

**Heating and Ventilation Services for
Aonad 2 Baile an tSagairt, An Spideal, Co. na Gallimhe
(An Comisinéir Teanga)**

Preliminary Safety & Health Plan

August 2026

CONTENTS

1. INTRODUCTION

- 1.1 Preliminary Safety and Health Plan
- 1.2 Project Supervisor Design Process (PSDP)
- 1.3 Project Supervisor Construction Stage (PSCS)

2. TEAM DETAILS

- 2.1 Project Client
- 2.2 Project Supervisor Design
- 2.3 Designer

3. GENERAL DESCRIPTION OF WORKS

- 3.1 Location
- 3.2 Nature of Work

4. TIME FOR COMPLETION

5. SAFETY FILE

6. OTHER WORKS ACTIVITIES ON SITE

- 6.1 Particular details where Premises is occupied in any way.

7. ENVIRONMENTAL RESTRICTIONS AND ON-SITE RISKS

- 7.1 The site
- 7.2 Existing Structures
- 7.3 Existing Services
- 7.4 Relevant Adjoining Lands/Buildings

8. WORKS WHICH INVOLVE ANY OF THE PARTICULAR RISKS SET OUT IN SCHEDULE 1 OF THE SAFETY HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2006

- 8.1 Works which puts persons at work at risk of burial under earthfalls, engulfment in excavation or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used by the environment at the place of work or site.
 - 8.1.1 Falling from heights
 - 8.1.2 Works 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.
 - 8.1.3 Work near high voltage power lines.
 - 8.1.4 Work exposing person at work to the risk of drowning.
 - 8.1.5 Work carried out in a compressed air atmosphere
 - 8.1.6 Works involving the use of explosives
 - 8.1.7 Works involving the assembly or dismantling of heavy prefabricated components

- 8.1.8 Work Involving Demolition
- 8.1.9 Construction Traffic

9. CONCLUSIONS ON OTHER RESIDUAL RISKS ARISING OUT OF DESIGNERS RISK ASSESSMENT

- 9.1 Difficulties in facilitating access for emergency services
 - 9.1.1 Public access to site
 - 9.1.2 Access
 - 9.1.3 Pedestrians
 - 9.1.4 Noise
 - 9.1.5 Dust
 - 9.1.6 Security
 - 9.1.7 Fire/Emergency Procedures
 - 9.1.8 Works which puts persons at work at risk from trips, slips and falls
 - 9.1.9 Work involving heavy elements
 - 9.1.10 Works requiring temporary propping
 - 9.1.11 Contact with concrete.
 - 9.1.12 Accident reporting
 - 9.1.13 Work In Close Proximity to Live Traffic

10. SITE RULES

- 10.1 INTRODUCTION
- 10.2 Consultation Prior to Commencement
- 10.3 Site Accommodation and Welfare facilities
- 10.4 Contractors Employees
- 10.5 Protection of the Works
- 10.6 Traffic Movement

11. PARTICULAR CONSTRUCTION METHODS/SEQUENCES ENVISAGED BY DESIGNS

12. PARTICULARLY DIFFICULT INTERFACES OR PHASING OF WORKS

13. LOCATION OF ELECTRICAL, WATER AND SEWERAGE TO FACILITATE WELFARE PROVISION

14. SITE ARRANGEMENTS – SECURITY, EMERGENCIES, ACCESS, RESTRICTIONS.

15. DESIGN PROCESS TRAFFIC MANGEMENT PLAN

- 15.1 General Requirements
- 15.2 Special Speed Limit and Shuttle Working with Traffic Control
- 15.3 Design Philosophy

16 HEALTH RESTRICTIONS & WORK PRACTICES

17 CONTINUING LIAISONS

1. INTRODUCTION

1.1 Preliminary Safety and Health Plan

The preliminary Safety and Health Plan shall mean the document prepared by the Project Supervisor Design Process (PSDP) in accordance with S.I. 291 of Safety, Health and Welfare at Work (Construction) Regulations 2013. The Project Supervisor Construction Stage (PSCS) shall develop the Safety and Health Plan in accordance with S.I 291 of Safety, Health and Welfare at Work (Construction) Regulations 2013.

