

PRELIMINARY SAFETY & HEALTH PLAN

**Replacement of high- and low-level windows and curtain walling.
At: DDLETB Training Centre Baldoye, Dublin D13K1V3.**

Prepared by:

**Patrick MacNeill on behalf of Scott and MacNeill
Project Supervisor for Design Process (PSDP)**

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PRELIMINARY SAFETY & HEALTH PLAN

Note 1. In preparing this Preliminary Safety and Health Plan consultation with DLETB local management has not been undertaken to agree matters such as construction site setup/ access /egress/ operative car parking/ welfare facilities, phasing of works, emergency plans and such matters. During the tender stage therefore a consultation meeting between tenderers and Local Management is essential to agree such details.

Note 2. This Safety & Health Plan has been prepared on a preliminary basis in accordance with Article 12(1)(a) of S1 296 of 2013, the Safety, Health and Welfare at Work (Construction) Regulations 2013 and is based on project information available of this time.

Note 3: this Preliminary Safety Plan should be read in conjunction with the tender documents and conditions of Contract. In the event of discrepancy please note that the latter documents take precedent. It is the duty of the Contractor/ PSCS to outline any discrepancies noted prior to the signing of the building contract.

1.	GENERAL DESCRIPTION OF PROJECT			
1.1	Client	Dublin and Dun Laoghaire Education and Training Board Belgard Square East Tallaght Co. Dublin.		
1.2	Project Managers:	KSNPM Beech House, Beech Hill Office Campus, Beech Hill Road, Dublin 4 D04 V5N2. Iain Leslie- ileslie@ksnpm.ie Edward Dunning - edunning@ksnpm.ie Tom Keogh - tkeogh@ksnpm.ie		
1.3	Project Supervisor for Design Process	Patrick MacNeill B'Arch RIAI On behalf of: Scott and MacNeill Architects 63, St. Aidan's Drive Goatstown D14KX31.	Mobile	086-8269018
			email	pmacneill@smn.ie
1.4	Project Location	DLETB Training Centre Unit 26, Grange Parade Baldoyle Industrial Estate Dublin D13K1V3		
1.5	Scope of works generally	Replacement of high and low-level windows and curtain walling.		
1.6	Work Areas	Locations as outlined on Povall Harrington Site Plan Drw: 9096/CC10A		
1.7	Restriction on Working Hours	As per statutory requirements and as noted in the Works Requirement Document.		
1.8	Operative car parking	Limited operative car parking may be permitted by prior arrangement and subject to specific allocation of spaces.		
1.9	Contract Commencement	Refer to Tender Documents.		
1.10	Contract completion Date	Refer to Tender Documents		
1.11	Access to Site	Access to the site is via Grange Parade and thence via carpark area to front of premises.		

2.0	OTHER WORK ACTIVITIES	
2.1	The site is located in the Baldoyle Industrial Estate and within a live training facility campus. The industrial Estate is active and busy with the movement of large vehicles from early morning the late evening. The Training Centre will remain active for the duration of the works and thus phasing must be arranged with local management. There is a large volume of parking and vehicle movement on site throughout the working day.	
3.0 PARTICULAR RISKS, SAFETY CRITICAL RISKS and other matters to be brought to the attention of the CONTRACTOR / PSCS.		
The following is the non-exhaustive list of Particular and Safety Critical Risks to the safety and health of persons (as set out in Schedule 1, of S1 296 of 2013) 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)	Only those risks which would be evident and reasonably deducible from drawings or other support documentation are listed.	
(b)	We have not established if a Safety File is available for the premises. Enquiries will be made and the Safety File, if available, will be made available to the PSCS prior to preparation of the Safety Plan	
3.1	Statutory Provisions	
3.1.1	Duties of Employers	It is the duty of the Contractor engaged in this project to comply in every respect with the relevant Statutory Provisions in relation to his/her duties as employer undertaking Construction activities.
3.1.2	Competence	Note: Under the SHWW Act 2005 a person is deemed to be competent where" <i>having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work the person possess sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken</i> " It is the duty of the Contractor to ensure that all persons engaged in this project for the purposes of construction are competent.
3.1.3	Systems of Work	It is the duty of the Contractor to provide safe systems of work that are planned organised, performed, maintained, and revised as appropriate so as to be, so far as reasonably practicable, safe and without risk to health.
3.1.4	Plant Machinery and equipment	It is the duty of the Contractor to provide and maintain plant, machinery and equipment which are safe and without risk to health.
3.1.5	Personal Protective Equipment	It is the duty of the Contractor to provide and maintain suitable protective clothing and equipment as is necessary to ensure, so far as reasonably practicable, for the safety health and welfare of his/her employees.
3.1.6	Principles of Prevention	When assessing risks, it is the duty of the Contractor to take account of the Principles of Prevention. The Contractor must therefore, as a priority, eliminate hazards and reduce risks to an acceptable level. For residual risks, the Contractor must as far as reasonably practicably provide for integrated safety systems and collective protective measures in favour of personal protective measures.

