

Preliminary Health & Safety Plan

For

Office Fit Out Project - Dunhill Eco Centre, Dunhill, Co. Waterford

on behalf of

Dunhill Eco Centre and Waterford CCC



prepared by

E-Project Chartered Architects Limited
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PRELIMINARY HEALTH & SAFETY PLAN

1.0 General Description of Project:

1.1 Description 1.2 Site Address 1.3 General Situation 1.4 Site Access	Internal Fit Out Project to provide separate compartmented Office accommodation with internal communication stair access and new external Entrance from Dunhill Eco Centre Building. Dunhill Eco Park, Dunhill, Co. Waterford Established Local Business Park of Two Blocks of accommodation buildings providing single use offices, open plan offices and small scale local commercial accommodation within mixed use buildings. Access to the Building and works area is via the Eco Park Centre entrance and internal circulation roads serving the two separate buildings. The works are within the rear building, with access via the north facing service yard area. The Total Works will include, but are not limited to the following: - The fit out of an existing 'shell and core' roof space area to provide Office Accommodation including assigned Toilets and Kitchenette areas as per the Architect's Plans. To include partitions, glazed screens, floor wall and ceiling finishes as shown. - The upgrade of an internal accommodation stairs to meet Part M and Fire Separation Requirements. Works yo include structural support works to floor build up and fire compartmentation floor / ceiling works to accommodation below. - Upgrade works to wall and roof fabric to achieve insulation levels, including rooflight replacement. - New curtain wall section including new entrance door to existing façade – to replace roller shutter. - New feature access stairs and balustrading. - Localised external concrete and paving including capping off / repositioning of existing rainwater / sewer drainage access covers. - Making connections to existing Electrical, Fire Alarm, Water, Heating and waste water services, and may require localised opening up of ducts / trenches, accessible ceilings etc. to access services.
1.5 Programme Details	The works are required to be completed by the end of December 2027 (<i>The Design Team are working to December 2026</i>). The start and completion dates are to be incorporated in the Contractor's Programme to be included as part of the Tender Return Documentation. All internal and external works are to be completed as a single phase.

2.0 Project Team Details	
2.1 Employer (client)	Alison Coleman, Dunhill Eco Centre. Dunhill, Co. Waterford Tel: 087 7586849 Email: alison@dunhillecopark.com
2.2 Project Supervisor for Design Stage (PSDS)	Michael Regan - EPCA Architects 21, Lower Main St, Dungarvan, Co. Waterford Tel: 058 48794 Mobile: 087 9191 663 Email: michael@epca.ie
2.3 Project Architect	Michael Regan E-Project Chartered Architects Ltd. 21 Lower Main Street Dungarvan Co. Waterford Tel: 058 48794 Email: michael@epca.ie
2.4 Assigned Certifier	Michael Regan E-Project Chartered Architects Ltd. 21 Lower Main Street Dungarvan Co. Waterford Tel: 058 48794 Email: michael@epca.ie
2.5 Structural Engineer	Bryan McCarthy, 9a Durand's Court, Parnell Street, Waterford X91 TH79 Tel: 051 875 805 Email: bryan@bmaace.com

2.6 Mechanical & Electrical Consultants	Cian Geaney, Geaney Engineering Services, Waterford Business Park - Unit 22, Cork Rd, Waterford Tel: 051 879 371 Mbl: 087 254 7181 Email: info@jerrygeaney.com
2.7 Fire and DAC Consultants	N / A
2.8 Quantity Surveyors	William Kee, Nolan Construction Consultants, Wallace House, Maritana Gate, Canada St, Waterford Tel: 051 878 806 Mbl: 086 853 0602 Email: william@nolancc.ie
2.9 Project Supervisor Construction Stage (PSCS)	To be confirmed by Contractor Tel: Mbl: Email:
2.10 Main Contract	To be confirmed Tel: Mbl: Email:
2.11 Electrical Engineers	To be confirmed Tel: Mbl: Email:
2.12 Mechanical & Plumbing Engineers	To be confirmed

