



Preliminary Health and Safety Plan

For Works to:

Kinsale Regional Museum

Old Courthouse, Market Square, Kinsale, Co. Cork. P17 D962

Tender Stage

May 2026

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1. Introduction

James Bourke Architects has undertaken a preliminary Health & Safety plan prior to the commencement of Works to Kinsale Regional Museum.

2. Summary & Objectives

The proposed works are required to carry out essential repairs to the external walls, windows, lath and plaster ceilings, fire door and the rainwater goods, as well as the installation of a fixed ladder to access the attic. All works will be carried out in accordance with recognised principles of good conservation practice.

3. Project Team

Client – Cork County Council

Conservation Architect – James Bourke, James Bourke Architects

Conservation Engineer – John Kelly, David Kelly Partnership

PSDP – James Bourke, James Bourke Architects

4. Team Responsibilities

Each of the above has a defined set of regulatory duties which are described as below.

- Client - The Safety, Health and Welfare at Work (Construction) Regulations 2013 defines 'client' as a person for whom a project is carried out. The regulations place certain duties on Clients. These duties are intended to ensure that the project is designed and constructed by competent persons.
- PSDP - The duty of the project supervisor for the design process is to ensure co-ordination of the work of designers throughout the project.
- PSCS - The role of the project supervisor construction stage is to manage and co-ordinate health and safety matters during the construction stage.
- Contractor - A Contractor means any employer whose employees carry out construction work and includes both main contractor and sub-contractor.
- Designer - The duties of designers are in addition to those under Section 16 of the Safety, Health and Welfare at Work Act, 2005 which requires designers to ensure that the project is capable to being constructed to be safe, can be maintained safely and complies with all relevant health and safety legislation.

5. Project Supervisor Construction Stage

To be performed by the appointed contractor. The primary duties of the Project Supervisor Design Stage under the 2013 Safety, Health & Welfare Regulations (Construction) are:

- Identify hazards arising from the design or from the technical, organisational, planning or time related aspects of the project.
- Where possible, eliminate the hazards or reduce the risks.
- Communicate necessary control measure, design assumptions or remaining risks to the PSCS so they can be dealt with in the safety and health plan.
- Ensure that the work of designers is coordinated to ensure safety.
- Organise co-operation between designers.
- Prepare a written safety and health plan for any project where construction will take more than 500 person days or 30 working days or there is a particular risk and deliver it to the client prior to tender.
- Prepare a safety file for the completed structure and give it to the client.

6. Contact Details of the Project Team

Raymond Higgins:	Cork County Council Headquarters, County Hall, Carrigrohane Road, Cork, Ireland. Eircode: T12 R2NC. raymond.higgins@corkcoco.ie 086 0671915
James Bourke:	James Bourke Architects Attiquin, Castlemartyr, Co. Cork bourke@jbarch.ie 021 4667073 / 0863923234
Martha Stapleton:	mstapleton@jbarch.ie 021 4667073 / 0894095804
John Kelly:	David Kelly Partnership Nelson House, Emmet Pl, Youghal-Lands, Youghal, Co. Cork 024 92412 / 087 2257918

7. Scope of Works

General Scope

The proposed works are required to carry out essential repairs to the external walls, windows, lath and plaster ceilings, fire door and the rainwater goods.

Preliminaries

- Erect temporary access as required to carry out the full scope of works.
- Obtain necessary permissions from the council prior to commencement. Applications are typically required at least 14 days before works begin.
- Prepare and submit a Work Method Statement.
- Prepare and implement a Traffic Management Plan to ensure safety and compliance during works.

External Walls

- The vegetation on the high-level cornice on the northeastern (front) elevation is to be carefully removed during works.
- The masonry cracks on both the southwestern and southeastern elevations are to be stitched repaired and grouted using a lime-based grout. The corresponding cracks internally are to first be pointed prior grouting works.
- The brick on the external walls is to be raked and repointed throughout using traditional lime mortar to prevent from spalling in the future.
- The cracks in the 2 No. arches on the northeastern (front) elevation are to be stitched repaired with brick replacement works carried out as required.
- 3.5 NHL haunching is to be applied to top of all 6 No. piers on the front /northeastern elevation to ensure the effect run off of water.
- Loose paint shall be removed from the external walls. The walls shall then be cleaned using the DOFF / THERMATECH or similar approved system throughout, followed by repainting using a clay-based paint, 'Earthborn' or similar approved. .
- The brickwork and slate are also to be cleaned using the DOFF / THERMATECH or similar approved system.

