

Design Process Safety and Health Plan

General Maintenance & Building Works for Meath County Council April 2025



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1.0 Introduction

This Design Process Safety and Health Plan has been prepared by the Project Supervisor Design Process (PSDP) in accordance with Regulation 12 (1) (a) of S.I. 291 of 2013, *The Safety, Health and Welfare at Work (Construction) Regulations 2013*.

The primary function of the Design Process Safety and Health Plan is to identify any anticipated risks associated with the project/works. The plan identifies hazards which have been established during the design process, it gives an indication but does not offer an explicit or holistic account of the hazards associated with the construction stage. All foreseeable risks should be designed out, as far as is reasonably practicable, at design stage.

The Design Process Safety and Health Plan will be made available to all those tendering for the role of Project Supervisor for the Construction Stage (PSCS). It shall be the duty of the appointed PSCS to further develop this Design Process Safety and Health Plan during the construction stage. The PSCS shall develop, implement and monitor the controls deployed to mitigate the risks associated with the hazards identified in this plan. Having regard to the progression of works, additional hazards may be identified during construction. It is therefore the responsibility of the PSCS to include measures necessary to control any additional hazards that may arise.

It is intended that for this contract that the successful Bidder for this tender will be appointed to fulfil the duties of the Project Supervisor Construction Stage under the *Safety, Health and Welfare at Work (Construction) Regulations, 2013*.

Bidders are required to include adequate provision in the overall tender sum for:

- i. The execution of the project in compliance with all statutory enactments and regulations.
- ii. The acceptance of the role and duties of the Project Supervisor Construction Stage. The Tenderer will be required at tender stage to nominate a competent organisation / person employed by them to fulfil the role of Project Supervisor Construction Stage.

The acceptance of the Tender will be subject to:

- i. Confirmation that the Time Schedule is adequate to enable the safe construction of the project.
- ii. Submission of the developed Construction Stage Safety and Health Plan.

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2.0 Description of Project

2.1	Project Title:		
	General Maintenance and Building Works for Meath County Council		
2.2	Project Location:		
	Various locations within County Meath		
2.3	Scope of Project/works:		
	General Building and Maintenance works to vacant and occupied social houses		
2.4	Existing Safety File		
	Not available at tender stage.		
2.5	Project Schedule:		
	In order to facilitate the work being carried out in a safe manner, the overall duration of the project / works is as follow:		
2.5.1	Intended commencement date of project:		
	April 2025		
2.5.2	Programme details of each phase of the project:		
Phase	Description	Start Date	End Date
	The project will involve works to single or multiple housing units. The number of units will be dependent on the funding available.		
2.5.3	Intended timescale of the project:		
	One year with a possible one-year extension, max two years.		
	PSCS to confirm that this timescale is achievable, taking into account the “General Principles of Prevention.”		
2.5.4	Restrictions on Working Hours		
	08:00 to 18:00 Monday to Friday or by arrangement.		
2.5.5	Restrictions on Plant and Equipment		
2.5.6	Restrictions on Materials		
2.5.7	Restrictions on Access		

2.6 Drawings and Specification

Include the following:

▪ Tender documents:	See contract documentation
▪ Contract drawings:	None
▪ Location Maps (Where possible the map shall identify existing hazards, services and amenities e.g. overhead/underground electric cables, gas supply, water supply, telephone supply, school residential area):	Map 001 – Housing Maintenance Contract Areas
▪ Survey Reports:	e.g. Asbestos survey, photographic survey, etc. may be provided and PSCS and Contractor shall provide detailed method statements if necessary.
▪ Temporary works design specifications:	None

2.7 Existing Environment

2.7.1 Relevant Adjoining Land Uses

To the East:	Generally Residential, within an existing Housing Development
To the West:	Generally Residential, within an existing Housing Development
To the North:	Generally Residential, within an existing Housing Development
To the South:	Generally Residential, within an existing Housing Development

2.7.2 Known Existing Services

Electric Supply:	May be underground or overground
Gas Supply:	Underground
Water Supply:	Underground
Telephone Supply:	May be underground or overground
Sewage:	Underground
Other:	Possible other services including connection to Cable TV and/or oil line between tank and boiler

The PSCS will make all arrangements to ensure that existing services in the vicinity of the site are not interfered with during construction. All service authorities must be notified of the proposed works, before commencing site operations.

