

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

PRELIMINARY SAFETY & HEALTH PLAN

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This Preliminary Safety and Health Plan has been prepared on a preliminary basis in accordance with Article 12 (1) (a) of S.I. 504 of

S.I. No. 291/2013 - Safety, Health and Welfare at Work (Construction) Regulations 2013.

For

Project:

Historic Towns Initiative 2026 – Sligo City Hall

Building Fabric Repair Works

Prepared By

Dedalus Architecture

Project Supervisor for Design Process

Date:

30TH June 2026

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CONSULTANTS

ARCHITECTS

Dedalus Architecture Ltd

FIRE SAFETY CONSULTANTS

Not applicable

MECHANICAL & ELECTRICAL CONSULTANTS

Not applicable

QUANTITY SURVEYORS

Dedalus Architecture Ltd

STRUCTURAL ENGINEERS

Design ID

TEMPORARY WORKS DESIGNER

Main Contractor

OTHER CONSULTANTS

Not applicable

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PRELIMINARY SAFETY & HEALTH PLAN

This Safety & Health Plan has been prepared on a preliminary basis in accordance with Article 12(1)(a) of S1 504 of 2006, the Safety, Health and Welfare at Work (Construction) Regulations 2006, and is based on project information available of this time and gathered during a site visit carried out on 21/01/26.

1. GENERAL DESCRIPTION OF PROJECT

1.1 Client

Where there are a number of clients then one or more of the clients can elect to be treated solely as the client for the purpose of the Construction Regulations 2006. This must be agreed in writing.

[name and address of Client]

Single tender process for: Sligo County Council

1.2 Project Supervisor for Design Process

[name and address of PSDP]

Dedalus Architecture Ltd

Bath Terrace, Main Street

Moville

Co. Donegal

1.3 Project Description

[summary description of project]

Building envelope, window restoration & repair works

1.4 Site Location

[address of site]

Sligo City Hall

Quay Street, Sligo

F91 PP44

1.5 Contaminated Land

[Survey Results Attached]

Historic archaeological site

1.6 Drawings / Specifications / Location of connections for Welfare Facilities

Drawings:

As per attached schedule on Appendix C.

Specifications:

As per attached schedule in Appendix C

Existing Safety File for the project:

None ☐ Described in Appendix D ☐

Location of Electricity, Water and Sewage Connections, where appropriate, to facilitate adequate welfare facilities to be shown in drawings as per attached Schedule in Appendix C

Refer to Advise Notes as for the notes numbered 1-28 in Appendix F.

1.7 Relevant Adjoining Land Uses¹

Work to building in occupation; Public footpaths, building access to four sides; busy traffic routes to one side; residential & commercial neighbours

1.8 Restriction of Working Hours²

Working hours – work to be undertaken in built-up commercial street. 'Good neighbour policy' to be implemented.

1.9 Site Restrictions³

Work to be undertaken at congested urban site; work area to be contained at all times.

1.10 Traffic System and Access Restrictions⁴

Method statement required to agree access for unloading; coordination of access by arrangement with the local authority if required

1.10.1 Existing roads and sightlines⁵

The site is located at two road junctions; requiring coordination of MEWP/ Hoist access, scaffolding design, access & deliveries

1.10.2 Access to site⁶

Control required to site entry points & scaffolding/hoarding to prevent unauthorised access; protection required to areas of building to remain in occupation during the works

1.11 Intended Contract Commencement Date*
[enter date]

August 2026

1.12 Intended Contract completion Date*
See time for completion in 'Form of Contract'
or [enter date]
State basis on which time frame was established

May 2027

1.13 Phasing of Works
see phasing on drawing
In Appendix D

No phasing proposed this contract – note funding
deadlines propose approximately 75% of contract
completed by November 2026

Note*: The intended commencement and completion dates are advised above. The basis for the timescale should be based on industry norms and professional judgement. When the client requires the time frame to be accelerated this should be clearly notified to the tenderers so that appropriate measures can be taken by tenderers for compliance with Safety and Health Regulations and legislation. Tenderers should be requested to confirm the time frame is practicable, and would not adversely impact on safe working methods.

2. OTHER WORK ACTIVITIES

The following other activities, not related to or included within the scope of the project, will be carried out on site during the construction phase.

2.1 Existing Building Activities⁷

Existing building in use for SCC headquarters &
administration activities; adjacent business
premises, car parking & pedestrian circulation

2.2 Installation of Services, e.g.⁸

Electrical work included this contract

2.3 Installation of furniture, equipment⁹

n/a

2.4 External works such as Land Drainage, Landscaping,
Public Utility Services, Work by Local Authority¹⁰

Maintenance of public areas

2.5 Other¹¹

Note – intermittent access will also be required
throughout works to allow for survey & other activities
for planning of future maintenance & repair

3. Known Existing Services

Note work near high voltage power lines is dealt with in Section 4.4. The following information is checked as far as possible by the Project Supervisor Design Process with the Client and the Consultants during site visit on 21/01/26, and records what can be reasonably established.

3.1 Underground Services

Foul & surface water drainage in street & as
drawn – position to be confirmed by contractor

3.1.1 Water Mains¹²

Position to be confirmed by contractor.

3.1.2 Electric Cables¹³

Cables routed underground; position to be
confirmed by contractor.