Note: Exemplars of external rendering, jointing, brickwork, and masonry repairs shall be prepared the Conservation Architect for submission to National Monuments for approval before works to which those exemplars relate are carried out, and such works shall not proceed otherwise than in accordance with such approval.

Internal Walls

- The southeastern wall of Store 1 on the first floor, where the plaster is coming away from the underlying masonry, is to be replastered using a traditional lime-based plaster. The surface area of the subject section of wall to be plastered is approx. 3.16sqm.
- The internal cracks on the external walls which correspond to the cracks visible externally are to be repointed using a traditional lime mortar prior the grouting works.
- There is crack sticking to be carried out to the spine wall at first floor level next to the stairwell were indicated on the section drawings. To help prevent further cracking in the spine wall, there are structural works to the staircase required as detailed in the following section.
- Following internal crack repairs, the corresponding walls are then to be painted with a breathable clay-based painted as approved by the conservation architect.

- Further to the painting works mentioned above, the walls of the ground floor Arcade, and Store 1 on first floor level are to be painted with a breathable clay-based paint as approved by the conservation architect.

Staircase

- The ground floor arcade ceiling next to the stairwell is to be opened up locally for inspection by the engineer to confirm the extent of works required.
- An allowance is to be made for the installation of a 200x75x23 Kg PFC channel at approx. 3.8 linear meters at first floor level in the stairwell to prevent further deflection in the stairs.
- 60-minute fire rated plaster board with skim finish to match surround wall is to be applied to either side of the new channel.

Windows

- Repair/replacement works are to be carried out to 2 No. first floor windows on the southeastern elevation.
- The remaining timber windows and doors are to be stripped and repainted to match existing colour.
- Large centre window on the northeastern (front) elevation - install a lead trim under lead sill, fold and secure existing lead sill to trim and include welded joint.
- The suspected OPC render is to be carefully removed from all window reveals on the northeastern (front) elevation and 1 No. window reveal at first floor level on the northwestern elevation. The window reveals are to be re-rendered with a traditional lime render with smooth finish.
- Any slates that may become loose or damaged during works are to be reinstated or replaced to match existing.

Works to the Ceilings

- The existing historic Lath & Plaster ceilings in the ground floor Entrance Arcade and first floor Display Area 3 and adjacent stores are to be repaired / replaced as required with any reinstatement works carried out using traditional lath and lime plaster.
- The ceiling is to be painted on completion using a breathable clay-based paint as approved by the conservation architect.
- The works will involve the temporary removal and disconnection of surface-mounted fixtures, which shall be reinstated and reconnected upon completion of the works.
- There are vents in the ceiling above the arcade which are to be maintained on completion of works.
- The timber floor finish above the ground floor arcade ceiling shall be temporarily lifted in its entirety to assess the condition of the joists to determine if any required remedial works, including joist replacement or sistering. The lifting of the floor finish will also facilitate the execution of works required to suspend the ceiling below. The floor will be reinstated on completion of repair works to the ceiling below.

Repair of Fire doors

- The fire doors on the southwestern elevation, including timber doors, hinges and fixings, are to be repaired on a like for like basis and the door rehung on completion.

Rainwater Goods

- The existing rainwater goods shall be removed in full and replaced with new cast iron rainwater goods to be sized up throughout with 150mm half round gutters.
- All downpipes are to be connected into existing surface water drains with new gulleys installed if required.

Attic Access in Store 1

- The existing hatch will be partially closed up and finished to match surround ceiling fabric, namely traditional lath & plaster.
- A new hatch is to be provided which will align with a new mobile ladder.
- The hatch will be approx. 940 mm x 500 mm and be positioned 3,520 mm from the floor.
- Trimmers are to be installed on all side using double 225x44mm trimmers fixed together with M10 bolts.
- The new hatch is to have a 30-minute fire rated access panel.
- A new mobile ladder certified to EN 131 is to be purchased and assembled in Store 1 by the contractor.
- The contractor is to ensure that the following specified ladder will indeed fit the subject storeroom for access through the newly located hatch attic prior to ordering.