3.0 General Statement of Principles and Objectives for the Project

The Corporate SMS Manual and Safety Statement sets out the principles and objectives for managing safety, health and welfare within Meath County Council.

The Organisation will manage the project to ensure that it is executed safely in accordance with the Corporate SMS Manual and Safety Statement, with relevant statutory provisions and with all the provisions and contents of this plan.

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4.0 Contractual Arrangements

Client:		
Name:	Address:	Contact Number:
Meath County Council	County Hall Navan Co. Meath	046 - 9097000
Project Supervisor Design Process:		
Name:	Address:	Contact Number:
Meath County Council	County Hall Navan Co. Meath	046 - 9097000
Project Manager / Supervising Engineer:		
Name:	Address:	Contact Number:
Philip Connell on behalf of Meath County Council	Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291	046 - 9097000
Health and Safety Co-ordinator Design Process (where applicable):		
Name:	Address:	Contact Number:
Philip Connell on behalf of Meath County Council	Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291	046 - 9097000
Principal Designer:		
Name:	Address:	Contact Number:
Philip Connell on behalf of Meath County Council	Buvinda House, Dublin Road, Navan, Co. Meath, C15 Y291	046 - 9097000
Designers:		
Name:	Address:	Contact Number:
Unknown at present		
Project Supervisor for the Construction Stage:		
Name:	Address:	Contact Number:
Unknown at present		
Principal Contractor:		
Name:	Address:	Contact Number:
Unknown at present		

Details of the contractual arrangements must be kept up-to-date. Any changes in the appointed PSDP and/or PSCS must be formally made in writing and acknowledged by the new appointee in writing.

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List others involved in the project here

Design Team and Consultants (Give details where applicable)

Civil Engineers:		
Name:	Address:	Contact Number:
n/a		
Structural Engineers:		
Name:	Address:	Contact Number:
n/a		
Geotechnical Engineers:		
Name:	Address:	Contact Number:
n/a		
Others (includes Temporary Designers):		
Name:	Address:	Contact Number:
n/a		

5.0 Information on Other Work Activities

Table 1 – Other Activities (Non – Exhaustive)

Reference	Description of “Other Activity”	Persons Affected	Communication necessary – yes / no	Details of method of communication
1	Traffic passing through estate	Public, Contractors personnel	Yes	<ul style="list-style-type: none"> • Warning signs ▪ Make public aware of works
2	School Run, Waste collection service	Public Bus service Bin lorry	Yes	<ul style="list-style-type: none"> ▪ Notify members of the public by signs etc
3	Pedestrians passing through estate	Public	Yes	<ul style="list-style-type: none"> ▪ Notify members of the public by signs, barriers, etc
4	Children at play in estate	Public	Yes	<ul style="list-style-type: none"> ▪ Notify members of the public by signs, barriers, etc



5	Occupancy of property (tenant, other occupants, pets, etc.)	Tenant (incl. family and friends), Contractors personnel	Yes	<ul style="list-style-type: none"> ▪ Liaison with tenant in advance, during and on completion of any works.
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6.0 Requirement for Notification

If work is due to last longer than 30 working days, or 500 person days notification in writing will be sent to the H.S.A. (Health and Safety Authority) using the Form AF2 by the Project Supervisor Construction Stage prior to work commencing on site.

7.0 Arrangements for communication between Designers and PSCS

Arrangements shall be put in place to facilitate the provisions of any design assumptions or matters relating to safety, health and welfare as identified by the design process.

