



DAVIDKELLY
PARTNERSHIP
CHARTERED ENGINEERS

**Windows Restoration Works at Ormonde College,
Ormonde Road, Kilkenny for Kilkenny Carlow Education and
Training Board**

PRELIMINARY HEALTH & SAFETY PLAN

November 2024

Job No. 23085



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1.0 SCOPE OF DOCUMENT

This document comprises the Preliminary Safety and Health Plan for the works associated with refurbishment of existing windows at Ormonde College. The document has been prepared in accordance with the Safety Health & Welfare at Work (Construction) Regulations of 2013 (S.I. No. 291 of 2013).

It is intended that this document will be used as the basis for the developed Safety and Health Plan for the Construction Stage. The Project Supervisor Design Process (PSDP) was appointed as per the Safety, Health and Welfare at Work (Construction) Regulations 2013.

This document has been prepared for the purpose of providing relevant information to the Project Supervisor Construction Stage (PSCS).

NOTE:

Design Risk Assessments have been and will be prepared for each discipline / area of expertise for all stages of construction, post construction maintenance and building lifecycle (occupancy and use). The Design Risk Assessments will be communicated to the Project Supervisor Construction Stage (PSCS) for inclusion in the Construction Stage Safety and Health Plan.

2.0 PROJECT INFORMATION

2.1 Project Team

Client		
Kilkenny Carlow Education and Training Board	Contact:	Philip Doyle
	Tel:	087-2112220

Project Supervisor Design Process		
Dermot O'Shea David Kelly Partnership 10 Ormonde Street, Kilkenny	Contact:	Dermot O'Shea
	Tel:	056 7801260
	Mobile:	087 4193229

Project Supervisor Construction Stage		
TBC	Contact:	
	Tel:	
	Mobile:	

2.2 Site Location

The proposed works are located at Ormonde College, Ormonde Road, Kilkenny.

2.3 Drawings/Specifications

The works shall be carried out in accordance with the drawings and specification prepared by David Kelly Partnership, Chartered Engineers.

2.4 General Project Description

Restoration of existing timber frame windows.

2.5 Project Timelines

It is intended that the works commence within 20 working days of appointment of the successful contractor.

The works shall be carried out on a phased basis in lots of approximately 10 no. windows per phase over an 18 month period.

Work on site is restricted to normal working hours; 08.00 to 18.00, Monday to Saturday, however, working outside those hours can be arranged by agreement.

The projected timeframe of 18 weeks for the works is based on experience of similar projects.

Ongoing consultation between PSDP and the PSCS prior to commencement of construction works shall be required to confirm the Project Timeline. A design review will be required to assess if there are any difficulties anticipated in relation to the proposed main contractor's construction timeframe for the project.

3.0 CONCURRENT WORK ACTIVITIES & SERVICES ON OR NEAR SITE

3.1 General

The following sets out other activities at or near the works, which may have an impact on the construction work for the project:

Railings restoration to the front of the Ormonde College property;

Platform lift installation within the Ormonde College building.

3.2 Relevant Adjoining Land Uses

The works are to be carried out to an existing school building. The school campus is bounded by other residential and commercial properties with the public road at the east side of the property.

3.3 Control of Construction Works

- a) All works during construction fall within the control of the Project Supervisor Construction Stage (PSCS) for the project. The Project Supervisor Construction Stage shall ensure the site is maintained and suitably secured from access by unauthorised personnel throughout the works.
- b) Due diligence shall be given at construction stage to the impact of the construction works to members of the public, the clients and the neighbouring properties. Particular attention shall be given to limit the impact of noise, vibration and dust during the works.
- c) During the construction phase the contractor shall provide and arrange for the collection and disposal of all litter and debris on the site.
- d) The PSCS shall ensure that the PSDP is consulted in relation to all **temporary work designs**.
- e) The PSCS shall ensure that the relevant Permits are obtained from the Local Authority in connection with all stages of the construction activity.

3.4 Restriction of Working Hours

Site construction core working hours shall be confined to between 0800-1800 hours Monday to Saturday inclusive subject to the noise restrictions (45db(A)) set out in 3.8 Control of Noise (below).