3.1.3 Telephone Cables¹³

Cables routed underground; position to be
confirmed by contractor.

3.1.4 Gas Mains¹³

No gas network currently installed

3.1.5 Other Liquids / Gases under pressure¹³

Oil supply for heating at north side of building

3.2 Overhead Services:

n/a.

3.2.1 Electric Lines¹⁴

3.2.2 Telephone Cables¹³

n/a

3.2.3 Other¹³

4. Particular Risks¹⁵

The following is the non exhaustive list of particular risks to the safety and health of persons (as set out in Schedule 1, of SI 504 of 2006) together with the opinion of the Project Supervisor for Design Process on what elements of the works may fall within each particular risk category. It should be noted that many of the risks on the project may arise out of working methods which are at the discretion of the Contractor and as such cannot be determined by the Project Supervisor for the Design Process.

Note that in relation to the following:

- (a) **Items 1 and 2 of the Schedule 1** only those risks which would not be evident and reasonably deducible from drawings or other support documentation to a competent Project Supervisor Construction Stage are listed.
- (b) **Items 3 to 10 of the Schedule 1** only those risks which are reasonably foreseeable by the Project Supervisor Design Process are listed.
- (c) **Other work which may involve risks** only those risks which would not be evident and reasonably deducible from drawings or other supporting documentation to a competent Project Supervisor Construction Stage are listed.

- 4.1.1 "Works which put persons at work at risk of (a) falling from a height, (b) burial under earthfalls, (c) engulfment in swampland, where a 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".

Work at roof level & tower subject to marine wind & weather

- 4.1.2 Burial Under Earthfalls for example deep foundations, deep cuttings, work in excavation, which are in or adjacent to unstable ground, hazardous underground services or where there is a risk of undermining existing foundations. obtain advice and risk assessment from Structural/Civil and Services Engineers and the temporary Works Designer

n/a

4.1.3 Falling from a Height, for example: where the risk associated with working at a height is likely to be aggravated by the presence of another significant hazard then a particular risk may be present,	Work at height – scaffolding/ temporary works to access chimneys & roofs
4.1.4 Works on or near site boundaries or existing structures which will require excavation. [obtain advice and risk assessment from Structural/Civil and Services Engineers, Temporary Works Designers and include]	n/a
4.1.5 Engulfment in Swampland, for example, unstable ground, work adjacent to lakes and ponds or reclaimed ground. [obtain advice and risk assessment from Structural/Civil and Services Engineers and Temporary Works Designers and include]	Not applicable
4.1.6 Work on or adjacent to fragile roofing materials¹⁶ New roof lights must be non fragile in accordance with Class B as defined by ACR (M) (001)2000 and maintained in accordance with the manufacturer's written instructions. Project Supervisor for Construction Stage is to obtain certification of same to be issued to the Project Supervisor for Design Process.	Work to rooflight over stairwell
4.1.7 Installation of scaffolding¹⁷ The project may require scaffolding. If scaffolding is necessary, a site specific method statement which will include how the scaffolding will be managed, planned, installed, checked and removed. The use, purpose and maximum loading shall be clearly communicated to the designers, the installers and the users of scaffolding. The Safety and Health Plan shall be updated during the project to reflect the status of the scaffolding including CR8 "Scaffolders Report of Inspection of scaffold". [obtain advice from Structural/Civil and Services Engineers and Temporary Works Designer and include]	Scaffolding/ temporary works to roof & chimneys adjacent to public roads, personnel access to areas of building retained in use; temporary works design required to be undertaken by contractor Support to scaffolding may require bridging over parts of adjacent access & escape routes
4.1.8 Operations where the nature of the work or other restrictions make it impracticable to provide standard scaffolding or other suitable and sufficient means of support.¹⁷ [obtain advice from Structural/Civil and Services Engineers and Temporary Works Designers and include]	

4.2.1 "Work which puts persons 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."

4.2.2 Where certain materials or substances are to be used, or materials in existing buildings are to be modified, a particular risk in relation to chemical or biological substances may exist.

Any work which involves the renovation of buildings which were initially constructed prior to the mid-1970s should have an asbestos survey carried out by a specialist competent specialist person. The competent person should have training in asbestos surveying and identification.¹⁸

4.2.3 The circumstances of the use of certain materials or substances may give rise to particular risks based on their toxicological or physio-chemical properties, for example:

- The presence or potential presence of explosive atmospheres (including potential for dust explosions).¹⁹
- Work in confined spaces (i.e. areas where there is a possibility of a deficiency of oxygen or the presence of dangerous gases or vapours).²⁰

4.2.4 There may be a specific legal requirement for health monitoring where a work activity puts a persons health at risk from hazardous substances or preparations. Where such a requirement exists the activity must be regarded as involving a particular risk.

Examples of activities requiring health monitoring and therefore involving particular risks include:

- The stripping of lagging which contains or is likely to contain asbestos or the breaking or mechanical drilling or screwing and removal of insulating boards tiles and other products likely to contain asbestos to which the Safety, Health and Welfare at Work (Protection of Employees)(Exposure to Asbestos) Regulations 2006 (S.I No 386 of 2006) apply.
- Where Friable Asbestos is identified and remains in place the Project Supervisor for Construction Stage is required to develop a method statement to remove asbestos at the earliest possible time. Where the risk exists that asbestos will be disturbed during the course of the project.²⁰
- Demolition involving the flame cutting or shotblasting of painted steel where the paint is likely to contain lead and where an assessment reveals any conditions as referred to by the Safety, Health and Welfare at Work (Chemical Agents) Regulations²¹

Refer to Covid19 references in general documentation. In addition, biological hazards associated with work in existing buildings.