4.10 Anchor Points

- Install 2 No. safety anchor points are to be installed to the timber frame of attic hatches that lead out to the roof valleys. Final positions shall be confirmed by the engineer following inspection of the existing structure and verification of suitable load-bearing substrate.
- Specification - PEWAG PLGW-PSA MAX (160MM) M12 FALL PROTECTION ANCHORAGE EYE BOLT-1 PERSON
- The anchors are to be tested following installation, to certify that they comply with The Safety, Health and Welfare at Work (General Application) Regulation 2007 SI no. 299 of 2007.

8. Drawings & Specifications

JBA, Architectural Specifications:

- 250102 Kinsale Museum_Tender_Method Statement
- Drawings: 250102_T_001 - 250102_T_007

9. Site Constraints & Contractor Operational Requirements

- The works will only be able to commence on site from 31 August 2026 and must be completed before 30 October 2026. During this time the museum will be closed to the public while the internal works to the building are ongoing; once these works are complete the museum reopen to the public; while the external works to the building are ongoing. During this period the contractor will have to provide for making suitable access; including providing temporary gates; protecting all building entrance steps, railings, public roads, paths, services, etc., as necessary and reinstating all work damaged to its original condition to the ER's satisfaction and providing security and traffic direction.
- No dedicated parking facilities are available within the vicinity of the site, the contractor is to make suitable arrangements for personnel access and material transport to the site.
- Water and ESB connections required for the execution of the Works shall be supplied from the subject building. The Contractor shall coordinate all temporary connections and usage requirements with the Employer and ensure that existing services are not disrupted during the course of the Works.
- Contractor to provide their own temporary welfare facilities
- The contractor is to make their own arrangements for an off site compound, due to the restricted nature of the site.
- The existing external artefacts and planters shall be carefully removed off site, safely stored off site during the works and reinstalled on completion of the works in their original location.
- The building is bounded on all sides by public roads, with each elevation located in close proximity to active vehicular and pedestrian routes. Particular care shall therefore be taken in the planning and execution of all external Works.
- All scaffolding required to facilitate the Works shall be designed, erected, and operated to accommodate existing structures, materials, site constraints, and any other obstructions located within the compound areas.
- Scaffolding and associated access arrangements shall be erected and dismantled in carefully phased stages to ensure that road closures are minimised and that traffic and pedestrian circulation can be maintained safely at all times. Any required traffic management measures shall be coordinated with the relevant local authority and implemented in accordance with statutory requirements.
- The Contractor shall be fully responsible for the security, safety, and protection of the site, the Works, stored materials, and the public for the duration of the Contract.
- The Contractor shall cooperate fully with adjoining property owners, museum management and staff, members of the public, and the local authority in relation to access, safety, noise control, deliveries, and general coordination of the Works.
- All Works shall be planned and executed so as to minimise disruption to the operation of the surrounding area, adjacent properties, public access routes, and local traffic movements, while ensuring that all contractual obligations and programme commitments are achieved.

10. Project Completion Time

The works will only be able to commence on site from 31 August 2026 and must be completed before 30 October 2026.

11. Existing Services

Water and ESB connections required for the execution of the Works shall be supplied from the subject building. The Contractor shall coordinate all temporary connections and usage requirements with the Employer and ensure that existing services are not disrupted during the course of the Works.

12. Design & Particular Risks

The First Schedule of S.I. No. 504 of the 2013 Safety, Health & Welfare Regulations (Construction) sets out the following non-exhaustive list of work involving particular risks to the Health and Safety of persons. The Project Supervisor for the Design Phase has outlined below each item what items, if any, fall under each category. It should be noted that many of the risks on the project arise out of working method which are at the discretion of the Contractor and as such cannot be determined by the Project Supervisor for the Design Process.