7.1 Pre-start Meeting

A pre-start meeting to be held prior to the commencement of the construction stage. The purpose of the meeting is to ensure that the PSCS/Contractor/Designer is made aware, understands and agrees with the safety arrangements as detailed in this plan.

The agenda shall include the following (non-exhaustive):

- The provision of information regarding suggested control measures as identified in the Design Process Risk Assessment.
- Agree Traffic Management Plan (TMP) if applicable.
- Exchange of contact details of PSDP and PSCS.
- Schedule of consultation/communication meetings (where applicable).

Minutes from the pre-start meeting must be recorded and filed in the Project Safety and Health Folder.

7.2 Arrangements for liaison between Duty Holders

Meetings will be arranged for liaison between the PSCS, contractor/s, designer/s and the PSDP to consider the following:

1. Instructions where applicable on safety arrangements in place at the location/site e.g. Permit to Work on Live Council Property, induction inclusive of site rules and emergency procedures etc.
2. Safety and Health implications and co-ordination of design elements for both permanent and temporary works (RT1 and RT2 certificates, Forms FM-01 and FM-02 as applicable).
3. Arrangements for completion of safety inspections.

4. Arrangements on the format and return date of information for inclusion in the Safety File.
5. Procedures for dealing with unforeseen eventualities during project execution resulting in a substantial design change which might affect particular risks, contract time scales and other resources or safety and health implications.

Minutes from the liaison meeting must be recorded and filed on the Project Safety and Health Folder.

7.3 Issue of Directions

In order for the PSDP to comply with statutory requirements, the PSDP has the right under *Regulation 14 (1)* of the Construction Regulations 2013 to issue directions to:

- (i) Designers
- (ii) PSCS
- (iii) Any other relevant duty holder where appropriate

Where any directions issued fail to be complied with the PSDP shall:

- (a) Confirm the directions in writing including a time-frame for execution
And / or
- (b) Where the relevant duty holder fails to carry out any direction confirmed in writing the PSDP will notify in writing:
 - The H.S.A
 - The Client
 - The Designer
 - PSCS

Copies of any direction or correspondence related to any direction given will be retained in this Design Process Safety and Health Plan.

8.0 Safety File

The Safety File shall be prepared and held by (.....) Section. The Safety File shall be kept where applicable by the Client - Meath County Council. All contractor information relating to the Safety File is to be returned in a timely manner for submission to the PSDP.

9.0 Plan Review

This Design Process Safety and Health Plan will be reviewed and updated, as necessary. This plan shall be kept for a period of 5 years after the date of preparation and shall be available for inspection by an inspector for the duration of the project as in accordance with *Regulation 12(1) (c)* of the Construction Regulations.

10.0 Design Responsibility

10.1 Design Process Risk Assessment

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General

The design process risk assessments are completed by the Project Manager / Supervising Engineer. The Project Manager / Supervising Engineer may direct the appointed Health and Safety Co-ordinator for the Design Process to complete these risk assessments. The PSDP is responsible for identifying hazards that present themselves at the design process of the project. It should be noted that as construction work develops additional hazards may be identified; such hazards cannot be anticipated by the PSDP at the design process of the works.

The Design Process Risk Assessment is completed following a visual survey of the proposed works by the Project Manager / Supervising Engineer / Health and Safety Co-ordinator on behalf of the PSDP.

The assessment is divided into two sections Table A refers to the particular risks as detailed in Schedule 1 of the Safety, Health and Welfare at Work (Construction) Regulations 2013. Since Schedule 1 is a non exhaustible list of particular risks, Table B details risks that are not specified in Schedule 1, however present a particular risk.

The risks identified in Table A and B in the Design Risk Assessments informs the PSCS of what risks are expected prior to the commencement of the construction stage. The control measures as detailed in the Construction Stage Safety and Health Plan must be a true reflection of the controls implemented during construction work. This is the responsibility of the PSCS.