1.2 Project Supervisor Design Process (PSDP)

The PSDP for this Project is **N J Kearns & Company Ltd., Architects** appointed in accordance with the provisions of S.I 291 of Safety, Health and Welfare at Work (Construction) Regulations 2013. The Contact person for any queries is **Niamh Kearns, Tel: 091 577935 / 087 6839245**

1.3 Project Supervisor Construction Stage (PSCS)

The PSCS for this Project will be the main Contractor who will be appointed in accordance with the provisions of S.I 291 of Safety, Health and Welfare at Work (Construction) Regulations 2013.

2. TEAM DETAILS

2.1 Project Clients:

Name: Údarás na Gaeltachta

2.2 Project Supervisor Design Process

Name: N J Kearns & Company Ltd., Architects
Address: Unit 6 Dun Eibhir, Na Forbacha, Co na Gaillimhe
Contact Name: Niamh Kearns
Phone: 091 577935

2.3 Project Supervisor Construction Stage – the appointed contractor

3. General Description of Works

3.1 Location

Aonad 2, Baile an tSagairt, An Spideal, Co. na Gaillimhe

3.2 Nature of Work

Heating and Ventilation Services for Aonad 2 Baile an tSagairt, An Spideal, Co. na Gaillimhe (An Comisinéir Teanga).

The building is a two storey detached office building. Area 494m² at ground floor level and 147m². The building has a flat roof where the mechanical plant is located. The heating and ventilation system has been in place for 25 years and now needs to be replaced. The plant and ductwork on the roof is to be removed and replaced. The internal ductwork is in good order and is to be re-used. Due to some internal layout changes involving the subdivision of open plan office space, some modifications need to be made to the internal ductwork.

The project will be carried out while the building is occupied.

The project will be phased as follows:

- a) By the contractor: removal of redundant plant and ductwork from the roof of the building, including all pads, plinths, fixings, cowls and brackets associated with the installation of the relevant system.
- b) The maintenance team of Údarás na Gaeltachta are to add a layer of 200mm PIR with Trocal onto the areas of the roof to receive the new mechanical plant. This will take place after the existing plant has been removed (Phase 1) and before the new plant is installed (Phase 3). These roof works will be called Phase 2 of the works. This work is being carried out to ensure that the mechanical plant will not have to be moved when more insulation is added to the roof at a future date. The contractor may leave the site while this work is being carried out or progress with internal works in the interim but works on the roof at the same time will not be permitted.
- c) c) By the contractor: installation of new plant and ductwork in accordance with the services specification and drawings, including both the works on the roof and internal works. There will also be builders work associated with this, as detailed in the services drawings and specifications

4. Time for Completion

The time for completion is estimated at 8 Weeks.

This time for completion is an estimate of the time, which is considered to be feasible for completing the works safely with sufficient resources assigned.

Restrictions on working hours

Working hours to be 8.00 am to 18.00 pm Monday to Friday and 8.00 am to 14.00 pm on Saturdays, unless otherwise agreed

5. SAFETY FILE

The PSCS must forward information for the Safety File on a preliminary basis on the date of practical completion. This shall contain in writing all information, relevant to safe maintenance and repair of the works after completion, including information from the final version of the Safety and Health Plan.

The PSCS shall make arrangements for and ensure that all contractors (including main, domestic, nominated and specialist subcontractors) on the project provide all information relevant to the safe maintenance and repair of the works after completion.

Contents of the Safety File shall include, but not be limited to:

- As Constructed Drawings, produced and used throughout the site Investigation process;
- Specifications, produced and used throughout the investigation process;
- Pricing documents, produced and used throughout the investigation process;
- The general design criteria adopted;
- Details of the equipment and the maintenance facilities forming part of the works;

- Maintenance procedures and requirements for the works;
- Factual report produced by specialist contractor, which outlined a report on the ground observations and analysis results of the site investigation exploration.
- Copies of relevant photographs and video taken.
- Detailed location of all utility services encountered in the exploratory works giving description of each service and exact location of each service.
- Other relevant information which, in the opinion of the PSCS, should be included in the safety File.
- All relevant sections of the Safety and Health Plan

After the completion of the project, this file must be handed over to the Client.

6. OTHER WORKS ACTIVITIES ON SITE

6.1 Particular details where Premises is occupied in any way.

The PSCS shall outline how occupants of the facility and public will be protected during the works. A Risk Assessment shall be carried out. Copy of the Risk Assessment shall be maintained in the Safety File.