Asbestos or lead may be present in miscellaneous common building material; to treated as contaminated waste unless tested to confirm otherwise

None identified – contractor to obtain safety data sheets for all materials; no chemical agents involving potential risk to operatives, owner or public are to be used

Refer to Covid19 references in general documentation.

No other risks identified – contractor to obtain safety data sheets for all materials; no chemical agents involving potential risk to operatives, owner or public are to be used

- Work involving the use of substances which must be labelled with the risk phrases R45 "may cause cancer" or R49 "may cause cancer by inhalation" and where a risk assessment in accordance with Regulation 4(b) of the Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 S.I No.78 of 2001 reveals a risk to safety or health.²²
- Work involving the use of substances or preparations which must be labelled with the risk phrase R42 "may cause sterilisation by inhalation" and where a risk assessment in accordance with Regulations 3(2) and 3(8) of the Safety, Health and Welfare at Work (Chemical Agents) Regulations 1994 reveals a risk to health.²³
- Any other work activities involving the use of any chemical or biological agents where a risk assessment in accordance with Regulations 4 and 5 of the above mentioned Chemical Regulations 2001 or Regulation 4 of Safety, Health and Welfare at Work (Biological Agents) Regulations 1994 (S.I No 146 of 1994) as amended by the Safety, Health and Welfare at Work (Biological Agents) (Amendments) Regulations 1998 (S.I No 248 of 1998) reveals a risk to Safety or Health.

4.2.5 All hazardous substances and preparations must be labelled with appropriate hazard symbols and the suppliers must provide a safety data sheet when requested by any person. The labels and safety data sheets must include risk phrases, which indicate the specific risks associated with the substance. The requirements are set out in the European Communities (Classification, Packaging Labelling and Notification of Dangerous Substances) Regulations 2003 as ammended by the European Community (Classification, Packaging, Labelling and Notification of Dangerous Substances) (Ammended) European Communities (Classification, Packaging and Labelling of Dangerous Preparations Regulations 2004) (S.I No 62 of 2004)²⁴

4.3 Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/Euratom such as: radioactive lightning conductors, radioactive smoke detectors, other disused radioactive materials or plant, radioactive installations, work near x/ray machines, in hospital radiotherapy or nuclear medicine departments.

- Ionising radiation is most commonly encountered in connection with certain types of non destructive testing and work near operating X-Ray machines, or in hospital radiotherapy or nuclear medicine departments or from some old lightning conductors.²⁵

Note – risks associated with use of lime and presence of materials containing lead

None identified – contractor to obtain safety data sheets for all materials to be used

Not known – electrical works do not form part of this programme of work.

- 4.4 "Work near high voltage power lines"
- "This category includes all high voltage power lines, including overhead and buried lines. It also includes high voltage cables supplying fixed plant where a significant risk of breaching cable insulation exists. The Safety, Health and Welfare at Work (General Application) Regulations define high voltage as any voltage exceeding 1000 volts alternating current or 1500 volts direct current."²⁶

Presence of underground mains & other services
cables to be checked

- 4.5 "Work exposing persons at work to the risk of drowning"
- For example:-
- Work over or near water where there is a risk of persons falling into the water. Works significantly below water table, work to bridges, culverts, work on or near the sea, lakes, ponds, reservoirs. Work where there is a risk of falling into and drowning in product vats, slurry tanks or grain silos.²⁷

Not applicable

- 4.6 "Work on wells, underground earth work and tunnels"²⁷
- For example:-
- Excavated wells:
 - Underground earth works:
 - Tunnels:
 - Underpinning:

Not applicable – design of scaffolding bases to
consider presence of sewers & other concealed
voids below ground level

- 4.7 "Work carried out by divers at work having a system of air supply"²⁷

Not applicable

- 4.8 "Work carried out in a caisson with a compressed air atmosphere"²⁷

Not applicable

- 4.9 "Work involving the use of explosives"²⁷
- For example:-
- Rock blasting or demolition:
 - Other:

Not applicable

- 4.10 "Work involving the assembly or dismantling of heavy prefabricated components"

For example:-

- Includes work involving steel sections, precast concrete framing elements, precast concrete floor units, precast cladding units, trussed rafters, and some items of mechanical plant²⁸

5.0 Conclusions

Conclusions by the Designers and the Project Supervisor for the Design Process as regards the taking account of the general principles of prevention and any relevant safety and health plan or safety file.

Designing for Safety in Construction as published by ACEI/EI/RIAI includes a methodology for Designers in taking account of the General Principles of Prevention as indicated in Appendix F, but this advice is not prescriptive as Designers may have their own methods of dealing with the matter.

Appendix F contains templates which could be used by the various different designers, including specialist designers, on a project to allow for unambiguous communication of their assumptions and assurances to the PSDP. This will help the PSDP to fulfil his or her co-ordination role, and will also demonstrate the designer's compliance with the legislation.

Appendix F also contains a form which should be used in the case of temporary works design. It is critical that temporary works designers and contractors base their temporary works design with the due regard to the assumptions made in relation to loadings and construction sequence. It is recommended that the temporary works designer should complete a temporary works design certificate or similar to facilitate the provision of adequate information to all parties to allow the structure to be built in safety.

