



Preliminary Safety & Health Plan

Reception Refurbishment Works

at

Mill Street Garda Station

for

OPW

Preliminary S&H Plan

Issue: 3

Date: 04/2/2020

Job No. 31014

Issue:	Date:	Notes:	Prepared:	Checked:
1	4/2/2020	First Draft	PR	EMC
2	23/02/2026	Various revisions	DMO	EMC
3	12/08/2026	Item 1.5 Revised	DMO	EMC

Preliminary Safety & Health Plan

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 of this time.

1.	GENERAL DESCRIPTION OF PROJECT	
1.1	Project Team Details	
	Client	Name: OPW Address: White House, 8 Claddagh Quay, Galway, Co. Galway Email: tbc Phone: 091546480
	PSDP	Name: Taylor McCarney Architects Address: Castlebar, Co. Mayo Email: info@taylormccarney.ie Phone: 353 94 90 21 988
	PSCS	Name: TBC Address: Email: Phone:
	Architects	Name: Address: Email: Phone:
	Designers	Name: Address: Email: Phone:
	Other:	
1.3	Receipt of Existing Safety File (if applicable)	Will be requested from the OPW and presented to the PSCS upon appointment
1.4	Project Location (Include description of property/Site)	Mill Street Garda Station
1.5	Scope of works	Refurbishment of reception area and various offices at Mill St Garda Station.

1.6	Description of Work Area	Garda Station is located along Mill Street. Works will take place within the live garda station, areas will be completed under strict phasing plan which will be pre-approved by the Garda Management of the station. Areas within the building are restricted and there are areas that can only be completed under strict supervision of a member of the Garda within the building, there is also a live entrance to the building that needs to remain open at all times during the works and also emergency exits routes. There is also a carpark surrounding the building which will also remain open during the works	 Work area, site entry and exit
1.7	Restriction of Working Hours	Works to be carried out between 8am to 6pm, outside of these working times will need to be approved by the Client	

1.8	Site Layout	Located along Mill street, car park in the vicinity of the building for public visitors attending the station and also for the staff of the station. Emergency routes located along the carpark elevation of the building under tunnel access-this is used for emergencies and also in Garda emergency situations- must remain clear at all times and measures will be needed to protect access over head when works are in progress	Site Photos 
1.9	Existing Traffic Systems and restrictions	Carpark located around building with additional spaces for parking located along the front of the building and also along the side elevation of the building, it is likely these spaces will need to be closed off during replacement works.	
1.10	Operative Car Parking restrictions/arrangements	As Stated above	
1.11	Contract Commencement	TBC	
1.12	Contract completion	Approx. 16 weeks	
1.13	Project Phasing	Note- Project Supervisor for Construction Stage to be appointed under the SHWW (Construction) Regs 2013, PSCS will issue programme of works As the works will be carried out in a live building, phasing of the works is paramount, the works will be completed in sections and the areas will need to be approved in advance with the Client in order to ensure arrangements are made to vacate areas while works are ongoing, as some areas are under restricted access where works cannot be carried out without 100% supervision by a member of the Garda, the PSCS must provide their programme of works and area drawings with times and dates for each area.	



1.14	Access to Site (include for construction traffic)	Access will be via the Main entrance gates. All construction traffic must be kept to a min and the PSCS to provide a schedule of deliveries to the Client prior to arrival. All construction traffic to supervised and directed by the PSCS for the duration, construction traffic must not block any emergency routes, pedestrian access etc. for the duration of the works	
1.15	Access to work area- (pedestrian access for public and construction personnel	Small compound area (see attached marked up photo) will be allocated to the PSCS by the Client, PSCS to mark out safe access route to and from the work area. All personnel must be Garda vetted before entering the project and all evidence of vetting to be submitted to the Client prior to project commencement	
1.16	Drawing Reference Number		Note- It is mandatory that all Preliminary Health and Safety plans are issued with a site drawing with all identified hazards, hoardings, access/egress routes and all specific site details listed.

