

Preliminary Health & Safety Plan

*St. Kevin's Community College, Fonthill Rd.,
Clondalkin, Dublin 22*

*DoEY Emergency Works Scheme
Heating Centre Upgrade Works*

TABLE OF CONTENTS	PAGE
1.0 INTRODUCTION	2
2.0 GENERAL DESCRIPTION (DESIGN STAGE)	4
3.0 PROJECT DESCRIPTION	6
4.0 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS	9
5.0 EXISTING ENVIRONMENT	13
6.0 OVERLAP WITH EXISTING UNDERTAKING	14
7.0 PARTICULAR RISK ELEMENTS	15
8.0 DESIGN RISK ASSESSMENT	17
9.0 AF1 Form	18
10.0 SAFETY FILE REQUIREMENTS	19

REV	ISSUE	DATE	DOCUMENT	AUTHOR	APPROVED
	Tender Issue	26/06/25	0841 – PSHP	MMP	JG

1.0 INTRODUCTION:

This preliminary Health and Safety Plan has been prepared in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2021 and for the purpose of providing information for the Project Supervisor Construction Stage (PSCS).

The information contained herein has been prepared prior to the commencement of the extent of the work detailed below commencing on site. It does not take account of any matters or information which may come to life after that time. The Project Supervisor Design Process (PSDP) has been appointed under the Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2021. It is expected that the Contractor, following a competence assessment, shall be appointed Project Supervisor for the Construction Stage. This appointment will be under the 2013 to 2021 Construction Regulations.

The appointed Project Supervisor – Construction should take account of the safety requirements of the project when planning health & safety management procedures for the proposed construction works. They should take over and develop this preliminary safety plan, co-ordinate the activities of all other contractors and sub-contractors and ensure that they comply with the relevant health and safety legislation and with the developed construction safety plan. Other Contractors (including the self-employed) are required to co-operate with the Project Supervisor Construction Stage (PSCS) and provide him with details of the management and prevention of risks to safety and health created by their work.

All relevant documentation must be passed on to the Client upon completion of the project in the form of a Health and Safety file.

1.1 Regulatory Requirements

GEC expects all construction work to be carried out in compliance with current applicable safety laws and regulations in Ireland and in particular with:

- Safety, Health, and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013) Safety, Health, and Welfare at Work (Construction) (Amendment) Regulations 2008 (S.I. No. 130 of 2008)
- Safety, Health, and Welfare at Work (Construction) (Amendment) (No. 2) Regulations 2008 (S.I. No. 423 of 2008)
- Safety, Health, and Welfare at Work (Construction) (Amendment) Regulations 2010 (S.I. No. 523 of 2010)
- Safety, Health, and Welfare at Work (Construction) (Amendment) Regulations 2012 (S.I. No. 461 of 2012)
- Safety, Health, and Welfare at Work (Construction) (Amendment) (No. 2) Regulations 2012 (S.I. No. 481 of 2012)
- Safety, Health, and Welfare at Work (Construction) (Amendment) Regulations 2013 (S.I. No.182 of 2013).

- Safety, Health, and Welfare at Work (Construction) Regulations 2006 (S.I. No. 504 of 2006) Regulatory Impact Assessment- Safety, Health, and Welfare at Work (Construction) Regulations 2006
- Briefing Note on the Safety, Health, and Welfare at Work (Construction) Regulations 2006 by the ACEI, EI, RIAI & SCS
- Summary of Key Duties under the Procurement, Design and Site Management Requirements of the Safety Health and Welfare at Work (Construction) Regulations, 2006
- Safety, Health, and Welfare at Work (Control of Noise at Work) Regulations 2006.
- Safety, Health, and Welfare at Work (Control of Vibration at Work) Regulations 2006.
- Safety, Health, and Welfare at Work (Exposure to Asbestos) Regulations 2006.
- Safety, Health, and Welfare at Work (Work at Height) Regulations 2006 Code of Practice for Working in Confined Spaces 2001
- Code of Practice for Access and Working Scaffolds 1999
- Code of Practice for Safety in Roof work 2005
- Code of Practice for Avoiding Danger from Underground Services 2005.

1.2 Safety & Health Plan

The safety and health plan serves two purposes.

During the pre-construction phase of a project, it brings together health and safety information obtained relevant persons involved in the design process and the Project Supervisor - Design.