Designer Assessments received from the following:

Architect

Fire Safety Consultant

Mechanical and Electrical Consultant

Quantity Surveyor

Structural Engineer

Temporary Work Designer

Other Consultants

Designer Assessments as received above are attached to this document

Repair to existing window & door frames

COVID-19: Subject to restrictions in place at time, detailed methodology required & updated on an ongoing basis as required

Detailed method statement necessary for coordination of deliveries with existing footpath, obstructions, pavement voids, public protection. Methodology & programme review to coordinate trades.

Residual risks include: Falling from height; Work on existing structures; Installation of scaffolding; Collective Protection inside building; Use of Chemicals; Lead; Biological substances; underground power lines

Assessments supplied by:

Architect only

Risk assessments required for scaffolding installation for completion of Construction Stage safety plan & contractor's other work activities to address Covid-19 risk

6.0 CONTINUING LIAISON

- 6.1 Procedures for dealing with co-ordination of Designers
Procedures for organising co-operation between Designers
Procedures for dealing with changes or late changes to design
- 6.2 Procedures for considering health and safety aspects of the design elements by the Project Supervisor Construction Stage who must then inform Project Supervisor Design Process/ Architect in charge.

Health & safety to be reviewed at the following stages:

1. Project planning where construction stage method statements to be reviewed
2. Weekly during implementation, or as agreed with the contractor
3. On an ongoing basis in relation to Covid-19 risk

The information contained in this preliminary Safety and Health Plan has been prepared on a preliminary basis 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.

Signed:  _____
Project Supervisor Design Process.

Date: 30th July 2026

APPENDIX A

These are generic rules for the general guidance of the Main Contractor and must be developed by the main contractor to become Site Specific Rules for the project in hand:

1. All site visitors, personnel and contractors should be required to comply with the Main Contractor's Health & Safety policy and the specific Construction Stage Safety and Health Plans.
2. All other Sub-Contractors should be required to provide evidence of their Health & Safety Policy and procedures to the Main Contractor prior to start of work. This information should be incorporated in the Health & Safety Plan by the Project Supervisor Construction Stage. A monthly report will be submitted as to the status of each sub-contractor's submissions and adherence to procedures.
3. All risks identified in the Preliminary Safety and Health Plan and in the Safety, Health and Welfare at Work (Construction) Regulations 2006 are to be individually identified and addressed by the Main Contractor.
4. Method statements and Safety statement are to be reviewed and revised as necessary on an ongoing basis to take into account any new issues, which arise during the course of any revision. Revisions, which could affect SHW matters are, to be raised at site meetings.
5. All site personnel and Safety and Health personnel should be advised on an ongoing basis of any revisions to the Safety Plan by the PSCS.
6. Standard and proof of adequate training of personnel on site is to be included in the Safety, and Health Plan prepared by the PSCS.
7. Smoking is not permitted within designated working areas.
8. Eating and drinking should not be allowed in the designated working area.
9. Main Contractor should ensure that a suitable person is appointed to attend all hot work operations and be supplied with a suitable fire-extinguishing appliance. Hot work must finish at least one hour before completion of work on site for that day to ensure that the workplace is left in a safe condition.
10. Collective protective measures such as nets and mobile elevated platforms must be considered by the Main Contractor during the erection of the roofwork.
11. The Main Contractor will take sufficient adequate steps to control dust during the construction stage and this is to be noted in the Safety and Health Plan and to be reviewed at the site meetings.
12. The Main Contractor should ensure that all excavations are supported in accordance with the requirements for the 2006 Construction Regulations.
13. The Main Contractor is to ensure that all relevant Safety, and Health Regulations are adhered to at all times.
14. Personnel or sub- contractors with an unsatisfactory safety record, procedures shall not be allowed on the site unless evidence of improvement and training to achieve same is obtained.
15. The Contractor shall observe all legislation with regard to littering.
16. The Main Contractor shall ensure that all cables, loose wires etc. and other trip hazards are avoided and set up procedures to prevent same.
17. Work must not commence until the Safety and Health plan (Construction) is in place for each of the Sub-Contractors.
18. The PSCS should issue a method statement for distribution of Health & Safety related information and revisions to Health & Safety plan to Sub-Contractors and any other parties whose health and safety may be affected.
19. The PSCS shall advise all parties, whose health and safety may be affected of the emergency arrangements for dealing with and minimising the effects of injuries, fire and other dangerous occurrences.
20. The Main Contractor shall minimise noise and vibration as far as is reasonably practicable.
21. For any statement, reference, report, legislation, the more onerous conditions will apply.

