

PRELIMINARY SAFETY AND HEALTH PLAN

This Preliminary Safety & Health Plan has been prepared as required under the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2021, (S.I. 528 of 2021)

1. NATURE OF THE PROJECT

Client:

Name: Galway Roscommon Education Training Board
Address: An Coilear ban, Athenry, Co Galway

Contact: Mr. Liam Howley
Telephone: 091-874550

Mechanical & Electrical Building Services Engineers:

Name: Heavey Kenny Associates
Address: Consulting Engineers,
6 Liosban Business Park,
23E First Floor,
Tuam Road,
Galway.
Telephone: (091) 566004 / 087-8289943
Email: admin@heaveykennyassociates.ie

Nature and Premises of the Project:

The Galway Roscommon Education and Training Board (GRETB) Offices are located at an Coilear Ban, Station Road, Athenry, Co Galway, in a standalone 2 storey building which is on a shared complex with the GRETB Further Education and Training facilities as indicated on the attached site plan.

The works that require to be carried out at the GRETB Complex comprise of the provision of a new standby generator facility, including the alterations and additions to the existing Main Electrical Distribution centre in the entrance lobby to the main office building, and the provision of a new external electrical distribution cabinet, including the associated distribution cables, including the associated Mechanical Services and Builders Attendances, etc.

Location and Layout of the Project:

The site of the works is located on the ground of the GRETB Offices at an Coilear Ban, Athenry, Co Galway.

Nature of the Construction Work

This is indicated in the contract documentation and the Drawings, Specifications and Schedules, which have been issued directly by the Client.

The elements which need to be addressed specifically by the Contractor, as noted within this document are highlighted below: -

- Interface with the operational aspects of the Visitors Centre, proximity of staff and Public, etc. This will directly affect the carrying out of the work.
- Traffic Management outside the site.
- Liaison with the Client.
- The tight nature of the site in addition to the various operatives highlights the need for co-operation & communication.

Time Scale for Completion:

It is intended that the works will be carried out and fully completed and certified during the period from the 14th September to the 30th October 2026, and the Contractor shall have partial procession of the building during this period in order to facilitate staff members in a section of the building in agreement with the Client.

Safety Statements

The Safety Statement of the Contractor should be appended to the developed Safety and Health Plan for the Construction Stage.

2. THE EXISTING ENVIRONMENT

The Site:

The Galway Roscommon Education and Training Board (GRETb) Offices are located at an Coilear Ban, Station Road, Athenry, Co Galway, in a standalone 2 storey building which is on a shared complex with the GRETb Further Education and Training facilities as indicated on the attached site plan.

Existing Services:

The existing mechanical and electrical services installations in the areas outside of the scope of this project shall be retained, as indicated on the drawings.

Existing Traffic System:

The parking arrangements for the contractor's vehicles, shall be agreed with the Client as necessary.

Restrictions on Access:

This is an operational building. Movements to be co-ordinated with the Client as necessary.

3. TENDER INFORMATION

Documentation:

Volume A.2.3.2.1 Electrical Services Specification
Volume C.2.3.2.1 Schedule of Prices for the Electrical Services Installation
Drawing No's 6941/E60/01, E61/01, M50/01 and BLD/01
Short Public Works Contract.
Form of Tender and Schedule.
ITT-W4 Instructions to the Tenderer.
Appendix C1: Health and Safety Declaration

4. OPERATIONS

The following activities, not related or included within the scope of the project, will be carried out on or adjacent to the site during the construction phase: -

Existing Building Activities	This is a Live Building
Installation of Services, e.g. telephones, data, computer process services	None
Installation of furniture, equipment, fixtures or machinery	None
External works such as land drainage, landscaping, public utility services, works, by local authority	None
Other	None

Particular Risks

Work which puts persons at work at risk of burial under earth falls in swampland, or falling from a height, where the risk is particularly aggravated by the nature of the work or process used or by the environment at the place of work or site. Not Applicable

Work which puts persons 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. Not Applicable

Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Directive 96/29/Euratom. Not Applicable

Work near high voltage power lines. **Excavation works in the vicinity of the existing ESB Networks incoming LV electrical supply to the building**

Work exposing persons at work to the risk of drowning. Not Applicable

Work on wells, underground earth work and tunnels. Not Applicable

Work carried out by divers at work having a system of air supply Not Applicable

Work carried out in a caisson with a compressed air atmosphere. Not Applicable

Work involving the use of explosives. Not Applicable

Work involving the assembly or dismantling of heavy prefabricated components. **Lifting the heavy generator plant into position**

The information contained in this preliminary Health and 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.

For and on
behalf of : Heavey Kenny Associates (Project Supervisor for Design Process)

Signed : 

Dated : 10th August 2026

Activity/Element

Hot Work

Hazard

Fire and / or explosion

Risk Matrix

Likelihood



1.
VERY
UNLIKELY

2.
UNLIKELY

3.
POSSIBLE

4.
PROBABLE

5.
HIGHLY
PROBABLE

Severity



1. MINIMAL CONSEQUENCES (Discomfort)
2. MINOR CONSEQUENCES (Cuts, abrasions)
3. REPORTABLE CONSEQUENCES (Severe cuts, hospital/doctor visit)
4. SIGNIFICANT CONSEQUENCES (Serious injuries, hospitalisation)
5. SEVERE CONSEQUENCES (Catastrophic injuries, death)

No Action	No Action	No Action		
No Action	No Action			
No Action	2	1		Not Acceptable
			Not Acceptable	Not Acceptable
		Not Acceptable	Not Acceptable	Not Acceptable

