

PRELIMINARY SAFETY & HEALTH PLAN

For

Job: Construction of a single and two-story classroom extensions with ancillary accommodations and associated site work at Scoil Mhuire agus Iosaf , Colooney, Co. Sligo

This Preliminary Safety and Health Plan has been prepared in accordance with S.I. 291 of 2013, the Safety, Health and Welfare at Work (Construction) Regulations, 2012

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SECTION 1

DESCRIPTION OF THE PROJECT

1.1 Site Location:

Scoil Mhuire agus Iosaf, Colooney, Co. Sligo

1.2 Project Description:

Construction of a single and two-story classroom extensions with ancillary accommodations and associated site work

1.3 Accompanying Documentation:

The following drawings accompany this Preliminary Health & Safety Plan:

- Architects Drawings
- Structural Engineers Drawings
- Service Engineer's Drawings

The following specifications accompany this Preliminary Health & Safety Plan;

- Architects Specification
- Service Engineers Specification

1.4 Programme Details:

The project comprises the following elements:

1. Renovations/alterations to existing building.
2. Construction of an extension.
3. Internal finishes & re-decorations.
4. Associated site works.

The proposed project completion time is 15 months. It is intended that the project is to be carried out in 2 main phases, in order to safely allow the works be carried out in a safe manner (in addition there will be renovations works to be carried out internally in the existing building, to be carried out during school holidays to be agreed between the client and builder). The contractor will take possession of the areas outlined on the architect's contractors working area drawings for each phase, the exact area to be taken in possession by the builder to be agreed with the client and architect. Each phase is to be completed by the contractor in sequence as set out on the architect's phasing drawings, while minimising disruption to the operation of the adjacent school, and taking all reasonable precautions to ensure the Health & Safety of the staff, pupils, patrons of the adjoining premises and members of the public. Upon completion of the works the contractor will hand over the completed extension & renovated parts of the existing building to the client.

The intended commencement & completion dates advised above are provisional, pending confirmation by the Project Supervisor Construction Stage that these dates are practical and sufficient to allow the project to be carried out in a safe manner.

The Health & Safety Plan produced by the Project Supervisor Construction Stage must take into account the effect on Health & Safety of shortening the construction programme.

1.5 Details of Client, Designers, Project Supervisor Design Process and Other Consultants:

The Client:

Board of Management, Scoil Mhuire agus Iosaf,
Colooney,
Co. Sligo.
Tel: 071 9167763

The Project Supervisor Design Process:

Coughlan Associates
60 Austin Friars St.,
Mullingar,
Co. Westmeath
Tel: 044-9341414

The Architect:

Coughlan Associates,
60 Austin Friars St.,
Mullingar,
Co. Westmeath
Tel: 044-9341414

The Structural Engineer:

Gordon Mitchell Consulting Engineer,
Greatdown,
The Downs,
Mullingar,
Co. Westmeath.
Tel: 044-9358981

The Service Engineer:

Colman Reynolds Associates (CRA)
Unit 9,
Southern Cross Business Park,
Boghall Rd,
Ballywaltrin,
Bray,
Co. Wicklow
Tel: 012768700

1.6 Extent and Location of Existing Records and Plans:

The client is in possession of all manuals, documentation, etc. for all existing fixtures, fittings, mechanical & electrical installation, etc in relation to the premises, and will make these available for the contractor on site.

1.7 Arrangements for Communicating With Designers, PSCS and Others as Appropriate:

The project supervisor design process will ensure that arrangements for communication between all relevant parties are put in place. This will ensure that there will be coordination between the work of designers throughout the project and that sufficient information is passed to the Project Supervisor Construction Stage so that any identified issues can be dealt with in the Health & Safety Plan.

SECTION 2 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Structure & Organisation:

The client requires that there is an effective health & safety management structure in place for the duration of the project, from conception through to completion & handover, the aim being to minimize risks to workers, members of the public and staff during the works, and in the operation of the building and racetrack.

The client appoints the Project Supervisor Design Process in order to co-ordinate all aspects of health & safety during the design of the project & communicate all necessary information to the Project Supervisor Construction Stage.

The client appoints the Project Supervisor Construction Stage in order to co-ordinate all aspects of health & safety during the construction phase, including preparing & developing the Health & Safety Plan from the Preliminary Health & Safety Plan before construction on-site commences. Effective site management is an essential requirement for preventing and reducing the risk of injuries.