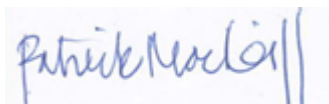
3.1.7	Emergency Plans coordination	Emergency Plans must be reviewed and co-ordinated prior to commencement of works and at any change of circumstances with the contractor on the immediately adjacent site.
3.1.8	Licences	It is the responsibility of the Contractor to apply to the Local Authority for any necessary licences relating to the erection of cabins, hoardings, placing of skips/use of mobile cranes and any other possible activities in the public domain if applicable.
3.1.9	Sub-contractors	There may be a number of sub-contractors engaged in these works. All sub-contractor activities must be carefully co-ordinated to ensure the proper protective measures are in place at all times. It is the function of the PSCS to ensure for the co-ordination of all sub-contractors and this duty should be specifically addressed in the Safety Plan for the Works. The competency of sub-contractors shall be assessed in respect of Health and Safety by the Principal Contractor. Only competent and trained sub-contractors and operatives shall be permitted on the site.
3.1.10	Manual Handling.	Manual handling must be avoided as far as is reasonably practicable. Contractor must therefore make arrangements for the mechanical lifting of materials wherever and whenever practicable.
3.1.11	Operatives	All operatives must be holders of the SafePass safety training card or a recognised equivalent. Operatives must wear adequate personal protective equipment at all times.
3.1.12	First Aid	The Contractor must provide first Aid facilities on site.
3.2	Matter requiring coordination and agreement with DLLETB Local Management	
3.2.1	Phasing of the works	
3.2.2	Procedures for handover of each area to contractor	
3.2.3	Post completion requirements to each work area	
3.2.4	Emergency Plans	
3.2.5	Spatial allocation for compound/ storage	
3.2.6	Access for crantage	
3.2.7	Welfare facilities for operatives	
3.2.8	Site security	
3.2.9	Working hours	
3.2.10	Parking for operatives	
3.2.11	Local management/ contractor coordination during works	
3.2.12	Working hours / weekend work	
3.2.13	Dust control / Fire alarm activation prevention	
3.2.14	Electrical supply and safety for works	

3.3	Hazards and Risks	
	Hazard / Risk	Information/ Instruction for Contractor/ PSCS
3.3.1	Access for Construction Traffic.	Care must be taken at all times for the access of construction traffic onto and from the public thoroughfare at Grange Parade being cognizant of both vehicular and pedestrian traffic thereon. A Traffic Management Plan for the movement of construction traffic within the campus must be prepared in conjunction with Local Management. The TMP must ensure provision at all times for access for emergency services
	High Risk	
3.3.2	Carriage of window and curtain walling	A method statement for the carriage of window and curtain walling elements (both new and removals) must be prepared identifying each and every installation. If mobile crane is proposed the access route must be clearly identified and assessed for suitability. Scaffolding, if utilised must be erected and managed strictly in accordance with the Code of Practice for Access Scaffolding as issued by the HSA. A Scaffolding Plan must be prepared and presented to the PSDP prior to installation of any scaffolding.
	High Risk	
3.3.3	Falls from height	All working at height situation must be risk assessed and collective protective measures must be employed. A RAMS must be prepared for all working at height situations. Working from ladders must only be for short duration works where there is no alternative safer way of working from height.
	High Risk	
3.3.4	Cuts, abrasions	There is high risk of cuts and abrasions from broken glass particularly when removing elements. A RAMS must be prepared and strictly followed for all handling of glazed units. The RAMS should address first aid procedures in the event of cut or injury from broken glass.
	High risk	
3.3.5	Existing / live services.	Prior to commencement of the works the Contractor must undertake a detailed services inspection to identify all existing services in the works area and in particular identify and locate all live services which might be in the immediate vicinity of installations and removals.
	High risk	
3.3.6	Asbestos / ACMs	The contractor must determine if asbestos or suspect asbestos is present in the works area.
	Risk level not known	
3.3.7	Manual Handling	Construction works must only be undertaken in a manner that will avoid manual handling insofar as is reasonably practicable. The Contractor must therefore make arrangements for the mechanical lifting of materials wherever and whenever practicable.
	Medium Risk	
3.3.8	Use of Power Tools	There is a risk of electrocution and a risk of eye injury in the use of power tools. All portable equipment must be only operated at 110 V. All electrical equipment must be PAT tested before use on these works. Eye protection must be used by operatives with the use of power tools.
	Medium risk	
3.4	General Safet Requirements	
3.4.1	Housekeeping, Dirt, Dust	Control of dust, dirt and noise is an absolute priority. The internals of the works areas must be fully enclosed with dust protection in areas sensitive to dust. Dust protection for fire alarm sensors must be applied to avoid dust activation. Arrangements for the protection and dust proofing requirements of equipment and flooring to be agreed with Local Management