The offices will be fully functional. There will be staff entering and leaving the building.

There are several adjoining buildings that share the car park.

The building adjoins a public road on two sides, with no boundary fence or wall.

The contractor must manage these interfaces and ensure that a clear route for pedestrians is maintained at all times, and that the works zone is contained within fencing, with safety signage and controls in place.

All contractor vehicles to be parked in the Baile an tSagairt car park and not along the public road.

7. ENVIRONMENTAL RESTRICTIONS AND ON-SITE RISKS

7.1 The Site

This site consists of an existing office building, with a separate company operating at first floor level. Access arrangements are to be confirmed with the Client and PSDP.

7.2 Existing Structures

The site contains an existing office building. Care is to be taking regarding existing structures, particularly during lifting heavy plant on and off the roof. The roof structure is a concrete slab.

7.3 Existing Services

The Contractor to inform himself of the location of any existing services. No underground utility surveys have been carried out. There is an underground electrical cable, underground lighting cables, underground drainage and water services. The contractor is to make all site operative fully aware of this. There may be unknown and unmarked services – utmost care is required during the works.

7.4 Relevant Adjoining Lands/Buildings

All works will be carried out within the site area restricted to the contractor's compound as identified in the project particulars. Care to be taken to ensure neighbouring properties are not affected by the works.

8. WORKS WHICH INVOLVE ANY OF THE PARTICULAR RISKS SET OUT IN SCHEDULE 1 OF THE SAFETY HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013

The following is a non-exhaustive list of particular risks to the safety, health and welfare of persons at work as set out in schedule 1 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 S.I. No. 291 of 2013 and any recent amendment. It should be noted that many of the risks on the project might arise out of working methods, which are at the discretion of the contractor and as such cannot be determined by the Project Supervisor Design Process. The PSCS must ensure control measures are implemented for identified particular risks and those that may arise through work practices.

8.1 Works which puts persons at work at risk of burial under earthfalls, engulfment in excavation or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used by the environment at the place of work or site.

Falling from a height, defined as in excess of 2m – this risk will exist for all works and must be mitigated by careful site management and safety procedures.

8.1.1 Falling from heights

There exists a potential for workers to fall from the roof with the removal of mechanical plant and ductwork from the roof and installation of mechanical ventilation plant and insulated ductwork onto the roof, which is 7.8m over ground level. There are low parapet, but there is also a free standing safety handrail to mitigate the risk of falling.

8.1.2 Works 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.

- Diseases associated with working with sewer pipes such as leptospirosis and hepatitis.
- Storage of fuel for refuelling plant and equipment.
- Contact with cement/concrete and risk of resultant dermatitis/ burns.
- Contact with chemicals is not anticipated.

8.1.3 Work near high voltage power lines.

- Scanning for services will be required prior to the commencement of all excavations
- The ESB have published a code of practice on overhead power lines and the contractor must comply with this publication at all times.

8.1.4 Work exposing person at work to the risk of drowning.

- N/A

8.1.5 Work carried out in a compressed air atmosphere.

- Compressed air containers are located on site. The Contractor shall ensure works do not take place in the vicinity of the compressed air.

8.1.6 Works involving the use of explosives

- Not anticipated risk at this stage.

8.1.7 Works involving the assembly or dismantling of heavy prefabricated components

- Properly certified slings should be employed when lifting components of plant and material.

8.1.8 Work Involving Demolition

- Demolition work, which includes the removal of plant and ducting, should be carefully planned before work starts to ensure it can be carried out safely
- Before commencing any demolition work, the condition of the roofs, walls and floors of the building or structure to be demolished must be assessed so that unexpected collapses do not occur.
- A detailed method statement is required for the sequencing of demolition works, specifically in relation to the gable wall. The method statement shall include any temporary supports required to ensure unexpected collapse does not occur. A temporary works certificate shall be provided by a suitably qualified temporary works Engineer if deemed necessary. The method statement and temporary works certificate shall be approved by the PSDP prior to commencement.
- Safe work method statements are required for all high risk construction work, including any construction work that involves the demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of a structure
- A competent person should supervise the demolition work. Workers in a supervisory role (for example, a leading hand or foreman) should be experienced in the type of demolition being carried out and authorised to ensure it is carried out safely
- The stability requirements for all components of the structure as it is sequentially demolished need to be considered
- Note also the

8.1.9 Construction Traffic

The main risks associated with the works in terms of traffic movement are as follows:

- Movement and operation of construction traffic
- Spillage of material from spoil truck
- Access for construction traffic to and from the site on the public road.