2.2 Safety Objectives for the Project and the Arrangements for Monitoring and Review

The Safety objectives for the project are as follows:

- To prevent injury to members of the public, staff and students.
- To maintain adequate security on-site to control access to the site.
- To protect workers from accidents and ill health during construction.
- To ensure that the project can be completed in the agreed timeframe in a safe manner.

Project Supervisor Design Process will ensure co-ordination of health and safety information between the design teams & monitor coordination between the different design teams and disciplines and the Project Supervisor for the Design Stage.

The Project Supervisor Construction Stage must provide all relevant information to the Site Safety Representative and co-ordinate the checking of safe working procedures, which is modified as necessary as work progresses and as changes occur.

The Project Supervisor Construction Stage should undertake a post-contract review of health and safety issues that arose on site and report to the client, designer & Project Supervisor Design Process.

2.3 Permits and Authorisation Requirements

A commencement notice will be submitted to the building control authority prior to the commencement of the works.

2.4 Emergency Procedures

The Project Supervisor Construction Stage must ensure that suitable & sufficient steps have been taken to limit the risk of injury associated with fire, explosion, smoke, noxious fumes & gases.

Emergency lighting must be made available on emergency routes; such routes must be identified, maintained & kept clear of obstacles.

The Project Supervisor Construction Stage must ensure that site-specific emergency procedures have been developed to cope with any foreseeable emergency on-site. All personnel on-site must be trained in the use of fire fighting equipment that is provided on-site.

2.5 Site Access & Restrictions on Contractors, suppliers and others

The site will be accessed from an entrance specific to the contractor only. No mud, clay etc., will be allowed on to this access road, the contractor is to ensure that there is a cleaning regime in place to ensure that this public road and footpath is kept clean at all times.

It is intended that the project is to be carried out in 2 phases, and the contractors working area for each phase will be restricted to an area to be agreed on-site between the architect, client and contractor.

The contractor should ensure that works take place during normal working hours, to avoid causing a nuisance to the staff & pupils of the school and adjoining neighbours. Working hours are to be reviewed with the client, having regard to the adjacent land uses and adjoining buildings.

The location of the contractor's site office and storage areas to be agreed with the client prior to commencement.

2.6 Activities on or Adjacent to the Site During the Works

To the east: Public footpath / road

To the North: neighbouring houses

To the East: neighbouring houses

To the South: Public footpath / road

On site: The existing school will be occupied for the duration of the works, the existing play areas will remain in use by the school for the duration of the works.

Access arrangements to the area of the site work to be discussed and agreed upon with the client.

SECTION 3 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

a) Safety Hazards:

3.1 Boundaries & Access, including Temporary Access

The contractor's working area is to be confined to the areas identified on the architect's site plan drawings, as far as is practical. The contractor is to install suitable hoarding/fencing around the working areas and ensure that the site remains secure at all times.

3.2 Adjacent Land Uses

The existing neighbouring roads, footpaths & buildings will remain in use for the duration of the works, and the contractor must take care as necessary.

3.3 Existing Storage of Hazardous Materials

No changes proposed to fuel storage. LPG tanks to remain

3.4 Location Of Existing Services

The contractor is to refer to the architect's drawings, which identify known existing services; however the contractor is to ensure that care to be taken as necessary during the works as there may be services not identified on the drawings.

3.5 Ground Conditions

The exact nature of the ground conditions is not known; care to be taken as necessary.

3.6 Existing Structures

The existing structures being retained are to be protected from weather and will remain occupied for the duration of the works.

The integrity & stability of the existing structure during the works must be taken into account during the construction sequence, the contractor will liaise with the architect, PSCS, PSDP and temporary works engineer to minimize any instance of instability during construction.

b) Health Hazards:

3.7 Asbestos, including results of Surveys

All such materials found which are being disturbed by the works must be removed in accordance with the removal specification & disposed of as set out in the same document.

3.8 Existing Storage of Hazardous Materials

There are no known hazardous materials stored on site.

3.9 Contaminated Land, Including Results of Surveys

Health hazards associated with contaminated land are not applicable in this project.

3.10 Existing Structures Hazardous Materials

There are no known hazardous materials stored on site.

3.11 Health Risks Arising from Client's Activities

The client will vacate the part of the premises where works are being undertaken, however the existing school playing pitch will remain in use for the duration of the works.