2.00	OTHER WORK ACTIVITIES
	Please enter information on other activities on the site, in the premises or adjacent to the site and premises

2.1	Adjacent Activities & Surrounding Land Uses • Carpark • Live Road- Mill St Road • Public visitor car park	Include Photos where possible
3.00	EXISTING SERVICES	
	Underground	
3.1	Water Main N/A	
3.2	Electric Cables N/A	
3.3	Telephone Cables N/A	
3.4	Gas Mains N/A	
3.5	Other Liquid/Gases Under Pressure N/A	
	Overground	
3.6	Electric Lines N/A	



3.7	Telephone Cables
	N/A
3.8	Other
	N/A
	Note • PSCS to ensure they refer to the existing safety file if available and if applicable- (there will not be an existing file if the works involved a new build) • Also note that when you are referring to drawings that they are “indicative only” • Contractor to survey and familiarise themselves with all existing services prior to commencement of any works
4.00	PARTICULAR RISKS, SIGNIFICANT RISKS, and other matters to be brought to the attention of the CONTRACTOR / PSCS.

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

The following is the non-exhaustive list of particular 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:

(a)	Only those risks which would be evident and reasonably deducible from drawings or other support documentation to a competent Project Supervisor Design Stage are listed.
(b)	Only those risks which are reasonably foreseeable by the Project Supervisor Design Process are listed.
(c)	See attached Designers Risk Assessments for all risk Assessed

4.1	GENERAL SAFETY PROVISIONS	
4.1.1	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.
4.1.2	Competence	Note: Under the SHWW Act 2005 a person is deemed to be competent where” <i>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</i>” It is the duty of the Contractor to ensure that all persons engaged in this project for the purposes of construction are competent.

4.1.3	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 to be, so far as reasonably practicable, safe and without risk to health.
4.1.4	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.
4.1.5	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.
4.1.6	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.
4.1.7	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.
4.1.8	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 if applicable to the project
4.1.9	Sub-Contractors	There may be a number of sub-contractors engaged in these works. All subcontractor activities must be carefully co-ordinated to ensure the proper protective measures are in place at all times. It is the function of the PSCS to ensure for the co-ordination of all subcontractors 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.
4.1.10	Operatives	All operatives must be holders of Safe Pass safety training card or a recognised equivalent. Operatives must wear adequate personal protective equipment at all times. All operatives must hold the relevant CSCS ticket depending on their site activities, all must be trained in Manual Handling in compliance with General Application Regulations 2007 ALL PERSONS WORKING ON THIS PROJECT MUST BE GARDA VETTED BEFORE ENTERING THE WORK SITE
4.1.11	First Aid	The Contractor must provide adequate first Aid facilities on site.
4.2	PARTICULAR / SIGNIFICANT RISKS – the following, although not all listed in Schedule 1 to the Construction Regulations, could be considered as Particular Risks.	
4.2.1	Risk: Falling from Height (aggravated)	Yes- Scaffolding, boom and ladders will be required to complete the works, the PSCS to request site specific method statements and training for all work at heights
4.2.2	Risk: Burial under Earth falls (aggravated)	N/A
4.2.3	Risk: Engulfment in swampland (aggravated)	N/A



4.2.4	Risk: From Chemical or Biological substances	N/A
4.2.5	Risk: Use of ionising radiation	N/A
4.2.6	Risk: Work near high voltage power lines	N/A
4.2.7	Risk: Of drowning	N/A
4.2.8	Risk: Works on wells, underground earthworks and tunnels	N/A
4.2.9	Risk: Work by divers with a system of air supply	N/A
4.2.10	Risk: Work in a cassion with compressed air supply	N/A
4.2.11	Risk: Work involving the use of explosives	N/A
4.2.12	Risk: Work involving heavy or prefabricated components	N/A
4.2.13	Hazard: Site Security Risk: Unauthorised Access	Yes- Garda Vetting require for all personnel, all construction areas to be secured from the public. Sign in and Sign out register required- Client approval required for restricted areas inside the building.
4.2.14	Hazard: Access to Site Risk: Unauthorised Access, damage to adjoining property, injury nuisance/noise to Client personnel and plant operations	Works in Live Building Restricted Areas-under garda supervision only Noise and Dust limitations- due to works inside live office space Public and Staff Car Park in vicinity of works PSCS to put measures in place to control and adhere to the above restrictions, Logistics, Fire & Emergency and Access plans to be put in place and approved by the Client prior to the works commencing.
4.2.15	Hazard: Construction traffic Risk: Accident with personnel & deliveries	PSCS to put TM plan in place to control construction traffic safely, car park to remain live and also main entrance and emergency exits to remain open at all times during the works
4.2.16	Hazard: Storage of Materials and Waste Risk: Injury from falling waste, waste being dispersed	Small area allocated to the PSCS for construction compound- marked on Drawing attached to this document
4.2.17	Hazard: Existing services / utilities Risk: Contact with live / hidden services	N/A