During the construction phase it focuses on the appointed mechanical installation contractor's health and safety policy & risk assessments, the safety and health plan prepared by the

Project Supervisor - Design and details of the management and prevention of risks to health and safety created by other contractors and sub-contractors.

The safety & health plan should continue to develop and evolve to provide a coordinating mechanism for health and safety.

2.0 GENERAL DESCRIPTION (DESIGN STAGE):

The works comprises of the decommissioning, disconnection and removal, off site, of the entire existing heating centre and the supply, installation, testing and commissioning of the new, as shown on the accompanying drawings and specified hereafter.

The mechanical contractor is required to carry out the installations to the highest standards using only materials and equipment of the highest quality and reliability. The mechanical services installations shall only be carried out by highly experienced and competent personnel that have been appropriately trained to carry out work of similar nature, scale and complexity.

2.1 The Client

Dublin Dun Laoghaire ETB on behalf of the Board of Management St. Kevin's Community College, Fonthill Rd., Clondalkin, Dublin 22.

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.

Client duties include:

- Employ competent designers and contractors to carry out the work
- Appointment in writing, before design work starts, of a competent and adequately resourced project supervisor for the design process (PSDP), as required.
- Appointment in writing, before construction work starts, of a competent and adequately resourced project supervisor for the construction process (PSCS), as required.
- Co-operate with the project supervisor and supply necessary information;
- Keep and make available the safety file (provided by the PSDP) for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation .
- Provide a copy of the safety and health plan prepared by the PSDP to every person tendering for the project. In the case of projects on a domestic dwelling it is sufficient for the Client to provide the plan to the PSCS when they have been appointed.
- Notify the Authority where construction is likely to take more than 500 persons days or 30 working days.

2.2 Project Supervisor Design Process (PSDP):

Geaney Engineering Consultants, Studio 22 Waterford Business Park, Cork Road, Waterford. The duty of the project supervisor for the design process is to ensure co-ordination of the work of designers throughout the project.

The PSDP must:

- 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;
- Notify the Authority and the client of non-compliance with any written directions issued.
- The PSDP may issue directions to designers or contractors or others.

2.3 Project Supervisor Construction Stage (PSCS):

To be appointed. However, it is expected that the Mechanical Contractor will be appointed as PSCS for this Project. It is a requirement of the procurement process that the nominated PSCS demonstrates that they are competent to carry out the role for these particular construction activities, with a proven track record and suitable qualifications.

3.0 PROJECT DESCRIPTION

3.1 Client Organisation

Dublin Dun Laoghaire ETC on behalf of the Board of Management St. Kevin's Community College, Fonthill Rd., Clondalkin, Dublin 22.

3.2 Project Description

The schools are located at Fonthill Rd., Clondalkin, Dublin 22 as indicated on the attached site location plan. The extent of the works included for are as noted in Item 2.0:

3.3 Location & Access

The site is located at as indicated on the map below. The buildings are bounded by access roads, most of which are accessible to and frequented by members of the public.



Eircode D22K314

Refer to project drawings for layout of the buildings.

All areas including access are and waste containers - must be secured from all other activities with particular care in regard to the prevention of access to non-construction personnel. Strict procedures are required in regard to movement of personnel & materials and general site security through the access routes from public access areas.

3.4 Restrictions

Proximity of external works to public access areas and surrounding occupied areas
Control of vehicle movement (outside the main building), general traffic management.
Fire safety management procedures & arrangements – occupied building during hot work procedures.

Implement the Department of Health and the Health and Safety Authority guidance on carrying out an appropriate assessment of the risk of Coronavirus COVID-19 infection in their workplace, and suitable control measures should be identified and implemented to mitigate the risk of COVID-19 infection, and these measures should be communicated to all relevant employees and others at the place of work.

Contractors must refer to the Construction Industry Federation standardised approach to commencing construction projects in Ireland which incorporates the COVID-19 public health requirements. Please refer to CIF Construction Sector C-19 Pandemic SOP – V.11 February 2022, and/or all subsequent editions. This document is available at www.cif.ie and a copy of same is included with the tender documentation issued for the works.

The contractor must strictly adhere to prior liaison with the clients E.R in regard to all works and vehicle access arrangements e.g. traffic access, safety rules & procedures etc. For the full detail on the proposed works, please refer to the project tender documents.

