



PRELIMINARY HEALTH & SAFETY PLAN

Thermal Upgrade Works under the CASWS 2025
at St. Colmcille's National School, The Quay, Westport

Prepared by
Axo Architects acting as PSDP

March 2026

Preliminary Health & Safety Plan

FOR THE CLIENT & THE ARCHITECT

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PROJECT TITLE Thermal Upgrade Works under the CASWS 2025

ADDRESS St. Colmcille's National School, The Quay, Westport, County Mayo

PREPARED BY Axo Architects Limited

(PSDP name)

DATE

23

03

26

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1

General Description of Project

This Safety & Health Plan has been prepared on a preliminary basis in accordance with Article 12(1) (a) of S1 291 of 2013, the Safety, Health and Welfare at Work (Construction) Regulations 2013, and is based on project information available to the PSDP on the cover date.

1.1 Is there a Safety File available for the premises or site?

Yes ☒ No ☐

1.2 What is the Client's name?

Board of Management, St Colmcille's National School, The Quay, Westport

1.3 What is the name of the Project Supervisor for Design Process and their contact details?

Axo Architects Ltd, Ellison Street, Castlebar, County Mayo - F23 TH73.

MOBILE N/a

PHONE (094) 9026094

EMAIL info@axoarchitects.ie

1.4 What is the location of the site?

St. Colmcille's National School, The Quay, Westport, County Mayo.

1.5 Please describe the scope of the works.

Attic insulation and pumped cavity wall insulation to a relatively standard 1990s cavity block and pitched roof school building.
Some consequential natural ventilation works.

1.6 Please give a description of the property/site.

St. Colmcille's National School, is located at the edge of Westport Town, at The Quay, just off the L1801 Quay Coast Road to Louisburg on a tight corner on the road.
The building is 1990s vintage and the site is relatively flat.
The is a public greenway running just outside the southwestern boundary of the school.

1.7 Please enter the working hours.

8.00am to 6.00pm Monday to Friday

1.8 Please enter operative car parking arrangements/restrictions.

Parking on site is limited during school term.

If the works are carried out over the summer months, parking will be available at the staff parking area inside the school walls.

Otherwise, parking is available on the roundabout just outside the school walls.

1.9 What is the Contract Commencement date?

DATE	01	07	26
------	----	----	----

1.10 What is the Contract Completion date?

DATE	25	08	26
------	----	----	----

1.11 Please enter information on the access to the site for construction traffic.

Access to the site will be off the Quay Coast Road L1801 public road, on a very tight corner. The access point is shared with residential users and also users of the public greenway.

Please enter the following information for the Known Existing Services:

Underground Services

1.12 Water Mains

Not applicable for this project

1.13 Electric Cables

Not applicable for this project

1.14 Telephone Cables

Not applicable for this project

1.15 Gas Mains

Not applicable for this project

1.16 Other Liquids/Gases Under Pressure

Not applicable for this project

Overground Services

1.17 Electric Lines

There are live cables and containment for services in the attic spaces.

Overground Services

1.18 Telephone Cables

There are some data cables in the attic spaces.

1.19 Other

None known at this stage of the project.

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 (within or around the subject site/property during the refurbishment works).

2.1 Please enter information on other activities on the site, in the premises or adjacent to the site and premises.

None known at this stage.

It is likely that summer camps may be ongoing on this school campus over the summer months.

3

Particular Risks/Safety Critical Risks, Statutory Provisions & General Safety Requirements

And other matters to be brought to the attention of the Contractor/PSCS.

The following is the non-exhaustive list of Particular/Safety Critical Risks to the safety and health of persons (as set out in Schedule 1, of S1 291 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:

Note 1:

A Safety Critical Risk is a risk which if the outcome comes to pass will result in a fatality, serious injury, damage to property or damage to the environment.

Note 2:

Only those risks which would be evident and reasonably deducible from drawings or other support documentation and Design Risk Assessments are listed.

3.1 Particular/Safety Critical Risks

Including but not limited to those referred to in Schedule 1 to the Regulations.



Enter risk information if such a risk exists or otherwise enter not applicable.

3.1.1 Falling from height (aggravated)

Risk of falling through existing ceilings, while working in the attic spaces.

3.1.2 Burial under earth falls (aggravated)

Not applicable for this project.

3.1.3 Engulfment in swampland (aggravated)

Not applicable for this project.



3.1.4 From chemical or biological substances

ACMs are not anticipated.

3.1.5 Use of ionising radiation

Not applicable for this project.

3.1.6 Work near high voltage power lines

Not applicable for this project.

3.1.7 Risk of drowning

Not applicable for this project.

3.1.8 Works on wells, underground earthworks and tunnels

Not applicable for this project.

3.1.9 Work by divers with a system of air supply

Not applicable for this project.

3.1.10 Work in a caisson with compressed air supply

Not applicable for this project.

3.1.11 Work involving the use of explosives

Explosives not permitted on this project.

3.1.12 Work involving heavy prefabricated materials

Not applicable for this project.

Refer to Appendix 1 for guidance on other possible Particular/Safety Critical Risks

3.1.13 Enter other Particular/
Safety Critical Risk

Sharing access to the site with the staff and student parent population and residential owners will require coordination to minimise accidents and/or injury.



3.1.14 Enter other Particular/ Safety Critical Risk	Working in a confined space in the existing attics, exacerbated by the facts that the school is live (electrical supply), the ceiling materials are fragile, and the existing attic insulation is fibreglass.
3.1.15 Enter other Particular/ Safety Critical Risk	N/a
3.1.16 Enter other Particular/ Safety Critical Risk	N/a
3.1.17 Enter other Particular/ Safety Critical Risk	N/a
3.1.18 Enter other Particular/ Safety Critical Risk	N/a

3.2 Statutory Provisions

3.2.1 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.

3.2.2 Competence

- Note: Under the SHWW Act 2005 a person is deemed to be competent where *"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."*
- It is the duty of the Contractor to ensure that all persons engaged in this project for the purposes of construction are competent.

3.2.3 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.

3.2.4 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.

3.2.5 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.

3.2.6 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 practicable provide for integrated safety systems and collective protective measures in favour of personal protective measures.

3.2.7 Emergency Plans (shared areas/occupied premises)

- The Contractor must provide for consultation and co-ordination with the Client in relation to Emergency Plans. Emergency Plans must be reviewed and co-ordinated on a regular basis and at any change of circumstances.

3.2.8 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.

3.2.9 Sub-contractors

- There may be a number of sub-contractors engaged in these works. All sub-contractors' activities must be carefully co-ordinated to ensure 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, if used, 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.

3.2.10 Operatives

- All operatives must be holders of Safe Pass safety training card or a recognised equivalent. Operatives must wear adequate personal protective equipment (to be determined by the nature of the works on hand) at all times.

3.2.11 First Aid

- The Contractor must provide adequate first aid facilities on site.

3.3 General Safety Requirements

Enter General Safety requirements as necessary and as identified by the Design Team.

		Yes	No			Yes	No
Working in an Existing Building							
3.3.1 Essential Services/ Fire Safety Systems	All essential services, including fire safety systems, must be maintained in working order at all times during the works. Any downtime to services must be notified in good time in advance to the Project Architect.	Yes	✗	3.3.4 Stability of Existing Structures	The existing structure has been assessed and found to be in good structural order and without risk to its stability from the proposed works by:	✓	No
				STRUCTURAL ENGINEER		N/a	
3.3.2 Fire Escape Routes	All fire escape routes for the occupants must be maintained without obstruction at all times.	Yes	✗	3.3.5 Access for Emergency Services	The Construction Safety Plan should outline Emergency Plans and the provision of access for Emergency Services in the event of accident arising from the works and for the occupants of the premises.	Yes	✗
3.3.3 Fire Safety (Existing or Nearly Completed Buildings)	There is always the risk of fire from construction activities in an existing building. The PSCS must outline Fire Safety procedures which will be implemented for the duration of the contract. The Contractor should ensure that adequate first aid fire fighting equipment is on hand at all times. A preclosure fire safety inspection should be undertaken before closure each and every evening. Smoking will not be permitted in the premises. Hot works should be avoided wherever possible. If, however hot works are necessary they must only be undertaken on foot of a hot works permit.	Yes	✗	3.3.6 Asbestos/ACMs	An asbestos survey has been undertaken of the premises.	✓	NO
					Asbestos or asbestos containing materials were identified (or specify findings and refer to and attach the Asbestos Report).	✓	No
				3.3.7 Isolation of Live Services	All live services must be isolated prior to work. Live work to be avoided where possible. Isolation of live work to be co-ordinated with tenants to ensure against accidental 'switch on'.	Yes	✗
Working in a Greenfield/Brownfield Site							
3.3.8 Site Enclosure Layout	See attached site plan outlining site enclosure and hoarding requirements.	Yes	✗	3.3.13 Protection of Pedestrians/Public	All waste, construction materials and skips located in the public domain must be enclosed with double clipped Heras fencing suitably dust proofed and affixed with suitable safety signage.	Yes	✗
3.3.9 Site Investigations/Ground Conditions/Excavations	Site investigations have been undertaken. See site investigations report with tender documents.	✓	No	3.3.14 Cleaning of Roads	The Contractor must allow for cleaning of dirt emanating from the works to roads and footpaths in the vicinity of the site.	Yes	✗
3.3.10 Services For Construction Activities	Mains water is available on site.	Yes	✗	3.3.15 Hoarding Standard	Hoarding to be designed by TWD to the relevant standards and installed to ensure against collapse in high winds or adverse weather conditions.	Yes	✗
3.3.11 Services For Construction Activities	Mains electricity is available on site.	Yes	✗	3.3.16 Manual Handling	Manual handling must be avoided as far as is reasonably practicable. The Contractor must therefore make arrangements for the mechanical lifting of materials wherever and whenever practicable.	Yes	✗
3.3.12 Control of Dust/Dirt/Noise	The Contractor must ensure for the control of dirt, dust and noise and is required to keep the site tidy at all times to minimise nuisance to neighbours. Spray suppression or other similar methods should be used for the control of dust as necessary. Adequate and suitable PPE (eye, ear and face protection) should be provided to at risk operatives.	Yes	✗	3.3.17 External Storage of Materials	Materials if stored externally must be secured at all times to ensure against being blown and dispersed.	Yes	✗
Excessive noisy activities must be limited as far as reasonably possible and must not be undertaken before:							
TIME	8.00AM	AM					

3.4 Temporary Works

3.4.1 Temporary Works Co-ordination

- The main Contractor is wholly responsible for the design, installation, inspection and striking of Temporary Works (TWs). This includes Temporary Works designed by sub-contractors. The Permanent Works Designer (PWD) must provide the Contractor with all necessary design information relating to the Permanent Works to allow design of the Temporary Works. The PWD has no duty to the Contractor to detect or prevent faults in the Temporary Works.

3.4.2 The Duties of the PSCS (Temporary Works)

- The duties of the PSCS in relation to TWs shall include:
 - Issue to the PSDP the TWs schedule at the commencement of the works.
 - Co-ordination of all TWs activities including those of sub-contractors.
 - Communication with all parties involved.
 - Preparation of TWs design brief.

- Ensuring TWs are designed and checked.
- Issuing of permits to load and dismantle.
- Keeping of records.
- Ensuring that the various responsibilities have been allocated and accepted.
- Ensuring that the designs of TWs are communicated to the Permanent Works Engineer.
- Ensuring that TWs are designed to the appropriate standard.
- Ensuring that Temporary Works Design Certificates are signed by the appropriate parties.
- Completion and issue to the PSDP of Monthly Temporary Works Report.

3.4.3 Temporary Works Certificates

- Responsibility for the actual design of the Temporary Works remains with the Designers of the Temporary Works and it is recommended by the HSA that Certificates (Permanent and Temporary)

are used by the PSDP to record the co-operation of the activities of all designers.

- In signing the "Temporary Works Certificate" the PWD confirms that he/she has communicated his/her design assumptions to the Temporary Works Designer. Then as stated in the certificate "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.

3.4.4 Suitability of Materials

- Materials used for temporary works shall be the best of their kind and appropriate for the intended function.

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Project Completion Time Frame

It is considered that the project can be safely completed in this time frame. Tenderers when tendering should however indicate any reservations they may have with regard to the safe delivery of the project within this time frame.

4.1 The project programme from commencement to completion is:

CONTRACT DURATION

6

(weeks)

5

Conclusions With Regard To The Taking Account of The Principles of Prevention

5.1 The Design Team and PSDP have endeavoured as far as reasonably practicable to take account of the Principles of prevention. The foregoing residual Particular/Safety Critical Risk (Section 3) activities have been identified. (See attached Design Risk Assessments submitted by the Design Team) The PSCS should address the foregoing risks in the Safety Plan and Method Statements should be prepared for these and any other high risk activities on this project.

5.2 In preparing the relevant Method Statements and systems of work 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

by eliminating hazards, reducing risk and putting 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.

5.3 There may be a number of sub-contractors involved in the works. Co-ordination of the sub-contractors is a key requirement for the duration of the works. The Contractor must ensure and confirm to the client the competency of all sub-contractors engaged in the works.

5.4 Fire Safety is an absolute priority. The Contractor must put in place procedures to ensure for the highest level of fire safety throughout the project. A preclosure fire safety inspection must be undertaken at the conclusion of each day's activities. Smoking on site is not permitted.

5.5 Security of the site to ensure against unauthorised access particularly during non-working hours and weekends is essential.

5.6 Enter names of Design Team members who have submitted Designer Risk Assessments.

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Services For The Provision of Welfare Facilities

6.1 Welfare Facilities For Construction Personnel

- The Contractor must provide toilet, canteen and drying facilities for operatives in accordance with the requirements of the SHWW (Construction) Regulations 2013 and must also provide adequate office and meeting room facilities for management and Design Team.

6.2 Are there drainage systems for connection available on site?

Yes

Yes

No

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6.3 Can a mains water supply to which a connection can be made be available on site?

Yes

Yes

No

×

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 Designers' 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.

8.1 Information Delivery Requirements

- It is the duty of the PSCS to provide the PSDP with relevant information to enable preparation of the Safety File. Information in hard and soft copy format to be presented. The Contractor must therefore allow for any costs in procuring the relevant information including as built drawings. Safety File information must be submitted to the PSDP before Practical Completion.

Signature Of Project Supervisor For Design Process

SIGNED



Michael Horan - Axo Architects Ltd.

DATE

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The information contained in this Preliminary Health & Safety Plan has been prepared 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.

Appendix 1 Particular/Safety Critical Risks



Particular/Safety Critical Risks are those risks which if they come to pass will result in a fatality, serious injury, damage to health, damage to property, damage to the environment or dangerous incident.

As noted Schedule 1 to SHWW (Construction) Regulations 2013 (Particular Risks) is a non-exhaustive list. Designers and the PSDP must therefore identify other risks falling within this category.

As a guideline, therefore the following might be considered within this category (note that the following is also a non-exhaustive list).

Risks involving works:

- **On a particularly restricted site which may result in any of:**
 - Restricted working space
 - Hazardous access/egress
 - Non-standard scaffolding or other similar restrictions
- **Close to traffic/rail lines and similar**
- **Close to the public**
- **In an occupied premise**
- **In historic, unstable or derelict buildings**
- **Close to children**
- **In the public domain—road crossings, works on footpaths**
- **On filled/contaminated ground**
- **On lands with high water table**
- **Near water**
- **On public boundary**
- **On roads**
- **On works which might involve:**
 - Demolitions
 - Pilings
 - Crane erection
 - Asbestos removals
 - Tree felling
 - Extreme weather conditions
 - Confined space
 - Live works
 - Excessive noise



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APPENDIX A

DESIGN RISK ASSESSMENT

Axo Architects

DESIGN RISK ASSESSMENT - Axo Architects

Project:	Thermal Upgrade Works at St. Colmcille's NS.	Job No.:	71125	By: MH	High	Medium	Low
Client:	Board of Management, Colmcille's NS.	Stage of Project:	Stage 2b - First Issue	Date:	23rd March 2026		

Ref:	Hazard	Risks	Likelihood	Severity	Risk Score	Risk Control Measures (RCM)	Residual Risk	Final Risk Level
Ref:	C - Construction U - User M - Maintenance	Associated Risk for each Hazard	Likelihood H M L 3 2 1	Severity H M L 3 2 1	L x S = RS	Risk Control Measures to be taken to reduce or or eliminate the risk.	Person to whom the Residual Risk / Particular Risk is passed on to.	Low, Medium or High
1	C - Working in a live school environment (if works are outside summer months)	Accidents to young students and/or parents/guardians.	1	3	3	Contractor to erect appropriate site fencing and safety signs.	Main contractor / PSCS	Low
2	C - Construction Traffic (if works are outside summer months)	Collisions with persons on the school site.	1	2	2	Prepare method statement on how construction traffic will be safety managed.	Main contractor / PSCS	Low
3	C - Limited site access	Traffic collisions - Access to the site is via a shared roundabout where school children are dropped off.	1	2	2	Contractor to create clear demarkation between site and shared access/parking areas. Deliveries to site only at off-peak times.	Main contractor / PSCS	Low
4								

DESIGN RISK ASSESSMENT - Axo Architects

Ref:	Hazard	Risks	Likelihood	Severity	Risk Score	Risk Control Measures (RCM)	Residual Risk	Final Risk Level
Ref:	C- Construction U - User M - Maintenance	Associated Risk for each Hazard	Likelihood H M L 3 2 1	Severity H M L 3 2 1	Risk Score L x S = RS	Risk Control Measures to be taken to reduce or or eliminate the risk.	Person to whom the Residual Risk / Particular Risk is passed on to.	Low, Medium or High
5								
6								
7								
8								
9								
10								

Notes: Design Risk Analysis (DRAs) relating to civil, structural, mechanical and electrical design and works are not covered under this DRA. Such matters will be addressed in separate but parallel DRAs by the civil/structural consultant and the mechanical/electrical consultant.

Signed: 
 Michael Horan - Designer - Axo Architects Ltd

Date: 23rd March 2026