SECTION 4

SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Design Assumptions and control measures

The designers on this project have taken account of the general principles of prevention, and have as far as reasonably practicable:

- Designed the structure to avoid or minimise risks from known site hazards.
- Designed out/minimise health hazards.
- Designed out/minimise safety hazards.
- Designed in features that reduce the risk of falling/injury where it is not possible to avoid work at height.
- Designed/detailed to simplify construction.
- Designed to simplify future maintenance and cleaning work.

A design risk assessment was carried out by the architect, and was forwarded to the Project Supervisor Design Process and were taken into account for this Preliminary Health & Safety Plan.

4.2 Arrangements for the co-ordination of ongoing design work and handling design changes

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. As the work proceeds, matters may come to the attention of the Project Supervisor Construction Stage, which may have safety implications that affect the design. The Project Supervisor Construction Stage is required to draw such matters to the attention of the Project Supervisor Design Process if changes in the design are required in order to achieve a safe system of work.

Prior to commencement on site, PSDP and the PSCS must have arrangements in place to meet when design changes occur on-site and consider the Health & Safety implications.

The Project Supervisor Construction Stage should bring to the attention of the Project Supervisor Design Process, any significant safety issues or implications of which he becomes aware, and reports on:

- unforeseen circumstances or situations occurring on-site particularly where they may affect 'Particular Risks' elements or the time scale for the project
- any accidents or incidents/dangerous occurrences that may occur
- any visits by the Health and Safety Authority
- Whether any alterations in the programme result in health and safety issues

4.3 Information on significant safety and health risks identified during the design

Risk assessments from the services engineer & architect, which took account of the Principles of Prevention, were forwarded to the Project Supervisor Design Process, and are outlined in this Preliminary Health & Safety Plan.

4.4 Materials requiring particular precautions

There are certain construction materials used in day-to-day construction, potentially hazardous to health, the use of which cannot be avoided. The Contractor should identify any such materials in the construction safety plan and provide detailed safety measures, e.g. of safe system of works, storage, warning signs, transport on-site, disposal of waste and provision of appropriate personal protection equipment

The works location including ventilation provision as well as the application method (e.g. brushed or sprayed) is important. Also, personal cleanliness should be emphasized together with the provision of appropriate gloves, barrier creams and skin conditioning creams.

The following materials should not be incorporated into the works. The following list is non-exhaustive:

- Asbestos.
- High Alumina cement in structural concrete elements.
- Woodwool slabs in permanent formwork to concrete or other structural elements.

- Calcium Chloride or Sodium Chloride or other admixtures in reinforced concrete or cement mortar, otherwise than in accordance with BS 810(1985) Asbestos or Asbestos based products.
- Aggregates not complying with BS 8110 for use in reinforced concrete and BS 8110(1985) for use in concrete.
- Polyisocyanurate or Urea Formaldehyde foam or any other products which supports or leads to combustion.
- Aggregate in concrete mixes in such proportion as likely to give adverse alkali-silica reaction.
- Hardwoods from non-sustainable forests.
- Calcium silicate bricks or tiles.
- CFC based expanded foam insulation or adhesive materials.
- Materials which generally comprise of mineral fibres either man-made or naturally occurring which have a diameter of 3 microns or less, and a length of 200 microns or less, which contain fibres not sealed or otherwise stabilized to ensure that fibre migration is prevented.
- Black or blue mortar either from a ready origin or as a site administered admixture.
- Low melt polyvinylchloride for use in roofing or cladding in any form.
- Pitch polymer damp proof course
- Grade 2 MDF board
- Other substances known to be deleterious at the time of use and not in accordance with current British Standards or Codes of Practice

4.5 Contractor's design

Where the works include elements of design (including the design of temporary works) the contractor will also be considered a designer for the Purposes of the *Safety, Health and Welfare at Work (Construction) Regulations 2013*.

For temporary works, which involve significant risk, the methodology and risk assessment procedure should be identified and forwarded to the Project Supervisor Design Process for assessment.

SECTION 5

PARTICULAR RISKS:

5.1 List of risks works which involve particular risks to the safety & health of persons at work.

The following is the non-exhaustive list of work involving particular risks to the safety and health of persons as set out in Schedule 1 of Safety and Health Regulations at Work (Construction) Regulations 2006, together with the opinion of the Project Supervisor for Design Process on what elements of the works may fall within each risk category. 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.