3.5 Site Restrictions

- a) The site is accessible from the public road.
- b) No height restrictions are known within the local road network
- c) The PSCS shall make all reasonable efforts to ensure unauthorised personnel do not enter the construction area by engaging suitable and sufficient security arrangement, notable during the preparatory and reconstruction works where scaffold will be erected on site.
- d) All personnel must attend a site induction completed by arrangement with the PSCS.
- e) The PSCS shall ensure site emergency and evacuation procedures are in place prior to commencement of construction. Such measures shall be communicated to site personnel at induction.
- f) The PSCS shall ensure that personnel working on site and those making deliveries to site obey the local speed limit.
- f) The PSCS shall ensure that access for the Emergency Services, (Fire, Ambulance and Garda) is considered. Suitable and sufficient measures shall be taken to ensure access for Emergency Services is not impeded to the site, adjoining properties or public spaces during the construction stage.

3.6 Access to and Egress from Site

- a) The PSCS shall ensure that site logistics including deliveries of materials/equipment are strictly planned.
- b) The PSCS shall ensure that there is suitable storage areas designated for expected equipment prior to arrival on site.
- c) The PSCS shall implement an appropriate signing in and out system for all site operatives and visitors.
- d) Contractor's personnel shall carry appropriate identification at all times while on site.
- e) All construction, craft and security personnel shall be in possession of an up-to-date Safe-Pass card or recognised equivalent.
- f) A register of contractor Safe-Pass cards and where applicable C.S.C.S. cards will be kept for inclusion in the project safety file.
- f) The PSCS needs to ensure that the adjacent roads and footpaths are maintained in a safe and clean condition for the duration of the construction project.

3.7 Parking

Car parking is available on site within the staff car park.

3.8 Noise and Vibration

Site noise as defined in BS 5228:2009+A1:2014 shall not, during the construction period, exceed the following criteria:

LAeq (1 hour) Time Period
 65 dB(A) Core authorised working hours
 45 dB(A) Any other time.

3.9 Dust

- a) Dust levels from the site will be kept to a minimum as far as reasonably practicable, particularly during dry periods.
- b) Any activity producing dust that might have an impact on the school building/adjoining properties and members of the public must be discussed with the engineer.

3.10 Environmental Considerations

The PSCS must ensure during the construction stage that all tank and drum storage areas shall be rendered impervious to the materials stored therein.

3.11 Welfare Facilities

The PSCS shall ensure that sufficient facilities for welfare provision are made available on site for contractors.

3.11 First Aid

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

4.0 PARTICULAR RISKS

The following is a non-exhaustive list of particular risks to the Safety & Health of persons as set out in Schedule 1 of the Safety, Health & Welfare (Construction) Regulations, 2013.

- a) Risk of burial and fall from height (aggravated by the nature of the work processes);
- b) Contact with chemical or biological substance;

- c) Ionising radiation;
- d) High voltage lines;
- e) Risk of drowning;
- f) Wells, underground earthworks and tunnels;
- g) Work carried out by divers;
- h) Caisson work with compressed air;
- i) Explosives;
- j) Assembly or dismantling of heavy pre-fabricated components.

Other hazards may arise out of working methods, which are at the discretion of the contractor and as such cannot be determined at this stage. The unforeseen hazards are to be addressed by the PSCS and the contractors themselves. To this end, we request a site-specific safety statement, method statement and risk assessments from all contractors working on site. The PSDP has during the course of design and design meetings identified particular risks and a table outlining the applicability of these particular risks follows overleaf:

Risk		Applicable		Where
		Yes	No	
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.	✓		Removal, reinstatement, and restoration of first floor level windows.
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.	✓		Care required when stripping the paint finish from the existing windows.
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 pre-fabricated components.	✓		Existing windows to be removed for restoration and reinstated upon completion.

5.0 OTHER HAZARDS

In addition to and in conjunction with the particular risks as addressed previously, the following hazards have also been identified as being relevant during the construction stage of the project:

- a) School staff and students and visitors to the school building.
- b) Electrical Installations
- c) Weight of windows
- d) Dust

The PSCS, in preparation of the Health and Safety Plan, must carry out in accordance with their statutory requirements site specific risk assessments to identify all hazards and put controls in place to eliminate or reduce the risks to all personnel on site, members of the public so far as is reasonably practicable. These risk assessments will be monitored and reviewed by the PSCS whenever new machinery or systems of work are introduced and issued to the PS(DP) at all times.

All contractors shall ensure risks associated with all tasks are appropriately risk assessed. A Safe Plan of Action will be required for all tasks. As a core safety management tool, it will deal with; anticipated hazards, control measures and resources, special training, new procedures and any required personal protective equipment.

5.1 School staff and students and visitors to the school building.

- 1. The site of the works shall be secured against trespass, accidental or otherwise, by members of the public.
- 2. Safe access and egress must be maintained to this site and all buildings within the school property.
- 3. The public pedestrian routes and roads must be kept clear of traffic and maintained in good clean condition.
- 4. Appropriate safety signage must be erected and displayed around the site to highlight the various hazards.
- 5. Appropriate safety signage must be erected outside the confines of the site to highlight construction works and hazards to general members of the public.

5.2 Electrical Installations

The contractor shall ensure that all existing electrical wiring running close to and through the existing windows to be identified and disconnected prior to carrying out any works in these areas. The contractor shall identify to the PSCS and PSDP how they intend to deal with existing electrical wires prior to commencing such works.

5.3 Timber Windows Panels

Window panels may weigh in excess of 45kg. Care must be taken when removing and lifting these into place.

5.4 Dust

Dust will be generated during restoration of the window frames and sashes. The contractor shall ensure that appropriate PPE is worn at all times and that adequate ventilation will be provided. The contractor must ensure that dust will not be a nuisance to school staff and students, and also to adjoining properties.

6.0 OTHER RELEVANT INFORMATION

6.1 Ongoing Liaison and Unforeseen Events

- a) The PSCS shall liaise with the client in relation to any existing safety plans and works being carried out. The PSCS shall consider the contents of such plans in preparing the safety and health plan for the proposed works.
- b) The PSCS and contractors shall consult with the PSDP should unforeseen circumstances arise or the requirement for design changes occur during the construction phase.
- c) The PSDP will require to be notified of any relevant changes or decisions that will affect Particular Risks during the time span of the project.
- d) Other relevant information would include changes to the time required for completion of the project or phases of the project.
- e) The PSCS shall ensure a Temporary Works Co-ordinator supervises all temporary works and that an inspection and certification system is maintained.

6.2 Safety File

- a) The PSCS shall provide all relevant information required for the compilation of the Safety File to the PSDP in a timely manner.
- b) The PSCS shall co-ordinate arrangements for the gathering of information from contractors.

The safety file shall include but not be limited to the following;

List of suppliers and contractors
 Operating procedures
 Maintenance Procedures
 Test and Commissioning Records
 Health & Safety Information – remaining hazards, hazards during decommissioning
 Manufactures Literature
 As constructed Drawings in ACAD format.

All of the above information shall be provide in electronic format to the PSDP.

7.0 SAFETY LEGISLATION COMPLIANCE AND OTHER REQUIREMENTS

Contractor Responsibilities

- a) The contractor's responsibilities include complying with statutory health and safety requirements under the Safety, Health & Welfare at Work Act, 2005 plus all current statutory instruments e.g. Safety Health & Welfare at Work (Construction) Regulations of 2013 as applicable and the Safety Health & Welfare at Work (General Application) Regulations of 2007.
- b) The contractor must additionally comply with the Project Supervisor Construction Stage (PSCS) Safety Plan for the duration of the project.
- c) The contractor is obliged to secure further information regarding the PSCS requirements and safety requirements and is familiar with it before commencing works.
- d) Scheduling must be co-ordinated via the PSCS at a weekly contractor meeting. At the time of tender the contractor shall:
 - i) Be aware of the Preliminary Health and Safety Plan and all pertinent tender documents available from the PSDS/designers.
 - ii) Be familiar with the contents of those documents while pricing work.
 - iii) Seek clarification at tender stage where required.

8.0 EXISTING DRAWINGS AND DOCUMENTS

- a) All existing drawings and documents will be kept available by the client and PSDP during the project.
- b) All relevant drawings will be maintained in the site office by the PSCS during the construction phase of the project.
- c) This Preliminary Safety and Health Plan will be expanded by the PSCS to formulate the Safety and Health Plan for Construction.

9.0 PRINCIPLES OF PREVENTION

- a) Avoidance of risk.
- b) Evaluation of unavoidable risk.
- c) Combating of risks at source.
- e) Adaptation of work to the individual.
- e) Adaptation of the place of work to technical progress.

- f) Replacement of dangerous articles/systems with safer ones.
- g) Use of an adequate prevention policy (use of technology, social and human factors, organisation of work etc...).
- h) Favours collective measures over individual protection.
- i) Providing appropriate training and instructions to employees.

9.1 Non-Exhaustive List of Matters to be Considered in Particular as Regards the Application of the General Principles of Prevention to Construction Work under the 2013 Regulations.

1. Keeping the construction site in good order and in a satisfactory state of cleanliness.
2. Choosing the location of workstations bearing in mind how access to them is obtained and determining routes or areas for the passage and movement of equipment.
3. The conditions under which various materials are handled.
4. The demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.
5. The conditions under which the dangerous materials used are removed.
6. The storage and disposal or removal of waste and debris.
7. The adaptation, based on progress made on the construction site, of the actual time to be allocated for the various types of work or work stages.
8. Co-operation between employers and self-employed persons.

APPENDIX 1**Duties of Project Supervisor Construction Stage (PSCS) as outlined in the Safety, Health and Welfare at Work (Construction) Regulations 2013**

- a) Co-ordinate the identification of hazards, the elimination of the hazards or the reduction of risks during construction.
- b) Develop the Safety and Health Plan initially by the PSDP before construction commences.
- c) Co-ordinate the implementation of the construction regulations by contractors.
- d) Organise co-operation between contractors and the provision of information.
- e) Co-ordinate the reporting of accidents to the Authority.
- f) Notify the Authority before construction where construction is likely to take more than 500 person days or 30 working days.
- g) Provide information to the site safety representatives.
- h) Co-ordinate the checking of safe working procedures.
- i) Co-ordinate measures to restrict entry on to the site.
- j) Co-ordinate the provision and maintenance of welfare facilities.
- k) Co-ordinate arrangements to ensure that craft, general construction workers and security workers have a Safety Awareness card, e.g., Safe Pass and Construction Skills card where required.
- l) Co-ordinate the appointment of a site safety representative where more than 20 persons on site.
- m) Appoint a safety advisor where there are more than 100 workers on site.
- n) Provide all necessary safety file information to the PSDP.
- o) Monitor the compliance of contractors and others and take corrective action where necessary.
- p) Notify the Authority and the client of non-compliance with any written directions issued.
- q) The PSCS may issue directions to designers and contractors.



An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

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

Approved Form (AF 1)

Regulation 10

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

NOTE:

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

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

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: Kilkenny and Carlow Education and Training Board

Address: Athy Road

Carlow
CARLOW

Telephone: 0872112220

E-Mail: Philip.Doyle@kcetb.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: Dermot O'Shea

H&S C. Name:

Address: 10
Ormonde Street

Address:

Kilkenny
KILKENNY

Telephone: 0567801260

Telephone:

E-Mail: dermot@dkp.ie

E-Mail:

3 Project Supervisor Construction Stage and Health & Safety Coordinator, if know : 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: Timber Windows Restoration Works at Ormonde College, Ormonde Road, Kilkenny for Kilkenny Carlow Education and Training Board

Exact Address
of Construction Site: Ormonde College
Ormonde Road

KILKENNY

Signed: **Submitted online - reference no. 118163**

by or on behalf of the Client

Position: _____

Date: _____