1. Work which puts persons at work at risk of - (a) falling from a height, (b) burial under earthfalls, or (c) engulfment in swampland.
 - a) *Working from temporary access/scaffolding structures during works to the externals, rainwater goods and ceilings.*
2. Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a statutory requirement for health monitoring.
 - *Potential mould spores in decayed timbers behind lath & plaster ceiling fabric due for repair and at attic hatch requiring alteration works. Mould spores are allergens and inhaling them can trigger allergic reactions.*
 - *Lime dust from existing lath & (lime) plaster ceilings and repair works using lime-based plaster which can affect skin, eyes, and respiratory system.*
 - *Rats may be present in the structure and thus there may be droppings which can carry infectious diseases.*
3. Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Directive 96/29/Euratom4.
 - *None envisaged*
4. Work near high voltage power lines.
 - *No work near high voltage lines envisaged*

5. Work exposing persons at work to the risk of drowning.
 - *None envisaged*

6. Work on wells, underground earthworks and tunnels.
 - *None envisaged*

7. Work carried out by divers at work having a system of air supply.
 - *None envisaged*

8. Work carried out in a caisson with a compressed-air atmosphere.
 - *None envisaged*

9. Work involving the use of explosives.
 - *None envisaged*

10. Work involving the assembly or dismantling of heavy prefabricated components
 - *The project will require temporary removal of the heavy cast iron rainwater goods and their reinstatement following repair/replacement works.*

13. Specific Risks

- The subject building is located within the curtilage of a Protected Structure and also within a Zone of Archaeological Potential. Accordingly, great care must be taken when carrying out works in and around the existing building and associated structures to avoid damage to historic fabric or archaeological material. All delivery personnel and subcontractors shall be made aware of these constraints, and deliveries will require careful monitoring and supervision.
- The site is situated within a constrained urban environment in the centre of a busy town, with public roads bounding all sides of the property. There is therefore an increased risk of collisions or accidents involving members of the public. Clear demarcation and signage of the site boundary shall be maintained at all times, and the movement of vehicles in and around the site shall be carefully managed.
- The front entrance to the building opens directly onto a public roadway. Particular care will therefore be required during works to the ground floor arcade ceiling to prevent members of the public entering the work area and to ensure construction operatives do not inadvertently step onto the roadway. Appropriate barriers, exclusion zones, and signage shall be maintained throughout the works.
- The project includes works to external walls, rainwater goods, and ceilings requiring the use of temporary access equipment and scaffolding. As such, there will be risks associated with working at height, including falls from height and falling objects. All access equipment and scaffolding shall be erected, inspected, and maintained in accordance with relevant safety standards.

- The works will involve the removal of mould and decayed fabric, including existing lath and lime plaster ceilings. There is therefore a risk of inhalation of mould spores, dust, and lime particles during demolition and repair works, including when handling lime-based materials. Appropriate respiratory protection and dust suppression measures shall be implemented.
- Rats may be present within the structure, and rodent droppings may carry infectious diseases. Appropriate precautions shall therefore be taken when accessing concealed or contaminated areas, including the use of suitable PPE and hygiene controls.

14. Communication & Co-ordination

- It shall be the responsibility of all the design members and contractors to notify the Project Supervisor for the design and construction stages of any changes in writing.
- The Project Supervisor for the design process shall prepare an amended Preliminary Safety Plan (in the same format as this Preliminary Safety Plan). This shall be passed on to the project Supervisor for the constructions stage who shall update the Safety and Health Plan for the amended project.
- The following procedures shall be in place with respect of considering the Health and Safety implications of design decisions, which remain to be made or where design changes occur or where time required for the completion of the project or phases of the project occur.
- The Project Supervisor (Construction Stage) will promptly bring to the attention of the Project Supervisor (Design Process) any design decisions that he is aware of.
- The Project Supervisor (Design Process) will notify the Project Supervisor (Construction Stage) of any design decisions and provide them with sufficient information i.e., copies of documentation etc, in order for them to carry out the necessary assessments before the revised work is carried out and to give directions regarding same when the assessment has been completed.
- The Project Supervisor (Design Process) will be copied with the minutes of all onsite meetings where design decisions are involved, and all written instructions or confirmation of verbal instructions issued by the Design Team.
- The Project Supervisor (Design Process) and the Project Supervisor (Construction Stage) shall meet as necessary to co-ordinate information received from all designers. The frequency of such meetings (at a minimum monthly but ideally fortnightly) are matters to be addressed by the Project Supervisor (Construction Stage) in the developed Health and Safety Plan.
- Health and Safety must be headed up as an item to be addressed at all Project Site meetings, including the contractor's meetings with designer's sub-contractors, suppliers, employees etc and ensure the meetings have minutes documented.