Work involving particular risks, which would be appropriate to specify in the preliminary Safety and Health Plan would include:

- Items 1 & 2 of the Schedule 1 - Only those risks which would not be evident and reasonably deducible from drawings or other support documentation to a competent project supervisor for construction
- Items 3 to 10 of the Schedule 1 – Only those risks which are reasonably foreseeable by the Project Supervisor Design Process are listed.
- Other works which may involve risks – Only those risks which would not be evident and reasonably deductible from drawings or other supporting documentation to a competent Project Supervisor Construction Stage are listed below.

- 1 Works which put persons at work at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
For this particular project, there will be unavoidable risk associated with working at height, and the main contractor is to take all necessary precautions in order to minimise the risk associated with same.
- 2 Burial Under Earth falls, for example; deep foundations, deep cuttings, work in excavation which are in or adjacent to unstable ground, hazardous underground services or where there is a risk of undermining existing foundations
Not applicable for this particular project.
- 3 Falling from a Height, for example, where the risk associated with working at a height is likely to be aggravated by the presence of another significant hazard then a significant hazard may be present.
There will be unavoidable risks associated with working at height, and the contractor is to take all necessary precautions.
- 4 Works on or near site boundaries or existing structures that will require excavation.
There will be works undertaken adjacent to and in existing structures, and the contractor is to take all necessary precautions
- 5 Engulfment in Swampland, for example; unstable ground, work adjacent to lake and ponds or reclaimed ground :
Not applicable for this particular project.
- 6 Work on or adjacent to fragile roofing materials
Care to be taken when working at heights and removing existing flat roofs.
The Main Contractor should advise and establish safe access to all levels. The Main Contractor is to develop a method statement for any works in or on the roof or any high point for access & support.
 - Work on or Adjacent to fragile roofing materials.
 - Work on removing & refitting rooflights
 - Installation of Roof finishes.*High wind loads and openings in roofs for services formed and are to be protected.*

- 7 Installation of Scaffolding
This particular Project will require scaffolding. A site-specific method statement must be produced, which will include how the scaffolding will be managed, planned, installed, checked and removed. The use, purpose and maximum loading shall be clearly communicated the designers, the installers and the users of scaffolding. The Safety & Health Plan shall be updated during the project to reflect the status of the scaffolding including CR8 "Scaffolders Report of Inspection of Scaffold".
- 8 Operations where the nature of the work or other restrictions makes it impracticable to provide standard scaffolding or other suitable and sufficient means of support.
Where standard scaffolding cannot be used, suitable alternatives must be put in place by the contractor and communicated to the design team the PSCS and the PSDS.
- 9 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 statutory requirement for health monitoring.
Good Hygiene procedures to be implemented when working on existing flat roofs & drainage. Workers to be made aware of the possible presence of Wells Disease from the possible presence of rats.
- 10 Where certain materials of substances are to be used, or materials in existing buildings are to be modified, a particular risk in relation to chemical or biological substances may exist.
Not anticipated but care to be taken where such work may occur.
- 11 The circumstances of the use of certain materials or substances may give rise to particular risks based on their toxicological or physio-chemical properties, for example:
- the presence or potential presence of explosive atmosphere (including potential for dust explosions).
N/A
 - work in confined spaces (i.e. areas where there is a possibility of a deficiency of oxygen or the presence of dangerous gases or vapours).
N/A
- 12 There may be a specific legal requirement for health monitoring where a work activity puts a person's health a risk from hazardous substances or preparations. Where such a requirement exists the activity must be regarded as involving a particular risk.
Examples of activities requiring health monitoring and as such involving particular risks include:
- The stripping of lagging which contains or is likely to contain asbestos or the breaking and mechanical drilling or screwing and removal of insulating boards, tiles and other products likely to contain asbestos to which The Safety, Health and Welfare at Work (Protection of Employees)(Exposure to Asbestos) Regulations 2006 to 2010.

For this particular project an asbestos survey was carried out, and asbestos was found on site, and is to be removed. The main contractor is to note that no person is permitted to work with asbestos containing materials unless they have received training and have taken all reasonable steps to prevent exposure to asbestos. The requirement for training is detailed in Regulation 17 of the Safety Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006-2010.

The main contractor must also ensure that all workers take all necessary precautions when working with and handling asbestos containing materials. The main contractor must also provide good washing facilities and PPE including Respiratory Protective Equipment & protective clothing where required to all workers handling and working with asbestos containing materials.