1 - Risk before controls

2 - Risk after controls

At Risk

Operatives / public

Responsibility

Project Supervisor Construction Stage

Control Measures and Further Action

Relevant foreman to issue hot work permit
Equipment in good working order
Removal of combustible materials and flammable liquids
Metal shielding, if removal is not possible
Fire watch, during half an hour after work, fire fighting equipment available
PPE - goggles, face shield, gloves, apron

Activity/Element

Welding of pipes around the eaves of the attic space

Hazard

Burns from a welding flame
Working in a confined space as there is a risk of formation of a toxic atmosphere
Fire and explosion

Risk Matrix

Likelihood



1. VERY UNLIKELY	2. UNLIKELY	3. POSSIBLE	4. PROBABLE	5. HIGHLY PROBABLE
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Severity



1. MINIMAL CONSEQUENCES (Discomfort)	No Action	No Action	No Action		
2. MINOR CONSEQUENCES (Cuts, abrasions)	No Action	No Action			
3. REPORTABLE CONSEQUENCES (Severe cuts, hospital/doctor visit)	No Action				Not Acceptable
4. SIGNIFICANT CONSEQUENCES (Serious injuries, hospitalisation)				Not Acceptable	Not Acceptable
5. SEVERE CONSEQUENCES (Catastrophic injuries, death)	2	1	Not Acceptable	Not Acceptable	Not Acceptable

1 - Risk before controls

2 - Risk after controls

At Risk

Operatives

Responsibility

Project Supervisor Construction Stage

Control Measures and Further Action

Reduce or eliminate the amount of welding that has to be done in the attic space
The use of a permit to work system for confined spaces
Adequate training and supervision (i.e. no lone working)

Activity/Element

Manual Handling

Hazard

Back injury, e.g. herniated/prolapsed disc, MSDs

Risk Matrix

Likelihood



1. VERY UNLIKELY	2. UNLIKELY	3. POSSIBLE	4. PROBABLE	5. HIGHLY PROBABLE
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Severity



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No Action	No Action			
No Action				
	2	1	Not Acceptable	Not Acceptable
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1 - Risk before controls

2 - Risk after controls

At Risk

Operatives / public

Responsibility

Project Supervisor Construction Stage

Control Measures and Further Action

Direct delivery of elements
 Mechanical transportation of equipment, e.g. powered trucks, HGV-mounted forklift, hoist on vehicle, non-powered trolleys
 Handling aids - rotary tables, pallet truck, pallet tilter
 Use team lifting
 Information and training in manual handling (legal requirement Manual Handling Regulations under the General Application Regulations 1993)

Activity/Element

Noise generated from using machinery such as angle grinders, saws etc. - High up to 110 dB(A)

Hazard

Temporary threshold shift (short term effect)
Temporary reduction in hearing

Risk Matrix

Likelihood



1. VERY UNLIKELY	2. UNLIKELY	3. POSSIBLE	4. PROBABLE	5. HIGHLY PROBABLE
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Severity



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No Action	No Action			
	2	1		
			Not Acceptable	Not Acceptable
			Not Acceptable	Not Acceptable

1 - Risk before controls

2 - Risk after controls

At Risk

Operatives / public

Responsibility

Project Supervisor Construction Stage

Control Measures and Further Action

Reducing the noise at source eg purchase policy, lowest noise level
Regular maintenance of equipment
Rotate workers from noisy jobs to quiet jobs
Ensure rest breaks are away from noisy areas
Ear protectors, user acceptability is important here
(Chronic exposure can lead to hearing loss)

Activity/Element

Interface with School

Hazard

Vehicle impact, falling materials, exposure to site risks, trespassing by school children

Risk Matrix

Likelihood



1. VERY UNLIKELY	2. UNLIKELY	3. POSSIBLE	4. PROBABLE	5. HIGHLY PROBABLE
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Severity



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1 - Risk before controls

2 - Risk after controls

At Risk

Operatives / public

Responsibility

Project Supervisor Construction Stage

Control Measures and Further Action

Full physical separation of areas
Liaison with principal/Board of Management
Banksmen at common access
Adequate hoarding and security measures

Activity/Element

Housekeeping on site

Hazard

Slips, trips and falls, falling materials

Risk Matrix

Likelihood



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Severity



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2 - Risk after controls

At Risk

Operatives / public

Responsibility

Project Supervisor Construction Stage

Control Measures and Further Action

Implement a “tidy as you go” policy
Plan for the adequate disposal of scrap/waste materials by using skips
Ensure that safe access and egress is maintained by all traffic routes
Do not throw materials or tools
Do not raise or lower tools or equipment by their own cable

Activity/Element

Working at a Height (> 2m) including working in the Attics / Roof voids

Hazard

Slips, trips and falls, falling materials

Risk Matrix

Likelihood



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Severity



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At Risk

Operatives / public

Responsibility

Project Supervisor Construction Stage

Control Measures and Further Action

Ensure that appropriate tools are used, e.g. ladders, scaffolding, teleporters, mobile platforms etc. Where ladders are used, ensure that the rungs etc. are in good condition before using. Stand ladders at the correct angle, and take measures to guard against slipping of the ladder on the floor. Where scaffolding is used, ensure it is complete before using it. Where teleporters, mobile platforms etc. are used, ensure that they are not caused to lean at such an angle that will result in capsizing. Use fall arrest harnesses where necessary and where possible. Provide temporary walk-ways in the roof voids /attics as necessary.