ONGOING COMMUNICATION IS EXPECTED IN REGARD TO THE FOLLOWING:

- Method Statements.
- In the event of unforeseen circumstances or situations occurring on site particularly where they may affect Particular Risk elements or the time scale for the project.
- Report of any accidents or incidents/dangerous occurrences that may occur.
- Report any visits by the Health & Safety Authority.
- Whether delays changes to the programme result in health & safety issues.

The Contractors and the Subcontractors should bring to the attention of the Health and Safety Coordinator any significant safety issues or concerns as soon as possible.

15. Safety File

At the conclusion of the Construction Phase, the PSCS will hand over the Health & Safety File to the PSDP. Along with the Health & Safety File, the following will have to be handed over:

- Finalised Design Drawings.
- As Built Drawings.
- Manuals for Mechanical & Electrical Components of the building, including air-conditioning, heating system, lights, windows.
- Safety Data Sheets for materials used in the construction, such as paints, adhesives etc.
- Construction drawings, specifications, and bills of quantities, used and produced throughout the construction process.
- The general design criteria.
- Details of the equipment and maintenance facilities within the structure.
- Maintenance procedures and requirements for the structure.
- Manuals, certificates, produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure, typically lifts, electrical and mechanical installations and window cleaning.
- Details of the location and nature of utilities and services, including emergency and firefighting systems.
- Any other relevant information required for the safe running and maintenance of the facility.
- Any amendments to the design that happens during the course of the construction phase.

16. Safety Plan Revisions

This Preliminary Health & Safety Plan is written by the PSDP. It can only be edited by the PSDP. Any design changes that happen prior to the Preliminary Health & Safety Plan being handed over the PSCS should be notified to the PSDP in writing in order for this change to be reflected in the design risk assessments. The Health & Safety Plan is written by the PSCS and builds upon the Preliminary Health



Attiquin, Castlemartyr, Co. Cork p: 0214667073 e: info@jbarch.ie

& Safety Plan. Any revisions to the Health & Safety Plan can only be done by the PSCS. Should any change in the design or during construction happen the PSCS should be notified in writing in order for this change to be reflected in the Health & Safety Plan.

17. Appendices

DESIGNERS INITIAL RISK ASSESSMENT BY JAMES BOURKE, JAMES BOURKE ARCHITECTS

DESIGNERS INITIAL RISK ASSESSMENT BY JAMES BOURKE, JAMES BOURKE ARCHITECTS.

Designers non exhaustive Assessment of Safety during Design Construction and Maintenance taking account of the Principles of Prevention								
Company: James Bourke Arch			Designer: James Bourke			Date: 14/04/2026		
Project: Kinsale Regional Museum			Checked: MS			Revision:		
Design Stage		Initial Risk			Residual Risk			
Activity	Description	S	L	R	Decisions/Actions	S	L	R
Work which puts persons at work at risk from falling from a height, burial under earthfalls, or engulfment in swampland, where the work is particularly aggravated by the nature of the work.	The project will require work at height presenting risks of falls. Particular areas of risk include use of temporary access/scaffolding to carryout works to the external walls, rainwater goods and ceilings.	2	3	6	Contractor to provide adequate protection. A site-specific method statement should be provided to include how any temporary access / scaffolding will be managed, installed, checked and removed.	2	1	2
ITEMS TO BE BROUGHT TO THE CONTRACTORS ATTENTION								

DESIGNERS INITIAL RISK ASSESMENT BY JAMES BOURKE, JAMES BOURKE ARCHITECTS.