APPENDIX B

Safety and Health Plan

Site specific Safety and Health Plan to be implemented by the Project Supervisor Construction Stage

Following items (list is not exhaustive) should be addressed in the Health and Safety Plan:

The Preliminary Safety and Health Plan

1. **Description of Project**
 - Project Description and programme details;
 - Details of client, designers, Project Supervisor Design Process and other consultants;
 - Extent and location of existing records and plans.
 - Arrangements for communicating with Designers, PSCS and other as appropriate.
2. **Client's Considerations and Management Requirements**
 - Structure and organisation;
 - Safety Objectives for the project and the arrangements for monitoring and review;
 - Permits and authorisation requirements;
 - Emergency procedures;
 - Site rules and other restrictions on contractors, supplied and the others, e.g. access arrangements to those parts of the site which continue to be used by the client;
 - Activities on or adjacent to the site during the works;
 - Arrangements for liaison between parties;
 - Security arrangements.
3. **Environmental Restrictions and Existing On-Site Risks**
 - a). Safety hazards, including:
 - Boundaries and access, including temporary access;
 - Adjacent land uses;
 - Existing storage of hazardous materials;
 - Location of existing services- water, electricity, gas, etc;
 - Ground conditions;
 - Existing structures - stability, or fragile materials;
 - b). Health hazards, including:
 - Asbestos, including results of surveys;
 - Existing storage of hazardous materials;
 - Contaminated land, including results of surveys;
 - Existing structures hazardous materials;
 - Health risks arising from client's activities.
4. **The Safety and Health Plan for the construction stage.**
 - a). Description of Project
 - Project description and programme details;
 - Details of client, Project Supervisor Design Process and Project Supervisor Construction Stage, designers, main contractor and other consultants;
 - Extent and location of existing records and plans;
 - Arrangements for communicating with Contractors, PSDP and others as appropriate.
 - b). Communication and Management of the Work
 - Management structure and responsibilities;
 - Safety and health goals for the project and arrangements for monitoring and review of safety and health performance;
 - Arrangements for:
 - regular liaison between parties on site;
 - consultation with workforce;
 - the exchange of design information between the Client, Designers, Project, Supervisor for the Design Process, Project Supervisor Construction Stage and Contractors on site;

Handling design changes during the project;
the selection and control of contractors;
the exchange of safety and health information between contractors;
security, site induction, and on-site training;
welfare facilities and first aid;
the production and approval of risk assessments and method statements;
the reporting and investigation of accidents and other incidents (including near misses);

c) •Site Rules;

d) •Fire and emergency procedures

5). Arrangements for Controlling Significant Site Risks

a) Safety Risks

- services, including temporary electrical installations;
- preventing falls;
- work with or near fragile materials;
- control of lifting operations;
- dealing with services (water, electricity and gas);
- the maintenance of plant and equipment;
- poor ground conditions;
- traffic routes and segregation of vehicles and pedestrians;
- storage of hazardous materials;
- dealing with existing unstable structures;
- accommodating adjacent land use;
- other significant safety risks.

b) health risks:

- manual handling;
- reduce noise and vibration;
- removal of asbestos;
- dealing with contaminated land;
- use of hazardous substances;
- other significant health risks.

APPENDIX C

1. Architect's Drawing List As document issue sheet

2. ~~Structural and Civil Engineer's Drawing List~~

3. Mechanical/Electrical Engineer's Drawing List n/a

4. Temporary Works Designers To be appointed by Main Contractor

5. List of Specifications As document issue sheet

6. Others

APPENDIX D

Safety File

The Project Supervisor Construction Stage shall supply all necessary safety file information to the PSDP which shall include the following items (list not exhaustive).

The Project Supervisor Construction Stage in co-operation with the Main Contractor shall ensure that the Safety File to be produced at the end of the project shall incorporate all issues identified in the Main Contractor's Method and Safety statement.

The Project Supervisor Construction Stage shall standardise the format for each Sub-contractor's information for the Safety file with the Client for ease of access of information and standard of information to be submitted by all Sub-contractors.

The Project Supervisor Construction Stage shall identify relevant information to be issued by the Project Supervisor Design Process and issue a request in time. This will allow the Project Supervisor Design Process to instruct the Design Team and Client to issue the necessary information to be included in the File.

The Safety File shall also include the following items (list is not exhaustive):

1. The Design Team drawings, specifications and bills of quantities used for the purpose of construction.
2. Certification that all safety glazing is installed as required. Location and type of safety glazing used shall be described.
3. Fire Certificate Application Report, Last Fire Certification drawings used for Construction and Copy of Fire certificate. (for all relevant Fire Certificates for the project)
4. Drawings, details and certification of the system including relevant pull out tests and other loading tests for access safety systems such as hooks, safety lines, barriers etc..
5. Certification of all Fire Safety / Emergency related work must be included in the Safety file and should include:
 - Drawings by special sub-contractors which indicate location of firestopping and cavity barriers including associated test certificates.
 - Confirmation that the works are completed as per drawings and test certificates.
 - Fire test certificates for doors and confirmation that the doors are installed in compliance with the test certificates by specialist sub-contractors.
 - Drawings which indicate the location of fire rated enclosures and the relevant test certificates.
 - Confirmation that the works are completed as per drawings and test certificates.
6. Confirmation that services and emergency services in particular are fully commissioned and Services Consultants acceptance of same.
7. Details including names, type of training and dates of training of Client representatives for Emergency and Safety Systems.
8. Correspondence PSDP and PSCS with Client.
9. Operation and maintenance manuals and recommended/required maintenance regime.
10. Maintenance requirements set out on an element by element basis..

APPENDIX E

The following documentation has been issued under separate cover and forms part of this Preliminary Safety and Health Plan:

If any documentation has not been received, please advise the Project Supervisor Design Process.

Appendix F

Advice Notes

This document is the Copyright of the Royal Institute of the Architects of Ireland.

