of Matters to be considered as Regards the Application of the General Principles of Prevention

- Keeping the construction site in good order and in a satisfactory state of cleanliness.
- Choosing the location of workstations bearing in mind how access to them is obtained, and determining routes or areas for the passage and movement of equipment.
- The conditions under which various materials are handled.
- Technical maintenance, pre-commissioning checks and regular checks on installations and equipment with a view to correcting any faults which might affect the safety, health and welfare of persons at work.
- The demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.
- The conditions under which the dangerous materials used are removed.
- The storage and disposal or removal of waste and debris.
- The adaptation, based on progress made on the construction site, of the actual time to be allocated for the various types of work or work stages.
- Co-operation between employers and self-employed persons.
- Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.

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Appendix 3: Duties of the PSCS

- To develop a Safety & Health Plan for construction stage, based on the Preliminary Safety & Health Plan at Design Stage, and make adjustments to such plan where required to take account of the progress of the work and any changes which occur. Further guidance can be sought from the 'Guidelines on the Procurement, Design and Management Requirement of the Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020.
- Take account as regards the plan, at all times during the construction stage, of sections 20 of the Act and of other work activities taking place on the site.
- Specifically ensure that detailed safe methods are developed to ensure control of risk referred to as particular risks (as set out in the Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020).
- Include in the plan, rules for the execution of the construction work which rules are required for the purposes of the safety, health and welfare of persons at work and ensure that the plan any rules contained in it are in writing and that they are brought to the attention of all contractors and other relevant persons who may be affected by them.
- Co-ordinate the implementation of the general principles of prevention specified in the second Schedule of these Regulations, when deciding technical or organisational aspects and estimating the time required for completing the work stages.
- PSCS must appoint a Temporary Work Design Coordinator and get approval from the PSDP before proceeding with any temporary designs on this project. PSCS must further ensure all contractors appoint a Temporary Work Design Coordinator.
- Co-ordinate the implementation of any relevant requirements of the Construction Regulations.
- Organise the co-operation between contractors (including Client contractors of the same site) and other and the co-ordination of their activities in relation to a project with a view to protecting persons at work and preventing accidents and injury to health and monitor such co-operation and co-ordination.
- Organise the implementation of regulation 21 of the Act, in particular in relation to the provision of information, monitor such implementation and, if information provided is inadequate take appropriate corrective actions as set out in Regulation 20 of the Construction Regulations.
- Co-ordinate the implementation by contractors of regulation 24 (d) in relation to any accident or dangerous occurrence and keep available for inspection a records of any information provided to the project supervisor under that regulation and monitor such

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co-ordination and if the Authority requests information in relation to that record, comply with the request as soon as possible.

- Take measures to ensure adequate information is provided to all parties to enable the project to be completed. Provide appropriate information to the site Safety Representative.
- Co-ordinate arrangements which facilitate the provision and maintenance, in an appropriate condition, of the site welfare facilities for all persons at work on the construction site, in accordance with Part 14 Regulation 98-105 the Safety, Health & Welfare at Work (Construction Regulations) 2013 to 2020.
- The PSCS shall take appropriate corrective action as set out in Regulation 20, where contractors or others do not comply with one or more of paragraphs (1) (b) to (e), (g) and (h) and (3)(b) of this regulation.
- The PSCS shall maintain and keep available for inspection a record of the names of persons at work at the construction site with which regulation 19 applies as provided by each contractor under regulation 25(2).
- The PSCS shall keep appropriate records and copies of relevant documentation in relation to paragraph (1) (e) and (4) and regulation 16 and 22 for 5 years after the date of preparation of the records or documents.
- Co-ordinate arrangements for checking the implementation of safe working practices.
- The project supervisor for the construction stage may give directions to each person who is a designer, contractor or other relevant person, with directions, if carried out, will assist or enable compliance by the project supervisor with the duties imposed by these regulations on the project supervisor.
- Confirm the directions in writing, including a time frame for their execution, if the project supervisor considers that the person to whom the directions were given has not carried out the directions, the PSCS shall notify the authority, the client and the person to whom the direction was given and include any correspondence or directions given to the person(s). Any notifications given to the authority, client or other must be kept alone with the safety and health plan.
- The PSCS of a project shall co-ordinate arrangements among contractors to ensure the provision of the relevant information, in writing, necessary for the PSDP to complete the safety file. The PSCS must provide in writing to the PSDP all the relevant information necessary for the PSDP to complete the safe file.
- Facilitate the appointment of the site safety representative (regulation 23).
- Inform the site safety representative when an inspector arrives on site.