Designers non exhaustive Assessment of Safety during Design Construction and Maintenance taking account of the Principles of Prevention								
Company: James Bourke Arch			Designer: James Bourke			Date: 14/04/2026		
Project: Kinsale Regional Museum			Checked: MS			Revision:		
Design Stage		Initial Risk			Residual Risk			
Activity	Description	S	L	R	Decisions/Actions	S	L	R
Work which involves the assembly or dismantling of heavy prefabricated elements.	The project will require temporary removal of the heavy cast iron rainwater goods and their reinstatement following repair/replacement works.	2	2	4	Contractor to put in place systems for control and mitigation of risk.	2	1	2
ITEMS TO BE BROUGHT TO THE CONTRACTORS ATTENTION								

DESIGNERS INITIAL RISK ASSESMENT BY JAMES BOURKE, JAMES BOURKE ARCHITECTS.

Designers non exhaustive Assessment of Safety during Design Construction and Maintenance taking account of the Principles of Prevention								
Company: James Bourke Arch			Designer: James Bourke			Date: 14/04/2026		
Project: Kinsale Regional Museum			Checked: MS			Revision:		
Design Stage		Initial Risk			Residual Risk			
Activity	Description	S	L	R	Decisions/Actions	S	L	R
Danger of Collison with Plant or Machinery with public or workers.	Use of temporary access /scaffolding during works to the and walls rainwater goods externally around the building which is surrounded on all side by public roads. The museum will remain open to the public during these works.	2	3	6	<p>There will need to be traffic management in place when temporary access is in place and works are being carried out to the walls and rainwater goods.</p> <p>The site is to be effectively secured.</p> <p>This will include areas for material storage and deliveries.</p>	2	1	2
ITEMS TO BE BROUGHT TO THE CONTRACTORS ATTENTION								

Designers non exhaustive Assessment of Safety during Design Construction and Maintenance taking account of the Principles of Prevention								
Company: James Bourke Arch			Designer: James Bourke			Date: 14/04/2026		
Project: Kinsale Regional Museum			Checked: MS			Revision:		
Design Stage		Initial Risk			Residual Risk			
Activity	Description	S	L	R	Decisions/Actions	S	L	R
Works on or near site boundaries or existing structures.	<p>Works to the walls, rainwater goods given the building is surrounds on all side of the building.</p> <p>Works to the ground floor arcade ceilings given that the front entrance to the building immediately steps out onto a public road.</p>	2	2	4	<p>There will need to be traffic management in place when temporary access is in place and works are being carried out to the walls and rainwater goods.</p> <p>Access to the building is to be secured during works to the ceilings so as not to endanger members of the public attempting to entre or construction workers that might accidently step out on to the public road.</p> <p>The museum is to remain closed during works to the ceilings.</p>	2	1	2
ITEMS TO BE BROUGHT TO THE CONTRACTORS ATTENTION								

Designers non exhaustive Assessment of Safety during Design Construction and Maintenance taking account of the Principles of Prevention

Company: James Bourke Arch **Designer:** James Bourke **Date:** 14/04/2026

Project: Kinsale Regional Museum **Checked:** MS **Revision:**

Design Stage		Initial Risk			Residual Risk			
Activity	Description	S	L	R	Decisions/Actions	S	L	R
Danger of slips, trips and falls.	On temporary access /scaffolding structures used for the repair of the external walls, rainwater goods and ceilings.	1	3	3	Contractor to ensure that the temporary access structures are always free from debris.	1	2	2

ITEMS TO BE BROUGHT TO THE CONTRACTORS ATTENTION

Designers non exhaustive Assessment of Safety during Design Construction and Maintenance taking account of the Principles of Prevention

Company: James Bourke Arch **Designer:** James Bourke **Date:** 14/04/2026

Project: Kinsale Regional Museum **Checked:** MS **Revision:**

Design Stage		Initial Risk			Residual Risk			
Activity	Description	S	L	R	Decisions/Actions	S	L	R
Danger of injury to members of the public.	<p>Members of the public may walk in or near the site given its location in the middle of a busy town and bordering public roads.</p> <p>The building will remain open to the public for the majority of the works, except for when works to the ceilings are being carried out.</p>	2	4	8	<p>Adequate hoarding to be erected on site to prevent access/ interaction between members of the public and site works.</p> <p>Clear signage of site boundary and careful movement of vehicles in and around the site.</p>	2	1	2

ITEMS TO BE BROUGHT TO THE CONTRACTORS ATTENTION