The preparation of the Preliminary Safety and Health Plan is a task that should not be taken lightly. The information that will be provided in this document will have an effect on many aspects of the project to which it refers. Principal among these is the safety and welfare of the workers who will construct the project, the persons who will occupy it, those who manage and maintain it throughout its functional life and those who dismantle it when its usefulness is spent.

Because of this, you should not approach the task of preparing the Plan as a formulaic exercise. Although the format of the document indicates spaces in which to write out comments, these are usually inadequate to contain all the necessary information. This format has been used so as to indicate one possible approach to the graphic layout of the final document - that is a two column layer, with the topic on the left hand column and the description in the right hand column. It is expected that the left hand column width will be narrower than the right hand column and that its text size may also be smaller.

When completing the Plan you will find that there are footnote markers at various points. These refer to the advice notes in this insert which elaborate on the relevant point and assist you in preparing the Plan.

Disclaimer

The advice contained in these notes and in the text of the RIAI document SHW.D.2007 is given in good faith, but its application must be considered in the light of the circumstances of individual projects and the exercise of the individual judgement. Whilst the RIAI has endeavoured to ensure that the guidance given and the references to relevant legislation is accurate, the RIAI, its agents, consultants or advisors can not be held responsible for any affect, loss or expense resulting from the use of the material presented.



Temporary Works Design Certificate

(to be completed by the Temporary Works Designer(s) and the PSDP)

Project:

Certificate
Reference
Number:

Element of
Temporary Works to
which this certificate
applies:

Detail design codes
adopted or compiled
with for these
temporary works:

Reference numbers
for calculations;
completed &
checked:

Drawings Numbers;
completed & checked:

Provide the assumed
construction sequence
required by the Temp
Works Design:

Requirements for
temporary stability;
propping, bearing,
bracing, loading:

Fully detailed on drawings:

Yes No
☐ ☐

Additional Information attached:

☐ ☐

We hereby confirm that we have to date carried out, and will continue to carry out as necessary, the design of these parts of the works which we are appointed to design and that we have exercised reasonable professional skill, care and diligence with due regard to our duties under the Safety, Health and Welfare at Work Act, 2005 and under the Safety Health and Welfare at Work (Construction) Regulations, 2006 we:

- 1 have taken account of the General Principles of Prevention and any existing Safety File
- 2 have provided the PSDP and PSCS as appropriate with all relevant information as required by the Regulations; and
- 3 have cooperated with the PSDP and PSCS and with other Designers, as necessary.

Signed:

for & on behalf of the PSDP:

Date:

We hereby confirm that we have communicated our design assumptions to the Temporary Works Designer. We are satisfied that our permanent works design can be constructed to be safe and without risk to health in accordance with Section 17 of the Safety, Health and Welfare at Work Act, 2005.

Signed:

for & on behalf of the PSDP:

Date:

We hereby confirm that we have coordinated the activities of the Designers responsible for this element of the works in respect of the taking into account the General Principles of Prevention and with due regard to our duties as PSDP under the Safety, Health and Welfare at Work (Construction) Regulations, 2006,

Erection of the Temporary Works may proceed, subject to the provision of a Temporary Works Method Statement agreed by the contractor, Temporary Works Erector and PSCS as being adequate.

Signed:

for & on behalf of the PSDP:

Date:

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Permanent Works Design Certificate

(to be completed by the Permanent Works Designer(s) and the PSDP)

Project:

Certificate
Reference
Number:

Element of
Permanent Works to
which this certificate
applies:

Identify All of the Permanent Works Designers to Which This Certificate Applies:

- | | | | |
|---|--|--|--|
| ☐ Architect | ☐ Structural Engineer | ☐ Civil Engineer | ☐ M&E Engineer |
| ☐ Fire Safety Consultant | ☐ Geotechnical Engineer | ☐ Traffic Consultant | ☐ Landscape Architect |
| ☐ Process Engineer | ☐ Quantity Surveyor | ☐ Specialist Designer _____ | |
| ☐ Other Designer _____ | ☐ Other Designer _____ | | |

Detail design codes
adopted or compiled
with for this element
of works:

Reference numbers
for calculations;
completed &
checked:

Drawings Numbers;
completed & checked:

Design intent and
assumptions that
may affect
constructability:

Design criteria attached:

Yes
☐

No
☐

We hereby confirm that we have to date carried out, and will continue to carry out as necessary, the design of these parts of the works which we are appointed to design and that we have exercised reasonable professional skill, care and diligence with due regard to our duties under the Safety, Health and Welfare at Work (Construction) Regulations, 2006 we:

1 have taken account of the General Principles of Prevention and any existing Safety File

2 have provided the PSDP and PSCS as appropriate with all relevant information as required by the Construction Regulations; and

3 have cooperated with the PSDP and PSCS and with other Designers, as necessary.

Signed for & on behalf of the
Designers (identified above):

Date:

We hereby confirm that we have coordinated the activities of the Designers responsible for this element of the works, in respect of the taking into account the General Principles of Prevention and with due regard to our duties as PSDP under the Safety, Health and Welfare at Work (Construction) Regulations, 2006,

Signed:

for & on behalf of the PSDP:

Date:

This Approved Form is reproduced with the consent of the Health and Safety Authority

THE PRINCIPLES OF PREVENTION

The Project Supervisor for the Design Process is required to prepare a written safety and health plan on a preliminary basis that includes the conclusions drawn by the designers and Project Supervisor Design Process as regards the taking account of the general principles of prevention and any relevant safety and health plan and safety file.

Matters to be considered (non exhaustive list)

- Glazing types to be used
- Cleaning of roofs, gutters etc.
- Cleaning of windows both internally and externally
- Use of vision panels in doors.
- Dangerous substances/materials and more specifically Asbestos
- Fragile roofs and roof lights
- Demolition works
- Access to and use of flat roofs for the purpose of maintenance.

Information to be requested from the Client (non exhaustive list)

- Existing processes, work on site.
- Existing traffic on site, including pedestrian traffic.
- Dangerous substances used or present on site.
- Other activities on site
- Other projects on site
- Known existing services on site, overground and underground.

Information to be requested from the Structural/Civil Engineers' (non exhaustive list)

- Existing traffic and access to site
- Installation of prefabricated elements
- Excavations and associated temporary works
- Location of roads and foundations near existing services.
- Dangerous substances/materials

Information to be requested from the Services Engineers (non exhaustive list)

KNOWN EXISTING SERVICES AND NEW SERVICES:

Underground Services:

- Water Mains
- Electric Cables
- Telephone Cables
- Gas Mains
- Other Liquids / Gases under pressure
- Foul and Surface Water
- Other

Overground Services:

- Electric Cables
- Telephone Cables

OTHER:

INSTALLATION AND ACCESS TO SERVICES AND PLANT

Services duct sizes

Access to ducts

Floor in ducts

Plant room size

Access to plant room for personnel and equipment

Location of equipment, services, lights at high level and access for maintenance

Location of new services near roads existing structures and boundaries

DESIGN AND THE PRINCIPLES OF PREVENTION

Designer's Assessment of Safety during Construction and Maintenance taking account of the Principles of Prevention
(read in conjunction with the ACEI/ELRIAI Guidance Notes)

Company:	Project:	Designer:	Date:
	Ref:	Checker:	Sheet No:

Design Stage:

No:	Key Hazards Identified	Designs/Action

Items to be drawn to the attention of contractor(s):

Advice Notes

Non-exhaustive list of parameters to be considered:

1. State land uses for area adjoining site and on roads to the site entrance.
Assess location of proposed site entrance in relation to existing uses and activities especially in relation to dust, noise, dangerous processes and traffic. Note access arrangements to those parts of the site which will continue to be used by the client.
2. Review working hours with Client, having regard to the adjacent land uses and buildings and note any restrictions on such hours.
3. The contractor is to install suitable hoarding and ensure site remains secure at all times.
Site parking restrictions.
Storage restrictions, segregated from the works.
Cleaning regime is to be implemented on site and this will include access roads to site.
4. Impact of traffic on immediate local environment.
5. Traffic management plan for the site.
The contractor is to take into account pedestrian traffic especially near the site entrances and feeder roads to the site.
Highlight any schools or other heavily pedestrianised areas near the site or site entrance.
6. Separation of site traffic to (adjacent) premises must be established where possible.
The contractor is to ensure and maintain fire vehicle, bin and delivery access to buildings adjacent to the site at all times.
Separation of site traffic and traffic to (adjacent) premises must be established where possible. Speed limits.
The contractor shall implement an appropriate booking in and out system for all site operatives and visitors.
Procedures to safe-pass and other certification methods.
Contractors personnel shall carry appropriate (and visible) identification at all times on site.
The contractor shall implement a site specific Health and Safety induction procedure.
Vehicular and personnel routes shall be separated on site especially near the access to the site.
Review access times to the site.
7. Obtain advice from Client and include.
8. Layout of existing and new services included in drawing package. Known services to be identified with the Client and Engineer prior to commencement on site. All diverted services to be documented. Reference to complexity of project is needed.
9. Fixtures, and fittings of machinery review with Client/Services Engineers. Will Electrical terminations and data terminations be required for equipment and machinery?
10. State if new services are to be installed by services providers such as Bord Gáis, ESB, etc. as separate contract to the Client
11. To be advised by the Design Team and Client if and when other items of work activities become known.
12. Obtain advice from Client, Civil Engineer and/or Services Engineer and include here.
Enter drawing numbers of relevant drawings if any.
13. Obtain advice from Client, Civil Engineer and/or Services Engineer and include here.
Enter drawings numbers of relevant drawings if any.
If services are to be re-located prior to commencement of other works on site.
Service Engineer to assess and advise, include advice.