The main contractor is to allow for all asbestos containing materials being disturbed & removed to be packaged, wrapped & labelled in accordance with HSA guidelines by a specialist licenced asbestos removal company. The main contractor is to allow for the asbestos containing material to removed from site by a haulier with a current national waste collection permit, and also allow for the safe disposal of same at a licensed facility.

The main contractor must furnish the architect & with the appropriate certification upon completion.

- Where friable asbestos is identified and remains in place the Project Supervisor for Construction Stage is required to develop a method statement to remove the asbestos at the earliest possible time. Where the risk exists that asbestos will be disturbed during the course of the project.

Not anticipated but care to be taken where such work may occur.

- Demolition involving the flame cutting or shot blasting of painted steel where the paint is likely to contain lead and where an assessment reveals any conditions referred to by the Safety, Health and Welfare at Work (Chemical Agents) Regulations

Not anticipated but care to be taken where such work may occur.

- Work involving the use of substances which must be labelled with the risk phrases R45 “may cause cancer” or R49 “may cause cancer by inhalation” and where a risk assessment in accordance with Regulation 4(b) of the Safety, Health and Welfare at Work (Carcinogens) Regulations 1993 reveals a risk to safety or health. Substances classified as carcinogens include zinc chromate and certain classes of bituminous substances which are used in caulking or sealants.

Care to be taken to observe all materials being used and take precautions as necessary

- Work involving the use of substances or preparations which must be labelled with the risk phrases R42 “may cause sterilization by inhalation” and where a risk assessment in accordance with Regulation 3(2) and 3(8) of the Safety, Health and Welfare at Work (Chemical Agents) Regulations 1994 reveals a risk to health. These are a component of many coatings, sealants and foams, particularly of “two pack” coatings or urethanes.

Care to be taken to observe all materials being used and take precautions as necessary

- Any other work activities involving the use of any chemical or biological agents where a risk assessment in accordance with Regulations 4 and 5 Chemical Regulations 2001 or Regulations 4 of Safety, Health and Welfare at Work (Biological Agents) Regulations 1994 (SI No. 146 of 1994) as amended by the Safety, Health and Welfare at Work (Biological Agents) (Amendments) Regulations 1998 (AI No. 248 of 1998 reveals a risk to safety or health.

None known of but contractor & Subcontractor to make themselves aware of all substances etc. Being used during construction of project to establish if some may have some substances etc.

- 13 All hazardous substances and preparations must be labelled with appropriate hazard symbols and the suppliers must provide a safety data sheet when requested by any person. The labels and safety data sheets must include risk phrases, which indicate the specific risks associated with the substance. These requirements are set out in the European Communities (Classification, Packaging and Labelling of Dangerous Substances) Regulations 2003 as amended by the European Community (Classification, Packaging, labelling and Notification of Dangerous Substances) European Communities (Classification, Packaging and Labelling of Dangerous Preparations Regulations 2004) (SI No. 62 of 2004).

Care to be taken to observe all materials being used and take precautions as necessary

- 14 Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/Eurotom such as: radioactive lightning conductors, radioactive smoke detectors, or other disused radioactive materials or plant, radioactive installations, work near X-ray machines, in hospital radiotherapy or nuclear medicine departments.

- Ionizing radiation is most commonly encountered in connection with certain types of non-destructive testing and work near operating X-Ray machines, or in hospital radiotherapy or nuclear medicine departments or from some old lighting conductors

Care to be taken to observe all materials being used and take precautions as necessary.

- 15 Work near high voltage power lines & other services -
- The category including all high voltage power lines including overhead and buried lines, It also includes high voltage cables supplying fixed plant where a significant risk of breaching cable insulation exists. The Safety, Health and Welfare at Work (General Application) Regulations define high voltage as any voltage exceeding 1000 volts alternating current 1500 volts direct current.
- There are high voltage power lines over the to the site, contractor to clearly identify locations of all such power lines and take all necessary precautions.*
- 16 Work exposing persons at work to the risk of drowning –
- Work over or near water where there is a risk of persons falling into the water. Works significantly below water table, work to bridges, culverts, work on or near the sea, lakes ponds, reservoirs. Work where there is a risk of falling into and drowning in product vats, slurry tanks or grain silos.
- It is not anticipated that there will be works carried out near or above water.*
- 17 Work on wells, underground earthworks and tunnels -
- Excavated Wells
 - Underground Earthworks
 - Tunnels
 - Underpinning
- It is not anticipated that there will be works carried out on wells, or underground.*
- 18 Work carried out by divers at work having a system of air supply.
- No particular risk identified or envisaged at this time.*
- 19 Work carried out in caisson with a compressed air atmosphere.
- No particular risk identified or envisaged at this time.*
- 20 Work involving the use of explosives -
- Rock blasting or demolition
 - Other
- No particular risk identified or envisaged at this time.*
- 21 Work involving the assembly or dismantling of heavy prefabricated components:
- Includes work involving steel sections, precast concrete floor units, precast cladding units, trussed rafters, and some items of mechanical plant.
- No particular risk identified or envisaged at this time.*

SECTION 6

KNOWN EXISTING SERVICES

6.1 Overhead Services

Overhead Electrical wires:

There are overhead ESB wires directly over the site, which will be live throughout the duration of the contract. These may affect the contractor's access to the site. The main contractor shall liaise with ESB for any concerns or re-routing. Care to be taken as necessary.

Overhead Eircom wires:

There are existing Eircom overhead wires directly over the site, which will be live throughout the duration of the contract. These may affect the contractor's access to the site. The main contractor shall liaise with Eircom to ensure the removal / relocation / re-routing of same where necessary.

6.2 Underground Services

Underground electrical:

Some cables may be buried underground which will be live throughout the duration of the contract. Care to be taken as necessary with all excavations etc. Also take care of Underground connection of the building to the mains;

Underground cabling:

Some cables may be buried underground which will be live throughout the duration of the contract. Care to be taken as necessary with all excavations etc. Also take care of underground cabling & ducting as described in specification and on drawings.

Underground telecom:

Some cables may be buried underground which will be live throughout the duration of the contract. Exact position of these cables to be determined and marked on site. Special care to be taken where these are in vicinity of excavations for footings for new buildings, and appropriate procedures to be adopted accordingly.

The Project Supervisor Construction Stage should note that there may be existing underground services – electrical, cabling, drainage, etc.- in the vicinity of the existing buildings adjacent to the site and that special care should be taken during work in their vicinity.

6.3 Other Services

Gas Mains:

There will be new pipework to the existing LPG tank installed on-site – care to be taken as necessary.

Water Mains:

Refer to the site drawing. Exact location of the existing watermain is unknown – care to be taken as necessary.

Other liquids/gases: under pressure):

None known at this time.

SECTION 7

HEALTH & SAFETY FILE

7.1 Safety File

The Project Supervisor Construction Stage shall supply all necessary safety file information to the PSDP which shall include the following items (list not exhaustive).

The Project Supervisor Construction Stage in co-operation with the Main Contractor shall ensure that the Safety File to be produced at the end of the project as soon as possible after practical completion, shall incorporate all issues identified in the Main Contractors Method and Safety Statement.

The Project Supervisor Construction Stage shall identify relevant information to be issued by the Project Supervisor Design Process and issue a request in time. This will allow the Project Supervisor Design Process to instruct the Design Team and Client to issue the necessary information to be included in the file.

1. The Design Team drawings, specifications and bills of quantities used for the purposes of construction.
2. Certification that all safety glazing is installed as required. Location and type of glazing used shall be described.
3. Fire Certificate Application Report, Last Fire Certification drawings used for Construction and Copy of Fire Certificate (for all relevant Fire Certificates for the project).
4. Drawings, details and certification of the system including relevant pull out tests and other loading tests for access safety systems such as hooks, safety lines, barrier, etc.
5. Certification of all Fire Safety / Emergency related work must be included in the Safety File and should include:
 - a. Drawings by special sub-contractors which indicate location of fire stopping and cavity barriers including associated test certificates.
 - b. Confirmation that the works are completed as per drawings and test certificate.
 - c. Fire test certificates for doors and confirmation that the doors are installed in compliance with the test certificates by specialist sub-contractors.
 - d. Drawings which indicate location of fire rated enclosures and the relevant test certificates.
 - e. Confirmation that the works are completed as per drawings and test certificates.
6. Confirmation that services and emergency services in particular are fully commissioned and Service Consultants acceptance of same.
7. Details including names, type of training and dates of training of Client representatives for Emergency and Safety Systems.
8. Correspondence PSDP and PSCS with client.
9. Operation and maintenance manuals and recommended/required maintenance regime.
10. Maintenance requirements set out on an element by element basis.

SIGNED: Coughlan Associates

Project Supervisor Design Process

DATED: 14th of August 2026