Conclusions drawn with regards to the General Principles of Prevention (refer to Appendix 1) are detailed in the “Control Measures” column of the Design Process Risk Assessment.

10.2 Temporary Works Design

All Temporary Works Designers must complete form RT2 and submit to the PSDP without delay for sign off e.g. traffic management, scaffolding, excavation works. Additional forms relating to anchors may also be required (Anchors / FM-01 and Anchors / FM-02).

10.3 Permanent Works Design

All Permanent Works Designers must complete form RT1 and submit to the PSDP without delay for sign off e.g. Building design drawings. Additional forms relating to anchors may also be required (Anchors / FM-01 and Anchors / FM-02).

10.4 List of Matters to be considered in particular as regards the Application of the General Principles of Prevention to Construction Work

Schedule 2 of the Construction Regulations, 2013 contains a listing of matters to be considered in particular as regards the application of the General Principles of Prevention. Table C informs

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the PSCS of the conclusions drawn by the PSDP and designers to assist in the identification of controls.

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Design Process Risk Assessment
Table A Particular Risks – Scheduled

	Particular Risk	Applicable			Hazard Description	Risk Rating		Control Measures using the General Principles of Prevention
		Yes	No	N/A		L x S	RR	
1.	Works which puts persons at work at risk of:							
	(a) Falling from height;	✓			Accessing and working on roof, gutters, fascia and soffit, windows, aerials and satellite dishes, attic, plastering ceilings and walls, construction of walls etc,	4x5	20	The control measures shall include the provision of a safe working platform and safe systems of work plans shall be prepared in compliance with all relevant Health and Safety Legislation and codes of practice. Refer to Principles of Prevention (See Appendix 1)
	(b) Burial under earthfalls;	✓			Works in trenches on foundations or sewer works in the curtilage of residential property.	2x5	10	Safe systems of work plans shall be prepared in compliance with all relevant Health and Safety Legislation and codes of practice. Refer to Principles of Prevention (See Appendix 1)
	(c) Engulfment in swampland;		✓					At design, it is not envisaged that this risk will be encountered. Should this be identified, no works shall take place and the PSDP & Designer shall be notified.
Where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or construction site.								
2.	Work which puts a person at work at risk from chemical or biological substances	✓			Work with concrete, asbestos, building chemicals and compounds, kerosene, natural gas, sewerage etc	4x4	16	Safe systems of work plans shall be prepared in compliance with all relevant Health and Safety Legislation and codes of practice Refer to Principles of Prevention (See

	Particular Risk	Applicable			Hazard Description	Risk Rating		Control Measures using the General Principles of Prevention
		Yes	No	N/A		L x S	RR	
	constituting a particular danger to the safety and health of such persons or involving a statutory requirement for health monitoring.							Appendix 1)
3.	Work with ionizing radiation as requiring the designation of controlled or supervised areas as defined in Directive 96/29/Euratom ⁴		✓					At design no work with ionizing radiation has been identified.
4.	Working near high voltage power lines.	✓			Power lines which pass overhead or underground on or near the curtilage of residential property.	2x5	10	The contractor in consultation with the PSCS shall prepare RAMS in compliance with all relevant Health and Safety Legislation and codes of Practice. This shall be communicated to all workers connected with the works. Refer to Principles of Prevention (See Appendix 1)
5.	Work exposing persons at work to the risk of drowning.		✓					At design, it is not envisaged that work will take place close to water. If work near water is identified, then this shall be brought to the attention of the PSDP and Designer.
6.	Work on wells, underground		✓					Under the term maintenance contract, no works are planned on wells, underground

	Particular Risk	Applicable			Hazard Description	Risk Rating		Control Measures using the General Principles of Prevention
		Yes	No	N/A		L x S	RR	
	earthworks and tunnels.							earthworks, or tunnels.
7.	Work carried out by divers at work having a system of air supply.		✓					Under the term maintenance contract, no works are planned which involves divers or systems or air supply.
8.	Work carried out in a caisson with a compressed air atmosphere.		✓					Under the term maintenance contract, no works are planned which involves works in a caisson.
9.	Work involving the use of explosives.		✓					Under the term maintenance contract, no works are planned which requires explosives.
10.	Work involving the assembly or dismantling of prefabricated components.		✓					At design, it is not envisaged that term maintenance works will involve assembly or dismantling of prefabricated components. Should this change the PSDP shall co-ordinate with the designer on a design risk assessment for these works.