14. Obtain advice from Client, Civil Engineer and/or Services Engineer and include here.
Enter drawings numbers of relevant drawings if any.
If services are to be re-located these should be re-located prior to commencement of other works on site, Services Engineer to assess and advise, include advice.
Where electrical cables are near access roads or cross (site) traffic routes, and external roads an assessment is to be made of the design to establish if this risk can be eliminated or reduced.
Where this cannot be eliminated protective measures must be put in place at the outset of the contract, Services Engineer to assess and advise, include advice.
15. Works involving particular risks, which would be appropriate to specify in the Preliminary Safety and Health Plan are:
- Items 1 & 2 of the Schedule 1 where the existence of a particular risk would not be evident and reasonably deducible from drawings or other support documentation to a competent Project Supervisor for Construction Process.
 - Items 3 to 10 of Schedule 1 where such risks are reasonably foreseeable by the Project Supervisor Design Stage.
- Non-Exhaustive List of Work involving particular risks to the safety and health of persons at work**
1. Work which puts persons at work at risk of burial under earthfalls, engulfment in swampland or falling from a height, 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 site.
 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 legal requirement for health monitoring.
 3. Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/Euratom.
 4. Work near high voltage power lines.
 5. Work exposing persons at work to the risk of drowning.
 6. Work on wells, underground earthworks and tunnels.
 7. Work carried out by divers at work having a system of air supply.
 8. Work carried out in a caisson with a compressed-air atmosphere.
 9. Work involving the use of explosives.
 10. Work involving the assembly or dismantling of heavy prefabricated components.
- In preparing this section of the Preliminary Safety and Health Plan ensure full consultation with the Structural, Civil and Services Engineers and Temporary Works Designer and include their advice where relevant.
16. Project Supervisor for Construction Stage is to assess risk already outlined for existing fragile roofing materials and more specifically for roof lights if they exist.
17. The installation of high level services at all levels requires extreme caution and care including all scaffolding, etc.
High level Systems should, where possible, be commissioned prior to scaffolding removal to reduce the necessity for hoists, etc.
Method statement required.
The use of collective protective measures such as nets and mobile platforms is to be considered by the Contractor wherever possible during the erection of the works.
An assessment should be made to review if the work can be avoided or reduced, where not possible to eliminate this type of work control measures as stated above are to be requested.
18. Where friable asbestos is identified, and prior to the main renovation work continuing, the asbestos must be removed.
This in most cases, will involve employing a specialist contractor who will give 28 days notification to the HSA and will also prepare a method statement outlining the exact procedures to follow in order to remove the asbestos safely.
All data sheets must be retained for the Safety and Health file.
[For building constructed prior to the mid 1970's an inspection report by expert organisation is to be included in the Preliminary Safety and Health Plan with request to monitor the site for potential of concealed Asbestos especially with regard to insulation and services]
19. Obtain advice from the Client and include.
20. Obtain advice from the Client and include.
Obtain advice from the Services Consultants that the design of the service ducts, plant rooms is reviewed and assessed and that sufficient space is provided for installation, commissioning and maintenance.

21. Lead paint has not been used in significant quantities since the mid 1970s.
Where disturbed during construction or accessible to children after completion, lead should be removed at the earliest possible time during construction. Lead content in paint to be assessed, if applicable, and included in the Preliminary Safety and Health Plan.
22. Substances classified as carcinogens include zinc chromate, and certain classes of bituminous substances, which are used in caulking or sealants.
[Obtain advice from the Design Team and Client. If no advice is received state that the Project Supervisor Design Process has not been notified by the Design Team or Client of any materials that may present an exceptional hazard or risk. No R45/R49 substances specified. Note: fire-stopping and cavity barriers executed in mineral fibre quilts and batts will be used to be non-shed variety and where cut suitable masks to be used and gloves and other site personnel to be provided with suitable protection where working near works involving putting up of batts and quilts.
23. These are a component of many coatings, sealant and foams, particularly of "two pack" coatings or urethanes.
Obtain advice from the Design Team and Client. If no advice received state that the Project Supervisor Design Process has not been notified by the Design Team or Client of any materials that present an exceptional hazard or risk. In case of use, all people involved must be fully trained in the use of same.
24. Obtain advice from the Design Team and Client. If no advice received state that the Project Supervisor Design Process has not been notified by the Design Team or Client of any materials that present an exceptional hazard or risk. No such substances are to be used by the Contractor unless no equivalent alternative exist. In case of use, all people involved must be fully trained in the use of same.
Identify any source of effluent, natural water source and highlight possible contamination, Project Supervisor Construction Stage to develop test regime for potential biological, chemical hazards.
Obtain Client advice on any known potential biological, chemical hazards.
Draw attention to the possibility of Weils disease where rodents can be expected to be present on site.
25. Are ionisation smoke detectors to be installed throughout the building. Obtain advice from Services Engineers and Client of any equipment to be installed
Ionising radiation is also used in airport and other security systems where property or people are scanned.
26. Obtain advice from Client, Civil Engineer and/or Services Engineer and include here.
Enter drawing number of relevant drawings if any.
If services are to be re-located these should be re-located prior to commencement of other works on site or at the earliest possible time. Services Engineer to assess and advise, include advise.
Where electrical overhead powerlines are near access roads or cross (site) traffic routes, an assessment is to be made of the design if this risk can be eliminated or reduced, where this cannot be eliminated protective measures must be put in place at the outset of the contract, Services Engineer to assess and advise, include advice.
27. Obtain advice from Client, Civil Engineer and Services Engineers and include.
Ponds, rivers, culverts shown on Civil Engineering drawing number(s) and included in Appendix B.
Obtain advice from Client, Civil Engineer and Services Engineers on each specified topic and include.
28. Fabrication, delivery and erection of structural steelwork and precast concrete panels should be the subject of a detailed method statement from the Main Contractor and Temporary Work Designer to be lodged with the Project Supervisor Construction Stage and the Project Supervisors Design Process prior to commencement.
Where boilers, Air Handling Units and associated plant are to be lifted into high level plant rooms, a Method statement should be required. The M & E contractor is to advise the Project Supervisor Construction Stage on this prior to the construction stage of the project.



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