Further information may be requested from:

Geaney Engineering Consultants
Studio 22
Waterford Business Park
Cork Road
Waterford.
(T) 051 879371 (E) info@geaneyengineering.ie

3.5 Timescale / Phasing

The works will be carried out and fully completed in agreement with the Clients. The following provisional dates are advised, to be prior agreed with the Client.

Commencement Date.	August – September 2026 - TBC with client
Completion Date.	October 2026 - TBC with client

Ongoing consultation between PSDP and PSCS prior to commencement on site will be required to verify the Project Timeline.

The timescale for completion of the works is progressive. Thorough planning is not required, but communication levels must be maintained high throughout all stages of the project. The co-ordination and management of the works planning and proposed delivery key components, Plant and Machinery, overlap & interaction with other occupants, is regarded as an essential element of the safety management procedures and planning on site and is the responsibility of appointed Project Supervisor (Construction).

Communication and Liaison Arrangements – Contractor & Design Team, PSDP

This Preliminary Safety Plan (followed by the developed construction safety plan prepared by the appointed electrical contractor) is expected to be the primary means of communication on health & safety issues. This is a live document and is subject to revision throughout the course of the project works.

There is expected to be ongoing contact between the Project Supervisor (Construction) (PSCS) and the appointed Project Supervisor (Design Process) (PSDP) on any issues, queries arising on any aspect of health & safety associated with the works as well as the ongoing preparation of safety file documentation.

The Project Supervisor (Construction) should bring to the attention of the Project Supervisor (Design), any significant safety issues or implications of which he becomes aware. Also: In the event of unforeseen circumstances or situations occurring on site, particularly affecting "Particular Risk" elements or the time scale for the project
A report of any accidents or incidents / dangerous occurrences that may occur
Report of any visits by the Health & Safety Authority Whether delays to the programme result in health & safety issues.

4.0 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

4.1 Structure & Organisation

Client	Dublin Dun Laoghaire ETB St. Kevin's Community College, Fonthill Rd., Clondalkin, Dublin 22.
Service Engineer:	Geaney Engineering Consultants Studio 22 Waterford Business Park, Cork Road, Waterford

4.2 Safety Objectives, Arrangements for Monitoring & Review

The appointed contractor and Project Supervisor (Construction) is expected to identify and address all aspects of required safety legislation. In particular, the following issues should be noted:

- Works are taking place within an occupied building – the overlap of construction works and proximity of works to occupied sections should be addressed in the developed construction safety plan in the form of a risk assessment.
- Traffic management, operation of site related vehicles should be identified. If there are issues, queries with regard to the ongoing proximity of works activities this should be through building management.
- The contractor should note arrangements for monitoring and review of safety procedures in the safety plan. Records of such inspections, audits should be made available for review if required. Records should include safety inspections, issues noted and addressed as well as relevant statutory inspections e.g. lifting plant and equipment
- Appropriate precautions must be taken by contractors in reviewing safety files on site, where available, and specifically in terms of asbestos, the contractor shall review asbestos register on file for the school before proceeding with works.

4.3 Permits and Authorisation Requirements

The appointed mechanical contractor should identify in advance all permit requirements for these works including hot work, excavations and height. Permit system should be outlined in the Safety Method Statement.

4.4 Emergency Procedures

Any emergency situation and/or procedure from construction works which may require whole / part evacuation of the building should immediately be made known to building management (procedures and contact details to be noted in construction safety plan).

This is a key area of safety management and all parties must be fully aware of their duties and responsibilities. Emergency evacuation drills should be undertaken to ensure that the system is working as planned and to highlight any problems that may occur in the event of an emergency.

4.5 Site Rules, Restrictions

Strict housekeeping arrangements must to be adopted at all times.

Appropriate precautions must be taken in implementing the Department of Health and the Health and Safety Authority guidance on carrying out an appropriate assessment of the risk of Coronavirus COVID-19 infection in their workplace, and suitable control measures should be identified and implemented to mitigate the risk of COVID-19 infection, and these measures should be communicated to all relevant employees and others at the place of work.

4.6 Co-Ordination and Co-Operation In Implementing Health And Safety Principles

Duty to Co-Operate

It shall be the duty of every employer and every self-employed person involved in sharing a place of work with another employer or self-employed person to co-operate in implementing any safety, health, welfare and occupational hygiene provisions considered necessary and, taking into account the nature of the work activities, to co-ordinate their actions in relation to the protection from and prevention of occupational risks, and to inform each other and their respective employees or safety representatives (or both) of any risks involved in such work activities."

4.7 Site Safety Coordination Meetings.

Attendance records and minutes will be kept by the PSCS. Items for discussion can include:

- Scope of Work. Method Statements.
- Safety Audit/Inspection, Corrective action items. Accident /incident Reports.

- Unsafe acts or conditions. Training requirements. Records should include:
- Risk assessments, hazards, and precautions. Temporary Works.
- Work instructions, including those related to safety. Training records and list of authorized personnel.
- Inspection and maintenance records, including those for PPE, and especially those relating to statutory examinations of plant and machinery.
- Work permits.
- Specifications for work equipment, CE compliance and any noise level figures provided by the manufacturer.
- Safe Pass and CSC Records.
- Site induction Records.
- COVID 19 Self-assessment Records and Contacts. (Sites differ and this may not be required.)
- Records of any reported defects, incidents or accidents and action taken. (This will also include accident investigation reports.)
- Any complaints relating to Bullying, harassment or intimidation must be investigated.

4.8 The General Principals Of Prevention

Second Schedule of The General Application Regulations

- a) The avoidance of risks.
- b) The evaluation of unavoidable risks.
- c) The combating of risks at source.
- d) 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.
- e) The adaptation of the place of work to technical progress.
- f) The replacement of dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems of work.
- g) 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.
- h) The giving to collective protective measures of priority over individual protective measures.
- i) The giving of appropriate training and instructions to employees.

4.9 Third Schedule – Construction Regulations

Requirements To Be Applied Regarding The General Principles Of Prevention

- (a) Keeping the construction site in good order and in a satisfactory state of cleanliness.

- (b) Choosing the location of workstations bearing in mind how access to these workplaces is obtained and determining routes or areas for the passage and movement of equipment.
- (c) The conditions under which various materials are handled.
- (d) Technical maintenance, pre-commissioning checks and regular checks on installations and equipment with a view to correcting any faults which might affect the safety and health of persons at work.
- (e) The demarcation and laying out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.
- (f) The conditions under which the dangerous materials are removed.
- (g) The storage and disposal or removal of waste and debris.
- (h) The adaptation, based on progress made with the site, of the actual period to be allocated for the various types of work or work stages.
- (i) Co-operation between employers and self-employed persons.
- (j) Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.

4.10 General Details

Relevant Adjoining lands.	Private lands & Private/ Public roads.
Restrictions on Working Hours.	To be established.
Commencement Date.	August – September 2026 - TBC with client
Completion Date.	October 2026 - TBC with client

The location of supplies for welfare facilities i.e., Water, electricity sewage etc. will be identified prior to commencement on site. An area for a contractor's compound will be provided and agreed before commencement on site All welfare facilities will have to comply with the needs and requirements of COVID 19 in line with Government and Clf advice.

All contract personnel will be required to attend an induction before commencing work. This will include the use and adherence to work permits.

All works will be completed within a school environment. Due care and diligence are required to be taken as part of the design and construction process to ensure the health and safety of construction personnel and school personnel.

Method statements will be required to be completed by all contractors for works to be undertaken on site and will need to take account of the requirements of COVID 19.

5.0 EXISTING ENVIRONMENT

5.1 Existing ancillary buildings

The appointed mechanical contractors will have a duty of care to the protection of non-construction personnel in regard to the overall works particularly where works overlap with normal routine, access to and from all building in use. This should be addressed in the developed construction safety plan. Risk assessments should be undertaken by the contractor.

5.2 Traffic System / Requirements

Access/Egress for all construction traffic will be via the main entrance to the site. There is regular vehicle & pedestrian movement along this traffic route which should be addressed in the contractors' traffic management procedures and arrangements. Adequate signage warning drivers and pedestrians of advance hazards should be posted at all entry points to the site and along the approach to the entry point.

5.3 Existing Services

For detail on the existing Services Installations, refer to the project tender specification documents.

Further information may be requested from:
Geaney Engineering Consultants
Studio 22
Waterford Business Park
Cork Road
Waterford.
(T) 051 879371 (E) info@geaneyengineering.ie

6.0 OVERLAP WITH EXISTING UNDERTAKING

Key safety issues to be addressed as part of the development should include

- Building access at designated entrance & through the buildings.
- Traffic management and co-ordination; Delivery & transport of materials and main structural components.
- Delivery, assembly and movement of plant,
- Connections to mechanical & electrical installations
- Strict control and supervision of all hot works.
- Works in regard to fire safety system, including smoke detection system, protection of fire rated structures and storage of construction related flammable materials should also be specifically addressed by way of recordable permit to work system. All such records to be available for inspection by project managers

7.0 PARTICULAR RISK ELEMENTS

The following issues have been identified and may present a potential risk to the health & safety of contractors and others. The appointed Project Supervisor (Construction) is expected to prepare / update their safety management procedures in order to eliminate, reduce or control the associated risks. (Note: this list is not exhaustive)

7.1 Fire Safety Management

Evacuation procedures, fire alarm arrangements and hot works procedures shall be agreed with the School Authority prior to commencement of the works.

7.2 Works at Height

Anticipated works at height will include:

Removal and installation of boiler flues and chimney liner.
Installation of high-level mechanical and electrical services.
MEWPs.
Mobile scaffolding and ladders.
Roof level access.

The Safety, Health and Welfare at Work (General Application) Regulations relating to Work at Height shall apply.

7.3 Risk of Electric Shock

Electrical services will require isolation, modification and reconnection to facilitate the works. Care shall be taken to ensure all equipment is safely isolated prior to commencing works. No unauthorised access to LV panels or electrical equipment shall be permitted.

7.4 Gas Services

The works involve modifications to the existing natural gas installation. Existing gas services shall be safely isolated, purged, tested and recommissioned by competent personnel. Appropriate gas safety procedures shall be implemented throughout.

7.5 Manual Handling

An element of lifting and manoeuvring of boilers, pumps, pipework and associated plant will be required. The Contractor shall ensure all manual handling activities are risk assessed and appropriate lifting equipment is utilised wherever practicable.

7.6 Dust

Dust generated during demolition and builders works shall be kept to a minimum. Appropriate dust suppression and segregation measures shall be implemented to minimise disruption to the operational school.

7.7 First Aid

First Aid arrangements shall be the responsibility of the PSCS and individual contractors. First Aid cover must be provided at all working times.

7.8 Existing Services / Asbestos

Prior to any intrusive works, the Contractor shall review the Asbestos Register and verify the location of all existing mechanical, electrical and gas services. All services to remain shall be adequately protected throughout the works.

8.0 DESIGN RISK ASSESSMENT

*REFER TO THE SEPARATE DESIGN RISK ASSESSMENT
DOCUMENT INCLUDED IN THE TENDR PACKAGE*

9.0 AF1 Form



Safety, Health and Welfare at Work (Construction) Regulations 2013

Approved Form (AF 1) Regulation 10

Particulars to be notified by the Client to the Health and Safety Authority before the design process begins

NOTE:

This form is to be used to notify of any project covered by the Safety, Health and Welfare (Construction) Regulations 2013, which will last longer than 30 days or 500 person days. It can also be used to provide changes in appointments since initial notification of projects.

Any day on which construction work is carried out (including holidays and weekends) should be counted, even if the work on that day is of short duration. A person day is one individual, including supervisors and specialists, carrying out construction work for one normal working shift.

This Notification is to be made by Registered Post to HSA, Metropolitan Building, James Joyce Street, Dublin 1; or as may be directed by the Authority.

- 1 Client:** Provide name, full address, telephone number and e-mail address for the Client. If more than one Client, please attach details of all Clients on a separate sheet.

Name:	Dublin and Dún Laoghaire Education and Training Board		
Address:	Belgard Square E, Tallaght, Dublin		
Telephone:	01 4529600	E-Mail:	DerekHennessy@ddletb.ie

- 2 Project Supervisor Design Process and Health & Safety Coordinator:** Provide name, full address, telephone number and e-mail address for the PSDP and Health & Safety Coordinator for the Design Process.

PSDP Name:	Geaney Engineering Consultants	H&S C. Name:	Cian Geaney
Address:	Studio 22 Waterford Business Park, Cork Road, Waterford	Address:	Studio 22 Waterford Business Park, Cork Road, Waterford
Telephone:	051 879371	Telephone:	051 879371
E-Mail:	info@geaneyengineering.ie	E-Mail:	info@geaneyengineering.ie

- 3 Project Supervisor Construction Stage and Health & Safety Coordinator, if known:** Provide name, full address, telephone number and e-mail address for the PSCS and Health & Safety Coordinator for the Construction Stage.