Table B Particular Risks - Unscheduled and Non-Exhaustive List (Note: any additional risks identified at the design process)

	Particular Risk	Hazard Description	Risk Rating		Control Measures using the General Principles of Prevention
			L x S	RR	
1.	Electricity	Internal electric system within the house. Buried cables. Overhead line connecting property or adjoining properties.	3X5	15	Works shall be carried out to comply with all relevant Health and Safety Legislation. <ul style="list-style-type: none"> All works on the electrical system shall be carried out by a registered electrician and certified on completion. Refer to Principles of Prevention (See Appendix 1)
2.	Handling of heavy or bulky materials	Removal of waste material, loading and unloading materials, provision and setting in place materials	3X5	15	The Contractor in consultation with the PSCS shall prepare RAMS for all work activities involving handling of heavy or bulky materials and these shall be communicated to the workers involved in these works. Refer to Principles of Prevention (See Appendix 1)
3.	Excavating in close proximity to underground electrical cables or underground gas mains	Buried cables within the cartilage of the site	3X5	15	Works shall be carried out to comply with all relevant Health and Safety Legislation and codes of practice. The contractor in consultation with the PSCS shall prepare RAMS, communicate the risk assessments and method statements to the workers and monitor the works during construction. Refer to Principles of Prevention (See Appendix 1)
4.	Storage of materials and site security	On Site	3x4	12	The Contractor shall prepare a site layout plan and a delivery schedule so that materials are delivered when required. Security shall be put in place and maintenance throughout the works to prevent unauthorised access. Works shall be carried out to comply with all

	Particular Risk	Hazard Description	Risk Rating		Control Measures using the General Principles of Prevention
			L x S	RR	
					relevant Health and Safety Legislation. Refer to Principles of Prevention (See Appendix 1)
5.	Conflict between moving equipment, site machinery and movement of public vehicles, pedestrians, cyclists etc whilst accessing or exiting the site. Vehicles or trailers extending onto the live carriageway while entering/leaving site	Deliveries to site, removal of waste from site, movements of work vehicles	3x5	15	Works shall be carried out to comply with all relevant Health and Safety Legislation. <ul style="list-style-type: none"> • The location of skips and the parking of work vehicles and transportation shall be planned. • deliveries shall be planned for times of low activity within the estate. • Work vehicles shall not be parked on footpaths, green areas, or restrict access or sightlines to neighbouring properties. • Where necessary the Contactor shall prepare a traffic management plan. Refer to Principles of Prevention (See Appendix 1)
6.	On-site, Tenants (including Children)	On the estate or on site. Certain works (particularly response maintenance) will include work to a property while the tenant remains occupant.	3x5	15	Works shall be carried out to comply with all relevant Health and Safety Legislation. <ul style="list-style-type: none"> • Prevent unauthorised access to the work area. • Plan transportation and parking. • Ensure in-progress works is maintained, safe and secure • Notify tenant of any precautions. Refer to Principles of Prevention (See Appendix 1)
7.	Objects falling from a height	boarding of windows, cleaning gutters, working on roof, etc	3x4	12	The contractor shall in consultation with the PSCS prepare RAMS for all work activities which pose a danger of objects falling. These shall be communicated to the workers and monitor during