3.0 Project Details	
3.1 Drawings/Specifications/	A full series of Construction Drawings and Tender Documentation have been developed for the proposed works by: - E-Project Chartered Architects Ltd., - Bryan McCarthy C+S Consulting Engineers, - Geaney Engineering Services and - Nolan Construction Consultants Ltd. Relevant Documents A copy of All drawings and Specification documents issued at Tender Stage. These will be adjusted as agreed post tender and reissued for ‘Construction’. A set of all Construction Drawings etc is to be included on Site In the Health & Safety File & Updated on an ongoing basis as revised drawings are issued.
3.2 Other Contracts which may affect work	N/A
3.3 Communication Arrangements	Communication between the Project Supervisor Construction Stage (PSCS), the Project Supervisor Design Stage, Project Manager, Project Architect, Main Contractor, Consulting Engineers, Client and Client’s Representatives will be through the following channels: • By Writing, • By Telephone, • By Email, Using the updated details contained within the Project Team Details in Section 1.3. • As required Formal / Informal Design Team Meetings are to be established – to be confirmed to coincide with specific periods of activity / works. • Fortnightly or Monthly Formal / Informal Site Meetings are to be established. • Additional meetings may be called by the PSCS or the principal team members/ contractors as required. • Contractor is to also note the periodic inspections that are identified in the Assigned Certifier’s inspection Framework schedule.

4.0. Client Considerations and management Requirements

4.1 Structure & Organisation	The Dunhill Eco Centre have received Waterford CCC funding for the project. A traditional tender procurement route to engage the main contractor to carry out the works will be progressed via E-Tenders.
4.2 Safety Objectives for the Project 4.3 Monitoring & Review Arrangements	Dunhill Eco Centre are committed to ensuring that all project activities comply with best practice as well as all relevant Safety, Health, and welfare legislation. Works are to be conducted safely with the minimal of risk to General Public, Operatives, adjacent neighbours etc. Fortnightly / Monthly Project Team Meetings are to be established to monitor and review ongoing Health and Safety Issues. Weekly / Fortnightly Informal Site Meetings may be established at certain periods of the Project Programme to monitor particular activities on site, and review Health and Safety Issues. Additional meetings may be called by the PSCS or the principal team members/ main contractor etc. as required. Regular site inspections are to be carried out in accordance with health and safety requirements and in accordance with all relevant Code of Practices etc.
4.4 Permit to work/ authorisation requirement	All operatives must have safe pass cards before attending site. All operatives employed by the Contractor on the site must sign in and out of the premises and a record of on site attendance kept up to date at all times in case of roll call requirements in the event of an emergency or incident.
4.5 Emergency procedures	In the event of emergency, operatives should evacuate the premises by the nearest designated Emergency Exit to a safe assembly point outside the building. At the site entrance onto the public road. A roll call will be taken to ensure all operatives are evacuated.
4.6 Restriction of Working Hours	Works may be required to be carried out at weekends and during the evenings. This should be within the conditions attached to any Planning Permission and should be kept to a minimum to avoid disruption to any neighbouring Building Users within the Eco Centre Campus and other neighbouring properties outside of the site boundary. Notice must be given to the Client / Client's Representatives by the Contractor when it is proposed to undertake after hours works which are likely to cause nuisance / disturbance outside of the site boundary.

4.7 Site Restrictions and Restrictions on Access	The works are located within the Eco Centre grounds and are to be undertaken during the limited works period stated in the Tender Documents. The site is to be accessed from a designated entrance to the school campus, and all circulation between the entrance and the siteworks compound area is to be supervised and monitored by the contractor when vehicles are traversing the school grounds and exiting the school onto the public road.
	The Contractor is to provide a detailed schedule identifying any significant machinery movements and also materials being delivered to the site. It is noted that there are significant sightlines when accessing the main public road from the site. Where long / wide loads etc. are being utilised for the works some hazard markings / cones / site personnel should be stationed at the entrance to avoid possible traffic hazards during the works. Due to site use and nature of the works / working constraints etc. only limited storage of materials will be possible within the Corks area site. All materials / plant should be secured at the End of each day to avoid encouragement of trespass onto the site. The siteworks areas are generally to be secured out of hours by the Contractor.
4.8 Adjacent Building Activities	There are immediately adjacent to public used commercial Services within the Eco Park campus of buildings. The contractor is to mitigate any disruption to the in use areas of the building and also ensure that all of the building works are coordinated with any adjoining properties that may be impacted by the works – dust, noise, vibration, deliveries and site operatives parking etc. to remove and disturbance or The works sequenced / timed to minimise any disruption as much as possible.