The information contained in this Preliminary Safety and Health Plan has been prepared during the design and prior to the commencement of the works on site. It does not take account of any matter of information, which may become apparent after that time.

9. CONCLUSIONS ON OTHER RESIDUAL RISKS ARISING OUT OF DESIGNERS RISK ASSESSMENT.

9.1 Difficulties in facilitating access for emergency services

9.1.1 Public access to site

Access by the emergency services is to be provided at all times. The contractor shall not impede access to the site / building at any time.

9.1.2 Pedestrians

Pedestrians to be prevented from entering the work site at all times, suitable signage and fencing to be erected as required.

9.1.3 Noise

The contractor shall ensure that the level of noise arising from the construction and demolition works in this development does not constitute a nuisance, and that noise emissions conform to the requirements of B.S. 5228.

These restrictions shall apply particularly to all hours outside normal working hours.

9.1.4 Dust

All necessary precautions shall be taken during the course of construction to protect persons and property adjacent to the proposed works from damage or nuisance caused by dust. This is particularly important during demolition works.

9.1.5 Security

The site must be kept secure to prevent members of the public, especially children, from entering the working areas. All areas of the works and plant shall be kept closed at all times other than for the passage of material, equipment and personnel. The site shall be fenced and locked as required.

9.1.7 Fire/Emergency Procedures

The Contractor is responsible for developing and setting in place emergency procedures for the duration of the works. The following information is provided to assist the contractor in preparing emergency procedures:

- Gardaí: An Spidéal Garda Station is 091 553122
- Galway County Council: 091 509 000
- West DOC: 091 747 700
- Emergency Services 112 or 999

9.1.8 Work which puts persons at work at risk from trips, slips and falls

Access to all work areas could result in trips, slips & falls.

9.1.9 Work involving heavy elements

Lifting of bulk material and plant could result in considerable injury.

9.1.10 Works requiring temporary propping

Failure of temporary propping could lead to collapse excavation resulting in entrapment.

9.1.11 Contact with concrete

Attention is drawn to the fact of the risk involved with the contact with concrete such as Dermatitis.

9.1.12 Accident Reporting

An accident book shall be provided for the site and be filled in by the employee or somebody acting on behalf of the employee, in the event of an accident or dangerous occurrence.

9.1.13 Work In Close Proximity to Live Traffic

All Traffic management Plans to include Signing, Lighting and guarding of roads only by CSCS trained staff and as agreed by the Council Engineer.

10. SITE RULES

10.1 Introduction

As the site is not yet an operational site there are no site-specific rules in place at this stage.

10.2 Consultation Prior to Commencement.

No work shall be carried out on site without the permission of the Client's Engineer. The Contractor (PSCS) is required to provide the engineer with a copy of the Construction Stage Health and Safety Plan sufficiently developed to include project specific information, together with method statements and risk assessments for the initial activities to be carried out. It must also identify any high risk activities likely to be carried out such as:

- Excavations
- Entry into confined spaces
- Working at height
- Use of hazardous materials
- Installation or removal of major plant
- Work involving the assembly or dismantling of heavy prefabricated components.

10.3 Site Accommodation and Welfare facilities

The PSCS shall ensure that adequate welfare arrangements are available.

10.4 Contractors Employees

The Contractor must ensure that all employees are competent, adequately supervised, provided with and wearing all necessary high visibility clothing, protective clothing and equipment.

All employees and visitors to the site must receive health and safety induction training, including emergency and procedures.

All Employees must have received the necessary training required under the schedules of the Health, Safety and Welfare at Work (Construction Regulations)

10.5 Protection of the Works

The contractor must ensure that no unauthorised persons obtain access to the site and that any notices required to be displayed are displayed in a legible condition and where any person at work on the site can readily see them.