4.2.18	Hazard: Working at Height Risk: Fall from height	Yes PSDP recommend the use of an mewp to access high reach areas, also the overhead works will require exclusion zones set up below at all times. The main access will also require a canopy style cover to keep entrants in and out of the building safe, PSDP recommend that a competed scaffolding company erect as appropriate.
4.2.19	Hazard: Working on live drainage	
	Enter Other Particular/Safety Critical Risk	Working in Garda Station- All operatives will require Garda Vetting to work on this project. Some areas within the building can only be access under Garda Supervision, PSCS to liaise with the Management of the Building and the Client during phasing works for the project. Site Specific RAMS required for all works and must be requested and approved by the PSCS
	Enter Other Particular/Safety Critical Risk	Public Safety- There is a carpark located within the grounds of the Garda Station and there is also a visitor carpark beside the station, this will remain live during the works and the PSCS much enforce a safe Traffic and Pedestrian management plan to ensure the safety of the public and also the staff of the station for the duration of the works
	Enter Other Particular/Safety Critical Risk	
4.3	GENERAL SAFETY REQUIREMENTS / INFORMATION – this section to be completed on a task by task basis and adapted to specific to the project	
4.3.1	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 ☐ No
4.3.2	Fire Escape Routes	All fire escape routes for the occupants must be maintained without obstruction at all times ☒ Yes ☐ No
4.3.3	Fire Safety (existing or completed buildings)	There is always a 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 equipment is on hand at all times. A preclosure fire safety inspection should be undertaken before closure each and every morning. Smoking will not be permitted in the premises. Hot works should be avoided where possible. However, if they cannot be avoided, they must be undertaken on foot of a hot works permit ☒ Yes ☐ No
4.3.4	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 the STRUCTURAL ENGINEER_____N/A_____ ☐ Yes ☐ No



4.3.5	Site layout	See attached site layout plan ☒ Yes ☐ No
4.3.6	Access for Emergency Services	The construction safety plan should outline the emergency plans and the provision of access for Emergency services in the event of an accident arising from the works and for the occupants of the premises ☒ Yes ☐ No
4.3.7	Parking for Operatives	See attached site layout and logistics/TM plan
4.3.8	Site Investigations / Ground Conditions / Excavations	Site investigations have been undertaken. See site investigations report with tender documents ☒ Yes ☐ No
4.3.9	Welfare Facilities	The contractor must provide toilets, canteen and drying facilities for all operatives in accordance with the requirements of the SHWW construction regulations 2013 and must provide adequate office facilities and meeting rooms for management and design teams ☒ Yes ☐ No
4.3.10	Services for Construction Activities	Mains water is available on site ☒ Yes ☐ No
4.3.11	Control of dust / dirt / noise	Contractor must ensure that dust, dirt and noise is controlled. Site to be kept tidy at times to minimise nuisance to neighbours. Spray suppression or other similar methods should be used for the control of the above. Adequate ppe should be provided to at risk operatives ☒ Yes ☐ No
4.3.12	Working Hours	8AM-6PM Normal working hours, anything outside normal hours will be discussed and approved with the PSCSP and the Client
4.3.13	Asbestos / ACMs	An Asbestos Survey has been carried out ☐ Yes ☒ No Asbestos or Asbestos containing materials were identified (or specify findings and refer to and attached the Asbestos report ☐ Yes ☒ No
4.3.14	Protection of pedestrians / public	All waste, construction materials and skips located in the public domain must be enclosed with double clipped Heras fencing with suitable safety signage ☒ Yes ☐ No
4.3.15	Cleaning of roads	Contractor must allow for cleaning of dirt emanating from the works to roads and footpaths in the vicinity of the site ☒ Yes ☐ No

4.3.16	Hoarding Standard	Hoarding to be designed by Temp Works Designer to the relevant standards and installed to ensure against collapse in high winds or adverse weather conditions ☒ Yes ☐ No
4.3.17	Isolation of live services	All services must be isolated prior to works, Live works to be avoided where possible. Isolation of live work to be coordinated with tenants to ensure against accidental switch on N/A
4.3.18	Manual Handling	All persons to be trained in Manual Handling in accordance with the Current General Application regulations 2007 including all amendments in 2010,2012,2016
4.3.19	Storage loading of materials	To be included in the site Logistics plan by the Contractor ☒ Yes ☐ No _
	Other- (Please list any other considerations specific to your project)	