3.4.2	Project coordination	The works will be within an occupied and live building which will remain occupied in the immediate vicinity of the works. Site set up, access and egress and emergency plans must be carefully considered and agreed before commencement. In addition, the sequencing of the works both from a convenience and safety aspect must be carefully pre-planned. The Contractor must therefore prepare and furnish a comprehensive Construction Management Plan. The CMP must be reviewed at regular intervals and at any change of circumstances.
3.4.3	Escape routes	The work must be preplanned and coordinated with Local Management to ensure that escape routes are maintained accessible at all times. In the event that routes are not maintained accessible amendments to the emergency procedures must be implemented by Local Management and made know to all occupants. Access for emergency services must be maintained at all times.
3.4.4	Public and staff safety	Protection of staff and the public is an absolute priority. No materials, waste or equipment may be left outside the works compound / storage area. A pre-closure inspection must be undertaken at the end of each work shift to ensure for the security of newly installed elements,
3.4.5	Scaffolding	Scaffolding, if utilised must be erected and managed strictly in accordance with the Code of Practice for Access Scaffolding as issued by the HSA. A Scaffolding Plan must be prepared and presented to the PSDP prior to installation of any scaffolding.
3.4.6	Rubbish and Waste	Rubbish and waste must be disposed of as accumulated to avoid excessive accumulation. A Waste Management Plan must be prepared and. Every effort must be made to recycle waste.
4.0	PROJECT COMPLETION TIMEFRAME	
4.1	The project programme	See tender documents for program commencement and completion.
5.00	CONCLUSIONS	
5.01	Particular / Safety Critical Risks are noted under section 3.3 above. The Contractor must take account of the Principles of Prevention and endeavour to reduce risks by the use of alternative and safer work practices. All those involved in the planning of the works must take account of the Principles of Prevention and put in place collective protective measures in favour of personal protective measures. In particular collective protective measures must be provided in relation to working from height in favour of working from ladders.	
6.0	WELFARE FACILITIES	
6.1	Welfare facilities for construction personnel	Canteen and toilet facilities will be made available subject to agreement with DDETB Local Management.
7.0	CONTINUING LIAISON	
7.1	Design Changes during the Construction Stage	In the event of design changes during the Construction phase existing Design Risk Assessments must be reviewed or new Risk Assessments generated. It is the Project Managers responsibility to ensure that they inform the PSDP of any changes in their design and that the appropriate Design Risk Assessments are completed and notified to the PSDP and PSCS.
7.2	General Procedures during the Construction Phase.	1. Changes to the Scope of Works/ design/ programme must be notified to the PSDP by the PSCS prior to their undertaking. 2. Copies of all site minutes to be issued to the PSDP. 3. PSDP to prepare agenda for H&S section of site meetings

7.3	Safety File	It is the duty of the PSCS to provide the PSDP with relevant information to enable preparation of the Safety File. Information shall be in digital format. Information to be provided at or before PC. There will be no exception to this. The contractor must allow all costs required for the provision of Safety File information.
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The information contained in this Preliminary Safety and Health Plan has been prepared on a preliminary basis from information provided prior to tender stage. It does not take account of any matters or information, which may be included in the works after commencement.



Signed: _____

On behalf of Scott and MacNeill PSDP 20/4/26

Appendix 1-AF1

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 DunLaoghaire Education and Training Board (DDLETB)		
Address:	Belgard Square East Tallaght Dublin		
Telephone:	01 4529600	E-Mail:	info@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:	Scott and MacNeill	H&S C. Name:	Patrick MacNeill
Address:	63 St.Aidans Drive Goatstown D14KX31	Address:	Ditto
Telephone:	086 826 9018	Telephone:	Ditto
E-Mail:	pmacneill@smn.ie	E-Mail:	Ditto

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:	Window replacement works.
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Exact Address of Construction Site:	DDLETB Baldoye Training Centre , Unit 26, Grange Parade, Baldoye Industrial Estate Dublin D13K1V3
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Signed: Patrick MacNeill by or on behalf of the Client

Position: PSDP (Scott and MacNeill Architects) Date: 14.4.2026