5.0 Environmental restrictions and existing on site risks

5.1 Safety Hazards 5.2 Working at Height 5.3 Pedestrians & Vehicle Traffic.	A number of standard safety hazards have been identified due to the nature of the works and also the relative exposed nature of the site in its locality. These are outlined below. There will an element of works at height in respect of the two storey element of the works, the installation of the rooflights and any roofworks and flashings associated with SVP and curtain walling installation, and localised service penetrations to the roof and existing walls. Such work should be identified, risk assessed and dealt with through the application of General Principals of Accident Prevention. The Contractor is to provide a Method Statement / Plan for all timed deliveries and removals from the areas to ensure that the adjacent mixed use commercial activities and movements are not inconvenienced or presented with hazards to movement and access etc. at peak times. All site operative movements, materials and equipment delivery and debris removal movements etc. should be carefully controlled by the Contractor when exiting onto the public Road.
5.4 Underground Services	There are no known underground services within the site area not have any been unearthed within the vicinity of proposed works as presenting a Hazard. However the “Code of Practice for Avoiding Danger from Underground Services” should be followed by the Contractor to improve the level of safety, reduce incidence of damage to services and minimise risk to personnel. Other Services - Possible other services in the locality / concealed within the service zones of the building could not be confirmed at time of Tender. Possible further investigations may be required by PSCS prior to any excavations.
5.5 Overhead Services	There are both Electricity and Telephone overhead services traversing the site. Contractor to verify if there are any services concealed within Concrete margin to the roller shutter area and if necessary prepare a detailed risk assessment and method statement - to be confirmed by PSCS prior to works.
5.6 Health Hazards	Working on existing Sanitary Fittings/ Soil pipes/ Drains/ Sewers As the proposed Works may involve the stripping out of the redundant waste services within Toilet facilities, connected to the public sewer services and also making new connections to the existing water supply and provision of new sewer pipework etc. there is a risk of exposure of micro-organisms found in sewers / drains, leading to diseases such as Weil's & Hepatitis C. The use of Personal Protective Equipment/ Clothing & good personal hygiene practices as appropriate should be implemented. The Contractor is to mitigate any possible exposure of micro-organisms to adjacent sites and hard standings etc. by security and containment of the works areas.

6.0. Significant Design & Construction Hazards

6.1 Design Assumptions and control/ managing the risk	<u>Excavations</u> -not applicable to this project. –refer to Structural Engineer's Drawings. Excavation collapse risks are not exacerbated by ground conditions. Designer has assumed all excavations will be protected by a proprietary trench box system or shored with a designed system. The use of prefabricated manhole/ inspection chambers reduces the work time for operatives in excavations and speeds reinstatement works reducing the time of exposure to risk of open excavations. <u>Working at Heights</u> All work at height will be from mobile elevated working platforms or scaffolds. Fall arrest equipment will only be used as a last resort by competent persons in controlled and supervised situations.
6.2 Arrangements for Co-ordinating of Ongoing Design work/ changes	It is imperative that the PSCS highlights any changes to the proposed works as designed to the PSDS in a timely manner so that design safety issues can be adequately co-ordinated. Similarly, all temporary works designs associated with the project that are identified by the PSCS must be communicated to the PSDS in a timely manner so that design safety issues can be adequately co-ordinated. PSCS must communicate any design changes to the PSDP in writing giving 3 days notice to allow adequate safety co-ordination. Formal Instructions/ site directions will be issued by the PSDS to the PSCS before works proceed. Fortnightly Project Team Meetings are to be established to monitor and review Health and Safety Issues. Additional meetings may be called by the PSCS or the principal team members/ main contractor etc. as required.

7.0 Information on significant safety & health risks identified during the design

7.1 Working at Height

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Re-Assessment
Fall of people working at height. Fall of equipment/ materials from height. Locations: Services at Roof / Roof light and high ceiling Level, services and plasterboard Ceiling Installation & Painting. Working adjacent to existing high level walls to lower road and in particular to western boundary to adjacent property on lower road.	High	Main contractor to ensure; As much as possible, works which may be carried out at ground level should be done at ground level. Where this is not practical, method statements should accompany any works at height. Ladders must only be used when no other form of access is practical and in accordance with best practice & regulations. Hard hats PPE are worn. Storage of material should be restricted to ground level well away from excavations. All work at height will be from mobile elevated working platforms or scaffolds. Fall arrest equipment will only be used as a last resort by competent persons in controlled and supervised situations. Debris nets/ protection should be utilised where appropriate.	Low

7.2 Excavations / Groundworks

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Re-Assessment
Collapse leading to suffocation / crushing Hitting hazardous underground services exist during excavations. People & Vehicles falling into excavations. Undermining nearby road edge requires excavating in close proximity to existing / proposed buildings/ walls. Operatives working in excavations being struck by materials, equipment, plant vehicles etc, falling into excavations. Locations: Throughout excavation works to Building, Retaining Walls, Sewers, Manholes, inspection chambers and drainage trench.	High	PSCS/ Main Contractor to ensure; All excavations will be protected by a proprietary trench box system or shored with a designed system, designed by a competent person. The use of prefabricated manhole/ inspection chambers reduces the work time for operatives in excavations and speeds reinstatement works reducing the time of exposure to risk of open excavations. Safe digging practices to be employed, following Code of practice for avoiding dangers from Underground Services. A suitable Temporary traffic/ pedestrian management system with vehicle baulks/ barriers, lights, signs etc. should be designed & utilised. Daily inspections of excavations to identify signs of subsidence/ support movement/ deflection etc. Store all materials, plant etc away from excavation edges and access / egress points. Provide banks man to assist with safe excavations. Ensure PPE is used. As much as possible, works which may be carried out at ground level should be done at	Low

		ground level. Where this is not practical, method statements should accompany <u>any</u> works within excavations. Depth of excavations kept to minimum to <u>avoid</u> undermining nearby structures.	
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7.3 Traffic

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Re-Assessment
Injury or death, site operative, adjacent neighbours, children on way to nearby schools or member of the Public being struck by traffic working in immediate area or exiting onto the public road network outside of the site. Injury or death arising from people & Vehicles falling into excavations on Public Road / footpaths. Injury or death, of operatives and or public due to being struck by plant/ site vehicles. Locations: Within the site, at entrance and exit points and local junctions in the vicinity of the site.	Medium	PSCS/ Temporary Traffic Management Designer/ Operations Supervisor/ Main Contractor to ensure; Safe working practices to be employed working on roads, following Code of practice for Working on roads and Guidelines for working on roads HSA 2008. A suitable Temporary traffic management system with vehicle baulks/ barriers, lights, signs etc. should be designed & utilised. A suitable pedestrian traffic management system with baulks/ barriers, lights, signs etc. should be designed & utilised. Plant and delivery movements should be carefully controlled at all times. Secure delivery's/ collections to & from the branch will need to be notified for the duration of works. Provide banks man to supervise plant/ site vehicle movements. Ensure PPE is used, particularly high visibility clothing. All plant must be licenced & roadworthy with appropriate hazard lighting/ sound warnings. Road areas local to works should be regularly cleaned. Plant / Site vehicles should be well maintained/ checked.	Low

7.4 Confined Spaces

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Re-Assessment
Suffocation Poisoning Explosion & or fire Exposure of micro-organisms found in sewers/ drains, leading to diseases such as Weil's & Hepatitis C. Locations: In Sewers, Manholes Inspection Chambers or trench excavations.	Medium	Main Contractor to; Follow Code of practice for working in confined spaces. Identify, Assess hazard & risk of confined spaces. Produce method statements, detail emergency provisions & communicate to operatives. Where appropriate test atmosphere before entry, and monitor operative while working Provide top man with lifeline if required Ensure PPE is used. Weil's disease control measures must be implemented Access & Egress via trenches must comply with excavations/ ground works risk assessment.	Low

7.5 Programme

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Assessment	Re-Assessment
Insufficient time allowed for completion of project or elements of project. Locations: Throughout Project	Low	PSCS/ Main contractor to ensure; A practical programme is developed to ensure that elements of the work can be sequenced and carried out safely within allocated time.	Low	

7.6 Identification & control of Hazards

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Assessment	Re-Assessment
Injury & or fatality due to non-identification of foreseeable hazard. Incorrect risk assessment &/ or control measures Locations: Throughout Project	Medium	PSCS/ Main contractor to ensure; Systematic approach to the identification, qualification & control of hazards to be employed by the PSCS. This information must be included within the Construction Phase Safety & Health Plan and communicated to relevant parties. Associated control measures to be monitored and enforced.	Low	

7.7 Exposure to Disease

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Assessment	Re-Assessment
Exposure of micro-organisms found in sewers/ drains, leading to diseases such as Weil's & Hepatitis C. Locations: In existing Sewers, Manholes Inspection Chambers/ drains or obsolete sanitary appliances etc.	Medium	Main Contractor to; Ensure PPE is used and operatives are aware of risks, control measures and treatment. Weil's disease control measures must be implemented Ensure cuts, abrasions or scratches are carefully cleaned with sterile wipes, soap & water and covered with waterproof dressings. After contact with dirty attic areas; - wash with soap and clean water hands & forearms especially before eating, drinking smoking. - Avoid rubbing nose, mouth or eyes during works.	Low	

7.8 Working with Concrete

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Assessment	Re-Assessment
Skin Damage due to contact with concrete	Medium	Main Contractor to ensure the use of PPE and good site housekeeping/ cleaning procedures.	Low	

7.9 Exposure to Dust Inhalation

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Assessment	Re-Assessment
Exposure to environments containing dust leading to respiratory infections	Medium	Main contractor to ensure; Dust producing work processes to be eliminated or reduced wherever possible.	Low	

Locations: During all works generally, Excavation & General Works		Undertake damping down operations as required. Use PPE and good site housekeeping/ cleaning practices	
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7.10 Fire

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Re-Assessment
Injury/ death to staff/ operatives Locations: Site generally	High	Main contractor to ensure; Avoid hot works where ever possible. A hot works permit system to be implemented & rigorously enforced. Fire extinguishers to be available at all times. No smoking is permitted inside the building. Flammable material to be stored in appropriate locations away from building or combustible materials. Fire alarms when installed are to be maintained operational, tested regularly and emergency evacuation system co-ordinated in liaison with the branch procedures.	Low

7.11 Trespass onto Site Areas

Nature of Hazard	Risk Assessment	Measures To Reduce Significant Risk	Risk Re-Assessment
Injury/ death to trespassers / / public Locations: Across the areas of the Site generally incl. works to Road Frontage – upper and lower levels.	Low	Main contractor to ensure; The site area is not accessible to Children / Public for the duration – provide adequate hoardings, access gates and provide temporary hazard signage. All external sewer / drains etc. remain covered and all covers etc. secured when not supervised by Staff Operatives. All equipment and materials, including removed materials for disposal are to be carefully stored and secured so as not to present a hazard.	Low

7.12 Materials requiring particular precautions

Concrete is regarded as a hazardous substance and will require adequate precautions to be taken.

The information contained in this preliminary Health and Safety Plan has been prepared at Tender Stage, prior to the appointment of the Contractor and commencement of the work on site. It does not take account of any matters or information which may come to light after that time.

Signed: 
Tender Stage - Project Supervisor for Design Process (PSDP)

Date: 8/06/'26