4.4	TEMPORARY WORKS	
4.4.1	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 subcontractors. 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. Approval by the PWD does not relieve the Contractor of responsibility for the TWs. The PSCS shall assume the duty of Temporary Works Co-ordinator and shall be responsible for the co-ordination of Temporary Works during the contract.
4.4.2	Temporary works Envisaged on this project:	Note: Examples of temporary works include, but are not limited to: Earthworks - trenches, excavations, temporary slopes and stockpiles. Structures - formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams ☒ Yes ☐ No

4.4.3	The Duties of the PSCS (Temporary Works)	The Duties of the PSCS in relation to TWs shall include: • Co-ordination of all TWs activities including those of sub-contractors. • Communication with all parties involved. • Preparation of TWs design brief. • TW Schedule to be issued to the PSDP at the commencement of the works-where possible • 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 TW's 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 to the PSDP.
4.4.4	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.
4.4.5	Suitability of Materials	Materials used for temporary works shall be the best of their kind and appropriate for the intended function.
5.00	Site Rules, Permitting and Security	
5.1	Site Rules:	The contractor shall implement appropriate site rules for the project. The Designer(s), Client and Project Supervisor for the Design Process (PSDP) have identified the following restrictions affecting the project. (List where applicable) Garda Vetting required for all construction personnel
5.2	Permitting Required:	The contractor will be required to comply with permit requirements (list where applicable) PSCS to liaise with Client
5.3	Security	The main contractor will be required to apply adequate security measures on this Project to exclude unauthorised persons from the site, including members of the public (and especially children) Garda Vetting required for all personnel on this project



6.00 CONCLUSIONS		
6.1	The Design team and the PSDP have endeavoured as far as reasonably practicable to take account of the Principals of prevention. The foregoing residual particular/safety critical risk activities have been identified. 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	
6.2	In preparing the relevant method statements and systems of works, the contractor must take account of the Principals of Prevention and endeavour to reduce risks by the use of alternative and safer work practices. All those involved in the planning of the work must take account of the Principals of prevention by eliminating hazards, reducing risks and putting in place collective protective measures in favour of personal protective measures. In particular, collective protective measures must be provided in relation to works at height	
6.3	There may be a number of sub-contractors involved in the works. Coordination 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	
6.4	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 is not permitted on site	
6.5	Security of the site to ensure against unauthorised access, particularly during non-working hours and weekends is essential	
6.56	Designer Risk Assessments (See attached)	Prepared by:

7.0	WELFARE FACILITIES	
7.1	Welfare facilities for construction personnel	The contractor must provide toilets, canteen and drying facilities for all operatives in accordance with the requirements of the SHWW construction regulations 2013 and must provide adequate office facilities and meeting rooms for management and design teams
8.0	CONTINUING LIAISON	
8.1	Liaison Arrangement The PSCS can contact the design team as necessary using the contact details listed in Section 1.2. The main forum for communication between the Project Supervisor Construction Stage (PSCS), the Project Supervisor Design Process (PSDP), the main contractor and designers will be periodic progress meetings. The PSDP will attend Site meetings where appropriate when notified by the PSCS, particularly for changes to the design and review of temporary Works. Phone numbers and e-mails will be readily available to all parties for daily communication.	
8.2	Arrangement for Communication The main forum for communication between the Project Supervisor Construction Stage (PSCS), the Project Supervisor Design Process (PSDP), the main contractor and designers will be periodic progress meetings at which permanent and temporary designs will be discussed and coordinated. It is imperative that the PSCS highlight any material changes in the permanent works design to the PSDP in a timely manner so that any design safety issues which may arise can be adequately coordinated. Similarly, all temporary works associated with the project must be identified by the PSCS and all associated designs must be communicated to the PSDP in a timely manner so that any design safety issues which may arise can be adequately coordinated with the permanent works designers.	
8.3	Unforeseen Eventualities Unforeseen eventualities during project execution resulting in substantial design change and which might affect particular risks, contract period and other resources will be subject to a formal review by the PSDP, PSCS, Designers, Contractors and Client with relevant sign-off.	
9.00	SAFETY FILE	
9.01	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 to be provided to enable the preparation of one copy of the Safety File. The Contractor must allow for any costs in procuring the relevant information including all as built drawings. Safety file must be submitted to the PSDP before practical completion See attached Appendix A- Taylor McCarney Contents of a Safety File

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 of information, which may come to light after that time.

Signed: _____
Project Supervisor Design Process

Date: