

Preliminary Health & Safety Plan

***EMERGENCY WORKS SCHEME – MOUNTMELICK
FET HARBOUR ROAD MOUNTMELICK CO LAOIS***

***Electrical & Life Safety Systems Upgrade Works
[Emergency Lighting Upgrade]***

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1.0 INTRODUCTION:

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

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

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

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

1.1 Regulatory Requirements

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

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

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

1.2 Safety & Health Plan

The safety and health plan serves two purposes.

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

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

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

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

2.0 GENERAL DESCRIPTION (DESIGN STAGE):

The site is the existing Mountmellick FET which is easily accessible from the road. The site boundaries are defined on the accompanying drawings, and this Contractor shall confine his operations to the area indicated. *Please refer to the accompanying drawings and specification documents for full details of the proposed works.*

The works comprise the following:

- Upgrade and replacement of main and sub distribution boards,
- Upgrading of existing power distribution systems and associated containment,
- Replacement of existing lighting installations with energy efficient LRD lighting systems
- Replacement and upgrade of emergency lighting systems,
- Replacement and upgrade of fire detection and alarm systems
- Associated containment, cabling, testing, commissioning and certification works
- Coordination of electrical shutdowns, phasing and changeovers,
- All associated builder works

2.1 The Client

Laois & Offaly Education and Training Board on behalf of Mountmellick FET, Harbour Street, Mountmellick, Co Laois

The Safety, Health and Welfare at Work (Construction) Regulations 2013 defines 'client' as a person for whom a project is carried out. The regulations place certain duties on Clients. These duties are intended to ensure that the project is designed and constructed by competent persons.

Client duties include:

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

- Notify the Authority where construction is likely to take more than 500 persons days or 30 working days.

2.2 Project Supervisor Design Process (PSDP):

Geaney Engineering Consultants, Studio 22 Waterford Business Park, Cork Road, Waterford.

The duty of the project supervisor for the design process is to ensure co-ordination of the work of designers throughout the project. The PSDP must:

- Identify hazards arising from the design or from the technical, organisational, planning or time related aspects of the project;
- Where possible, eliminate the hazards or reduce the risks;
- Communicate necessary control measure, design assumptions or remaining risks to the PSCS so they can be dealt with in the safety and health plan;
- Ensure that the work of designers is coordinated to ensure safety;
- Organise co-operation between designers;
- Prepare a written safety and health plan for any project where construction will take more than 500 person days or 30 working days or there is a particular risk and deliver it to the client prior to tender;
- Prepare a safety file for the completed structure and give it to the client;
- Notify the Authority and the client of non-compliance with any written directions issued.
- The PSDP may issue directions to designers or contractors or others.

3.0 PROJECT DESCRIPTION

3.1 Client Organisation

Laois and Offaly Education and Training Board on behalf of Mountmellick FET, Harbour Street, Mountmellick, Co Laois.

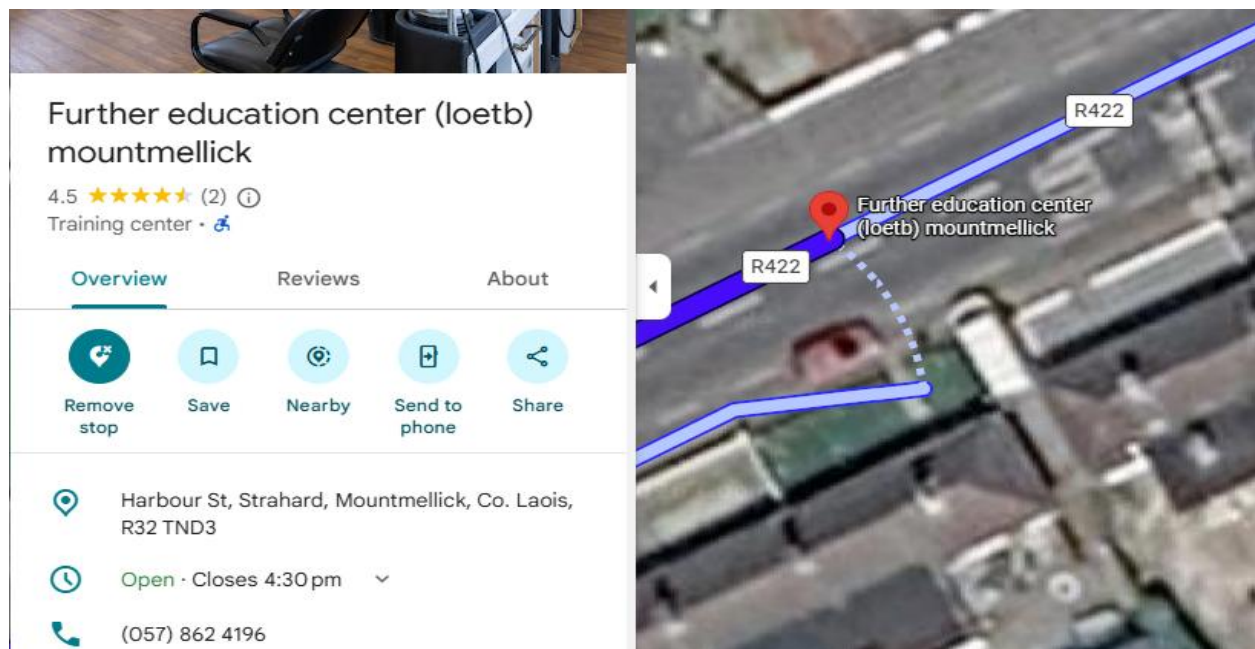
3.2 Project Description

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- Upgrade and replacement of main and sub distribution boards,
- Upgrading of existing power distribution systems and associated containment,
- Replacement of existing lighting installations with energy efficient LRD lighting systems
- Replacement and upgrade of emergency lighting systems,
- Replacement and upgrade of fire detection and alarm systems
- Associated containment, cabling, testing, commissioning and certification works
- Coordination of electrical shutdowns, phasing and changeovers,
- All associated builder works

3.3 Location & Access

Mountmellick FET is located at Harbour Road, Mountmellick, Co Laois. The college may be operational during the works. All construction areas must be fully segregated from staff and students.



Site Eircode: R32 TND3

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

3.4 Restrictions

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

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

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

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

Further information may be requested from:

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

3.5 Timescale / Phasing

The works will be carried out and fully completed and certified during summer 2026, (timeline TBA with client). Ongoing consultation between PSDP and PSCS prior to commencement on site will be required to verify the Project Timeline. The timescale for completion of the works is progressive. Thorough planning is not required, but communication levels must be maintained high throughout all stages of the project.

The co-ordination and management of the works planning and proposed delivery key components, Plant and Machinery, overlap & interaction with other occupants, is regarded as an essential element of the safety management procedures and planning on site and is the responsibility of appointed Project Supervisor (Construction).

Communication and Liaison Arrangements – Contractor & Design Team, PSDP

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

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

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

4.0 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

4.1 Structure & Organisation

Client Laois & Offaly Education and Training Board
Administrative Offices
Mountrath Road
Portlaoise
Co Laois

Service Engineer: Geaney Engineering Consultants
Studio 22 Waterford Business Park,
Cork Road,
Waterford

4.2 Safety Objectives, Arrangements for Monitoring & Review

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

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

4.3 Permits and Authorisation Requirements

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

4.4 Emergency Procedures

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

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

4.5 Site Rules, Restrictions

Strict housekeeping arrangements must to be adopted at all times.

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

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

Duty to Co-Operate

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

4.7 Site Safety Coordination Meetings.

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

- Scope of Work. Method Statements.
- Safety Audit/Inspection, Corrective action items. Accident /incident Reports.
- Unsafe acts or conditions. Training requirements. Records should include:
- Risk assessments, hazards, and precautions. Temporary Works.
- Work instructions, including those related to safety. Training records and list of authorized personnel.
- Inspection and maintenance records, including those for PPE, and especially those relating to statutory examinations of plant and machinery.
- Work permits.
- Specifications for work equipment, CE compliance and any noise level figures provided by the manufacturer.
- Safe Pass and CSC Records.
- Site induction Records.
- Records of any reported defects, incidents or accidents and action taken. (This will also include accident investigation reports.)
- Any complaints relating to Bullying, harassment or intimidation must be investigated.

4.8 The General Principals Of Prevention

Second Schedule of The General Application Regulations

- a) The avoidance of risks.
- b) The evaluation of unavoidable risks.
- c) The combating of risks at source.
- d) The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing their effect on health.
- e) The adaptation of the place of work to technical progress.
- f) The replacement of dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems of work.
- g) The development of an adequate prevention policy in relation to safety, health, and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- h) The giving to collective protective measures of priority over individual protective measures.
- i) The giving of appropriate training and instructions to employees.

4.9 Third Schedule – Construction Regulations

Requirements To Be Applied Regarding The General Principles Of Prevention

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

4.10 General Details

Relevant Adjoining lands.	Private lands & Private/ Public roads.
Restrictions on Working Hours.	To be established.
Commencement Date.	End June/July 2026 (TBC).
Completion Date.	End August 2026 (TBC).

Project not expected to exceed 8 weeks total, including commissioning.

The location of supplies for welfare facilities i.e., Water, electricity sewage etc. will be identified prior to commencement on site. An area for a contractor's compound will be provided and agreed before commencement on site All welfare facilities will have to comply with the needs and requirements of COVID 19 in line with Government and CIF advice. All contract personnel will be required to attend an induction before commencing work. This will include the use and adherence to work permits.

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

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

5.0 EXISTING ENVIRONMENT

5.1 Existing ancillary buildings

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

5.2 Traffic System / Requirements

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

5.3 Existing Services

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

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

6.0 OVERLAP WITH EXISTING UNDERTAKING

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

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

7.0 PARTICULAR RISK ELEMENTS

The following issues have been identified as potential risks to the health & safety of contractors, school occupants and others during the proposed life safety systems upgrade works. The appointed PSCS shall implement appropriate control measures to eliminate or reduce these risks. **(Note: this list is not exhaustive.)**

7.1 Live Electrical Services & Changeover Works

The works involve modifications and extensions to existing fire alarm, emergency lighting and electrical systems within occupied buildings. Risks include live electrical services, isolation procedures and phased system changeovers. All circuits and services shall be identified, tested and safely isolated prior to works commencing.

7.2 Existing Services & Undocumented Cabling

Existing concealed or undocumented electrical services may be present within the buildings. The contractor shall undertake appropriate surveys and service tracing prior to drilling, containment installation or removal works.

7.3 Occupied Education Environment

The works are to be carried out within a live school campus. Risks include interaction with students, staff and visitors, restricted access routes, noise, dust and disruption to school operations. Appropriate segregation, signage and access controls shall be maintained throughout.

7.4 Retained Life Safety Systems

Existing emergency systems may need to remain operational during the works. Shutdowns, testing and commissioning activities shall be carefully coordinated to avoid interruption to critical life safety systems.

7.5 Asbestos & Existing Building Fabric

The existing buildings may contain asbestos-containing materials or other hazardous substances within the building fabric. The contractor shall review the asbestos register and Safety File prior to undertaking intrusive works.

7.6 Work at Height

Installation of fire alarm devices, emergency lighting and containment systems will require work at height within classrooms, corridors and ceiling voids. Suitable access equipment and safe working procedures shall be used at all times.

7.7 Manual Handling

The handling and installation of cabling, containment, lighting fittings and electrical equipment presents manual handling risks. Appropriate lifting techniques and mechanical aids shall be used where practicable.

7.8 General Construction Hazards

General risks associated with drilling, cutting, access equipment, temporary works and power tools will be present throughout the project. Appropriate PPE, supervision and safe systems of work shall be maintained at all times.

7.9 Dust, Noise & Occupied Areas

Construction works within occupied school buildings may generate dust, noise and temporary access restrictions. Appropriate environmental controls and coordination with school management shall be implemented to minimise disruption and maintain safe occupancy conditions.

8.0 DESIGN RISK ASSESSMENT

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

10.0 SAFETY FILE

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

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

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

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

9.1 Contents of Safety File:

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

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

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

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

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

DISCLAIMER

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