	Particular Risk	Hazard Description	Risk Rating		Control Measures using the General Principles of Prevention
			L x S	RR	
					the works. All works shall be carried out to comply with all relevant Health and Safety Legislation. Refer to Principles of Prevention (See Appendix 1)
8.	Pets	On the estate or on site	4x3	12	Works shall be carried out to comply with all relevant Health and Safety Legislation. <ul style="list-style-type: none"> • Liaise with tenant/pet-owner asking for animal to be secured. • Provide exclusion zone if required. Refer to Principles of Prevention (See Appendix 1)
9.	Slips, trips, or falls.	Poor housing keeping on site by tenant. Accidental spills. Materials & equipment on site.	3x4	12	Works shall be carried out to comply with all relevant Health and Safety Legislation. <ul style="list-style-type: none"> • Prevent unauthorised access. • Maintain a tidy place of work. • Provide exclusion zone if required. • Notify MCC if issues arise on site which prohibits safe access. Refer to Principles of Prevention (See Appendix 1)

Table C List of Matters to be considered in particular as regards the Application of the General Principles of Prevention to Construction Work under the Safety, Health and Welfare at Work (Construction) Regulations, 2013

	Schedule 2 (Regulations 17 and 24)	Conclusions drawn by PSDP and designers taking account of the General Principles of Prevention
1.	Keeping the construction site in good order and in a satisfactory state of cleanliness.	The Contractor in consultation with the PSCS shall put in place measures to ensure good house keeping and disposal of waste in a timely manner.
2.	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.	Not applicable
3.	The conditions under which various materials are handled.	Materials shall only be delivered to site when they are required. Large volumes of materials shall not be stored on site in advance of works where they cause an obstruction to other trades.
4.	Technical maintenance, pre-commissioning checks and regular checks on installation and equipment with a view to correcting any faults which might affect the safety, health and welfare of persons at work.	All mechanical and electrical installations shall be commissioned and certified on completion of the works. The Certificates and commissioning reports shall form part of the Safety File and shall be handed over to the Client in a timely manner. The user manual shall be available on the handover date to the tenant.
5.	The demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.	Not applicable
6.	The conditions under which the dangerous materials used are removed	The contractor shall refer to current legislation and codes of practice, with regard to working with dangerous materials. In line with the principles of prevention, where possible less dangerous materials or methods of construction shall be used. RAMS shall be prepared and communicated to all workers.
7.	The storage and disposal or removal of waste and debris.	All waste material shall be removed from site in a timely manner by a contractor who has a permit to carry that class of waste material. The

	Schedule 2 (Regulations 17 and 24)	Conclusions drawn by PSDP and designers taking account of the General Principles of Prevention
		waste shall only be disposed off to a facility which has a licence to accept that class of waste material and all documentation (including docket receipts) shall form part of the Safety File.
8.	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.	Not applicable
9.	Co-operation between employers and self-employed persons.	All contractors arriving on site shall be inducted by the main contractor and PSCS. The induction shall be recorded and form part of the contractor's safety folder. All hazards and works taking place on site shall be communicated to the contractor.
10.	Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.	The contractor and PSCS shall identify any neighbouring activities which will be impacted by the works being undertaking. Communication and co-operation shall made with the neighbouring industries to mitigate all hazards identified.
11.	Other/s (specify)	

The information contained in this Design Process Safety and Health Plan has been prepared prior to the commencement of the work on site. It does not take account of any matters or information which may come to light after that time. This document together with all documents outlined herein will be passed to the Project Supervisor for the Construction Stage (PSCS) for development of the Construction Stage Safety and Health Plan.

Signed for and on behalf of Meath County Council:

Signed: Philip Connell
**(Project Manager / Supervising Engineer /
Health and Safety Co-ordinator)**

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Appendix 1

General Principles of Prevention

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Schedule 3 of the Safety, Health and Welfare at Work Act, 2005

General Principles of Prevention

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. 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 the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. 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.
9. The giving of appropriate training and instructions to employees.

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