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- Co-ordinate measures to ensure that relevant persons have Safe Pass & CSCS.
- Co-ordinate measures to permit authorised persons only on to the construction site.
- Put procedures in place to ensure that all Personnel have the correct personal protective equipment to go on to site and that this equipment is worn at all times.
- Notify the Health and Safety Authority before work commences, this will only apply where work is planned to last longer than 30 days or where the volume of work is scheduled to exceed 500 person-days, include the date the Health & Safety Plan Design Stage & Construction Stage were received.

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Appendix 4: Duties of the PSDP

The PSDP, design shall: -

- Ensure that the General Principles of Prevention prescribed in Schedule 3 of the Safety Health & Welfare at Work Act 2005 are adhered to in the design of the project, in particular when either, or both, technical or organisational aspects are being decided, in order to plan the various items or stages of work which are to take place simultaneously or in succession and when estimating the time required for the completion of a project and, where appropriate, for stages of a project.
- Take account of any safety and health plan or safety file, and organise co-operation between designers on the same project and, so far as is reasonably practicable, ensure co-ordination of their activities in relation to the design of the project with a view to protecting the safety, health and welfare of persons involved in construction work.
- Co-ordinate the safety and health aspects of the contracts with the Client and all Contractors and Sub contractors
- Prepare a Preliminary Safety & Health Plan for the project specifying the following:
 - A general description of the project and the time scale in which it is to be completed.
 - Information on other work taking place on the work site.
 - Particular hazards of the work site, including where appropriate those listed in the Safety, Health & Welfare at Work (Construction) Regulations, 2013, first Schedule.
 - The conclusions drawn by designers and the project supervisor for the design process as regards the taking account of the general principles of prevention and any relevant safety and health plan.
 - The location of electricity, water and sewage connections, where appropriate, to facilitate adequate welfare facilities.
 - Prepare the safety and health plan in time to enable it to be provided to every person being considered or tendering for the role of PSCS.
 - A copy of the plan must be kept for inspection by an inspector for the duration of the project.

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The PSDP shall:

- Prepare a safety file appropriate to the characteristics of the project, containing relevant safety and health information, including any information to be taken into account (under regulation 27) during any subsequent construction work following completion of the project and promptly deliver the safety file to the client on completion of the project.

The PSDP may:

- Give directions to each person who is a designer, contractor or other relevant person, with directions, if carried out, will assist or enable compliance by the project supervisor with the duties imposed by these regulations on the project supervisor.
- Confirm the directions in writing, including a time frame for their execution, if the project supervisor considers that the person to whom the directions were given has not carried out the directions, the PSDP shall notify the authority, the client and the person to whom the direction was given and include any correspondence or directions given to the person(s). Any notifications given to the authority, client or other must be kept alone with the safety and health plan.

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Appendix 5: Duties of Designers

1. In carrying out work related to the design of a particular project, a designer shall take account of the following:
 - the general principles of prevention, and
 - the relevant safety and health plan, and
 - the safety file prepared in accordance with the Construction Regulations, and
 - provide in writing to the project supervisor for the design process all relevant information necessary for the project supervisor to carry out the project supervisor's duties under these Regulations,
2. In carrying out work related to the design of a particular project, a designer shall -
 - co-operate with the project supervisor for the design process or the project supervisor for the construction stage, as appropriate, to enable that project supervisor to comply with these Regulations,
 - co-operate with other designers, as appropriate, to enable them to comply with these Regulations in relation to the project, and
 - comply with all directions from the project supervisor for the design process or the project supervisor for the construction stage that are issued pursuant to Regulation 14 or 20, as appropriate.
3. In carrying out work related to the design of a particular project, a designer shall promptly provide in writing to the project supervisor for the design process or for the construction stage, whichever is appropriate, all information
 - about the project that is known to the designer regarding particular risks to the safety, health and welfare of persons at work, including but not limited to the risks referred to in Schedule 1,
 - regarding the nature and scope of the project to the extent necessary to enable the project supervisor to comply with the Regulations,
 - about the project that is necessary for that project supervisor to prepare the safety file, and
 - that is known to that person and is necessary to ensure, so far as is reasonably practicable, the safe construction of the design for the project.

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4. For the purposes of paragraph (3), if no project supervisor is known to the designer to have been appointed for the project, the designer shall provide the information referred to in that provision to the appropriate contractor instead of to a project supervisor.
5. If a designer is not aware of the appointment of a project supervisor for the design process, the designer shall promptly inform the client of the client's duties under Regulation 6.

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Appendix 6: B&E Permit to Work Form

Please contact the B&E Project Coordinator or Safety Coordinator for the latest version of the B&E Permit to Work. **(SF-006)**