PSCS Name:		H&S C. Name:	
Address:		Address:	
Telephone:		Telephone:	
E-Mail:		E-Mail:	

- 4 Information on Construction Work:** Please provide your details of the following.

Description of Project:	The works comprise the refurbishment of the existing boiler plantroom, replacing the end-of-life heating plant with a modern, high-efficiency condensing gas boiler installation, upgraded controls, new domestic hot water generation, upgraded gas infrastructure and associated electrical and builders works while retaining and reconnecting to the existing building heating distribution network.		
Exact Address of Construction Site:	St. Kevin's Community College, Fonthill Rd., Clondalkin, Dublin 22 Eircode: D22K314		
Signed:		by or on behalf of the Client	
Position:	Managing Director Geaney Engineering Consultants	Date:	25.06.2026

10.0 SAFETY FILE

The Safety File is, in effect, the operations & maintenance manual for the project works. It is a statutory document and its purpose is to alert those who will be responsible for the ongoing facility management of the property, after hand over, to tasks that should be managed to control health and safety risks when the systems are maintained, repaired or modified.

It is the responsibility of the Project Supervisor (Design Process) to prepare the Safety File appropriate to the characteristics of the project. The Project Supervisor (Construction Stage) shall coordinate arrangements among contractors to ensure the provision of relevant information, in writing, necessary for the Project Supervisor (Design Process) to complete the Safety File. The regulations require the Designers and the Project Supervisor for the construction stage to cooperate with and provide information to the project Supervisor Design Process to enable the safety File to be prepared. The file must be reviewed and adjusted during the progress of the works to take account of any changes that have occurred.

The Guidelines to the safety, Health, and welfare at work (Construction) Regulations 2013 provide general details of the information that may be included in the Safety File. The layout and contents of the file are to be agreed with the project Supervisor for the design process.

The Project Supervisor Design Process shall promptly deliver the safety file to the client on completion of the project.

10.1 Contents of Safety File:

It will be the responsibility of the PSDP to produce the safety file for the project and hand it over to the client on completion of the project. To facilitate this, the PSCS must provide the relevant information for the Safety file as set out in the regulations:

The Contractor / PSCS shall ensure that, at a minimum, the following shall be provided in the Site Safety File when returning to the PSDP at project completion stage, prior to issue of cert of practical completion, to a format as stated below:

1. Project Description and Site Location
2. Project organizational chart, contact details of all sub-contractors and suppliers.
3. All Engineers drawings and specifications
4. Letter of confirmation from Contractor that all works are carried out in accordance with the drawings and specifications

5. As-built drawings - including detailed drawings of any changes that occurred, to be provided by Contractor including description of service, level and route and voltage if applicable, termination points and all such information as suitable to fully describe the service in detail.
6. Where any uncovered services are discovered, that are not currently identified on drawings, these shall be recorded and marked on a drawing including description of service, level and route and voltage if applicable
7. Preliminary Health and Safety Plan
8. Construction Health and Safety Plan including Risk assessments for working methods carried out by contractor. These must be site specific and cover the work to be carried out. Also include Contractor Safety Statement of all contractors used on site.
9. AF2 notification. AF1 notification supplied by PSDP.
10. Identification of any Residual Risk.
11. Construction material for each element of work including:
 - a. Scope of works
 - b. Technical and Safety Data Sheets
 - c. Maintenance and Cleaning Information
 - d. Relevant Drawings including design loading calculations
 - e. Certificates and Warranties
12. Any other H&S information relevant to the project, including temporary design
 - a. certs, etc

All information to be provided in soft copy, on CD, memory stick, or via email to agreed address with PDF attachments. and hardcopy formats for ease of use by client, well tabulated and referenced

DISCLAIMER

Geaney Engineering Consultants believe reasonable efforts have been made to ensure the accuracy of the information contained in this document. It may include inaccuracies or typographical errors and may be changed or updated without notice. It is intended for discussion and reference purposes only and is provided "AS IS", without warranty of any kind. Reliance on any information presented is at your own risk. Geaney Engineering Consultants hereby disclaims all warranties and conditions with regard to this information. In no event shall Geaney Engineering Consultants be liable for any damages of any form arising out of, or in any way connected with the use of this document. If you are dissatisfied with any portion of this document, your sole and exclusive remedy is to discontinue using this document.