10.6 Traffic Movement

Adequate signage to be erected on the main road in proximity to the site entrance

11.0 PARTICULAR CONSTRUCTION METHODS/SEQUENCES ENVISAGED BY DESIGNS

The detailed, comprehensive identification of hazards and control of risks on site is the responsibility of the contractor. The Regulations do not require designers or the PSDP to dictate construction methods generally, or to evaluate contractors' proposals. However, where specific construction methods or sequences were envisaged during design, in the designers' option are not reasonable discernible from the contract documents or are outside the normal scope of a competent contractor in the context of the proposed works, these are set out below. This information should be read in conjunction with the contract documents where appropriate.

12. Particularly difficult interfaces or phasing of works

The facility and associated buildings are to remain fully operation and serviced for the duration of the works. Temporary connection may be facilitated but only with the approval of the PSDP & client.

13. LOCATION OF ELECTRICAL, WATER AND SEWERAGE TO FACILITATE WELFARE PROVISION

PSCS to make suitable welfare arrangements within contractors compound.

14. SITE ARRANGEMENTS – SECURITY, EMERGENCIES, ACCESS, RESTRICTIONS.

- The Contractor shall erect warning signs and suitable fencing to ensure that the works are safe for passing traffic
- Protection of Structures
The contractor shall erect warning signs and un-climbable and suitable fencing in order to ensure that no unauthorised persons can readily have access to the working areas. He shall note particularly the number of children and young adults visiting the amenity and take the appropriate measures as required.
- Keep the local roads clear of mud and debris.
- Prevention of Pollution
Appropriate measures are to be taken by the use of silt traps or other suitable means to prevent the pollution of the local stream adjacent to the works and also the beach area arising from the execution of the works.
- Noise: The Contractor shall take all necessary precautions to ensure the enjoyment of privacy by third parties and shall at all times comply with the requirements of BS5228, Noise Control on Construction and Open Sites, Part 1 1984 Code of practice for Basic international and Procedures for Noise control.
- Emergency Access. Full-unrestricted access for emergency services and emergency vehicles shall be maintained at all times.

15. DESIGN PROCESS TRAFFIC MANAGEMENT PLAN

Traffic management plans are to be designed in accordance with this "Design Process Traffic Management Plan", Chapter 8 of the traffic Signs manual (most up to date revision) and the "Guidance for the Control and Management of Traffic at Roadworks" (October 2007).

Furthermore, consideration of the following issues is particularly relevant to the Detailed Temporary Traffic Management Design:

- Safe access for maintenance operations;
- The establishment of safe working area;
- The establishment of safety zones;
- The adoption of safe working practices;
- The provision of safe access and egress from the working area for vehicles and pedestrians;
- The implementation of a traffic control system aimed at keeping traffic delays to a minimum;
- The preparation, in good time, of any requirements under road traffic legislation;
- The needs of motorists, cyclists, pedestrians (including vulnerable road users)
- The use of technology or equipment to help avoid or mitigate risks.

16. HEALTH RESTRICTIONS & WORK PRACTICES

We would specifically refer you to the Department of Health for current information and advice at <https://www.gov.ie/en/organisation/department-of-health>.

The Contractor is to ensure that they have the most current and up to date policies and procedures from these Authorities at all times and that the works practices and safety features are being strictly enforced on the site.

The Contractor is to ensure that they have the most current and up to date version of this information at all times.

17.0 CONTINUING LIAISON

17.1 Procedures for design changes during construction

1. PSCS to inform Architect and PSDP
2. Design team and PSDP to discuss and evaluate all risks and agree/disagree to the change
3. Site meeting with the design team/PSDP/PSCS and the main contractor to discuss and minute the actions
4. PSCS to develop method statements and issue them to the PSDP, main contractor and design team before they are enacted.

17.2 Procedures for co-ordination and co-operation for specialist and temporary works designers

Parties to meet and share information, calculations and loading etc., meetings to be minuted and circulated to PSCS, PSDP, main contractor and design team prior to following site meeting.

17.2 Procedures for considering health and safety aspects of the design elements by the project supervisor construction stage who must then inform project supervisor / Architect in charge

1. Details of this procedure to be available in the tender submission. Please note that the client must satisfy himself that the PSCS is competent before he can be appointed.
2. The information contained in this preliminary Safety and Health Plan has been prepared on a preliminary basis prior to the commencement of the work on site. It does not take account of any matters or information, which may come to light after that time